


Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Date From: 28 SEPT 2023 1400	Date To: 05 OCT 2023 1400
Approved By:	Name: Nadine Carlson	Title: Planning Section Chief	Date Approved: 28 SEPT 2023

Incident Action Plan (IAP)
The purpose of a weekly IAP is to be a critical source of information for the Planning Section. The information within the IAP helps synchronize operations and ensures that the appropriate support is provided to the current incident objectives.

This IAP is scheduled to be prepared and sent to emergency operations staff assigned to the mission every THURSDAY between 1400 to 1630



OPERATIONAL PERIOD WILL CHANGE STARTING 05 OCT 2023 TO 0700 FROM 1400

Incident Action Plan (the items checked below are included in this Incident Action Plan)			
ICS 201 ICS 202 ICS 203 ICS 204 ICS 205 ICS 205A	ICS 206 ICS 207 ICS 207 EOC Staff ICS 207 Sheltering ICS 208 ICS 209	ICS 215 ICS 215A Other Attachments: CPD Location Map Shelter Location Map Hospital Locations Map	Events Annex Major Upcoming Events Staging Location Map FQHC Location Map Safety & Security Assessments
Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 28 SEPT 2023

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Incident Briefing (ICS 201)

Current & Planned Objectives: The following are the overall objectives identified for the mission during this operational period.

- **Objective #1:** Maintain the safety and security of staff, responders, and Asylum Seekers for the New Arrivals Mission through the operational period.
- **Objective #2:** Decompress asylum seekers from Chicago Police Department (CPD) District Stations and Airports into shelters by 9 OCT 2023.
- **Objective #3:** Support resources needed to resettle 500 households/1090 individuals by 9 OCT 2023
- **Objective #4:** Review and begin to execute the Volunteer Plan developed by the Mayor's Office of Engagement.

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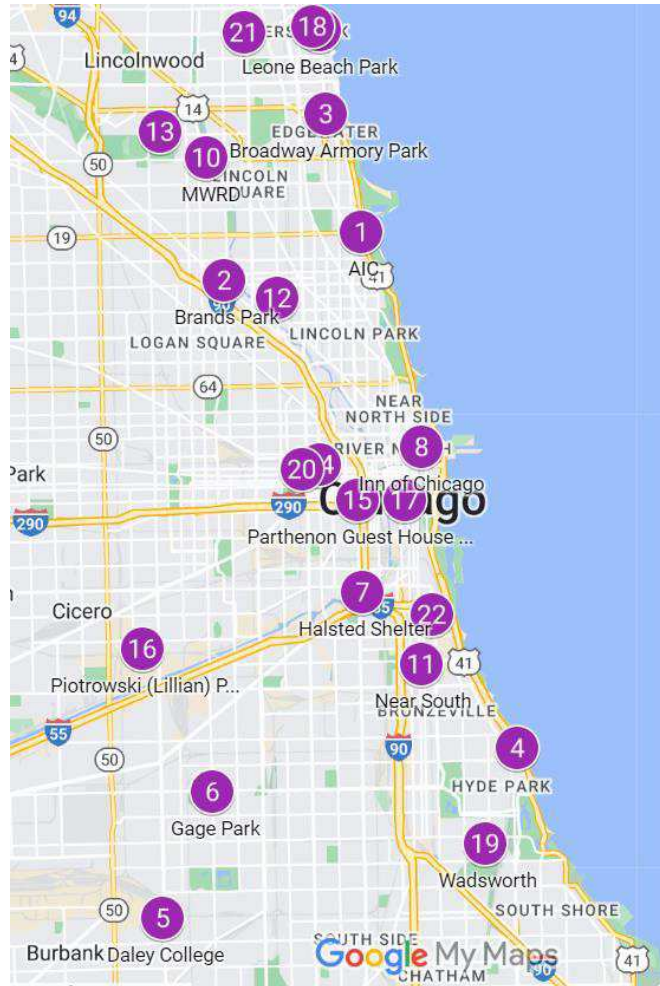
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Shelter Location Map (Reference Link Below)



1. AIC	640 Irving Park Rd
2. Brands Park	3259 N. Elston Ave
3. Broadway Armory	5917 N. Broadway
4. Chicago Lake Shore Hotel	4900 S. Lake Shore Dr
5. Daley College	7500 S. Pulaski Rd
6. Gage Park	2411 W. 55 th St
7. Halsted Shelter	2241 S. Halstead
8. Inn of Chicago	162 E. Ohio St.
9. Leone Beach Park	1222 W. Touhy Ave
10. MWRD	3034 W Foster
11. Near South	3525 S. Michigan Ave
12. New Life Community Church	2958 N. Damen Ave
13. North Park Village	5801 N. Pulaski Rd
14. Ogden Shelter	344 N Ogden
15. Parthenon	310 S. Halsted St
16. Piotrowski (Lillian) Park	4247 W. 31 st St
17. Social Club	320 S. Plymouth Ct
18. Super 8 Hotel	7300 N. Sheridan
19. Wadsworth	6420 S. University Ave
20. Walnut Shelter	1644 W Walnut St.
21. YMCA High Ridge	2424 W. Touhy Ave
22. YWLA	2641 S. Calumet Ave
23. Pending	Pending

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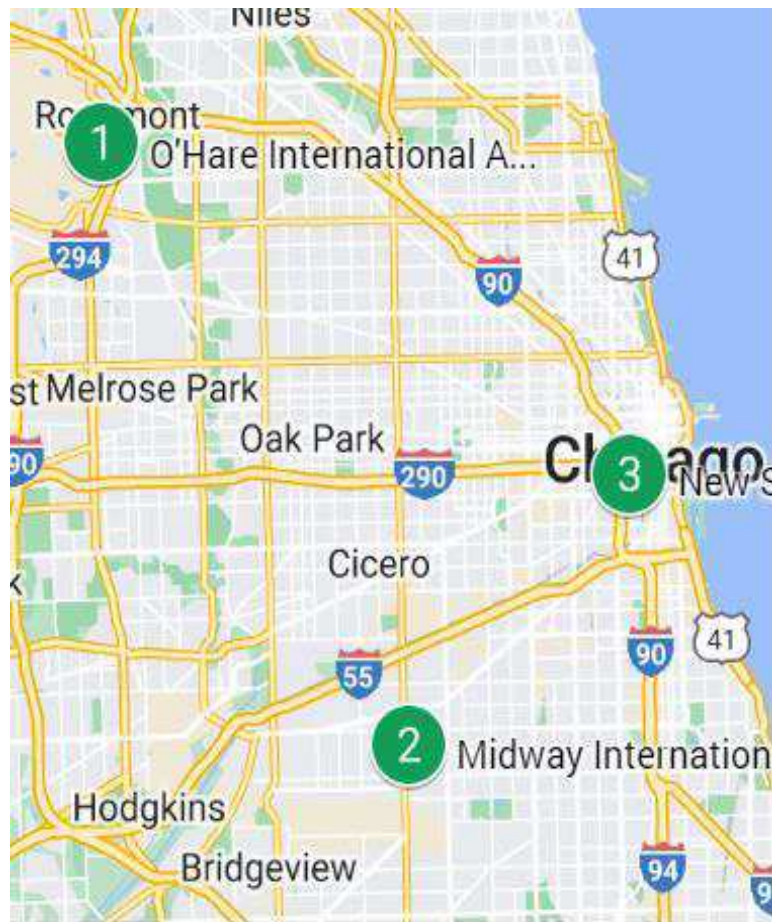
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Staging/Arrivals/Landing Zone Map (Reference Link Below)



1. Midway Airport	5700 S. Cicero Ave
2. O'Hare Airport	10000 W. Balmoral Ave
3. Northerly Island	1521 S Lynn White Dr
4. Arrivals/Landing Zone	556 W Vernon Park PL

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Medical Hospital's Map (Reference Link Below)



1. Advocate Illinois Masonic Medical Center	836 W. Wellington Ave
2. Chicago Lakeshore Hospital	4840 N. Marine Drive
3. Kindred Chicago Market-Central	4058 W. Montrose
4. Thorek Memorial Hospital-Andersonville	5025 N. Paulina St
5. Ascension Saint Joseph Hospital-Chicago	2900 N Lake Shore Drive
6. Swedish Hospital	5145 N. California Ave
7. Thorek Memorial Hospital	850 W. Irving Park Road
8. Weiss Memorial Hospital	4646 N. Marine Drive
9. Community First Medical Center	5645 W. Addison St
10. Ascension Resurrection Medical Center	7435 W. Talcott Ave
11. Shriners Hospital for Children - Chicago	2211 N. Oak Park Ave
12. Ann & Robert H. Lurie Children's	225 E. Chicago Ave
13. Hartgrove Hospital	5730 W. Roosevelt Road
14. John H. Stroger Hospital of Cook County	1901 W. Harrison St
15. Loretto Hospital	645 S. Central Ave
16. Insight Hospital and Medical Center	2525 S. Michigan Ave
17. Mount Sinai Hospital	1500 S. California Ave
18. Northwestern Memorial Hospital	251 E. Huron St
19. Humboldt Park Health	1044 N. Francisco Ave
20. Shirley Ryan Ability Lab (formerly RIC)	355 E. Erie St
21. Rush University Medical Center	1653 W. Congress Parkway
22. Saint Anthony Hospital	2875 W. 19th St
23. Ascension Saint Mary Hospital	2233 W. Division St
24. University of Illinois Hospital & Health Sciences System	1740 W. Taylor St
25. Jesse Brown VA Medical Center	820 S. Damen Ave
26. Holy Cross Hospital	2701 W. 68th Street
27. LaRabida Children's Hospital	East 65th at Lake Michigan
28. Provident Hospital/Cook County	500 E. 51st St
29. Saint Bernard Hospital	326 E. 64th St
30. University of Chicago Medical Center	5841 S. Maryland Ave
31. Advocate Trinity Hospital	2320 E. 93rd St
32. Jackson Park Hospital & Medical Center	7531 S. Stony Island Ave
33. Roseland Community Hospital	45 W. 111th St
34. South Shore Hospital	8012 S. Crandon Ave

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Police Districts Map (Reference Link Below)



1. 001 District	1718 S State St, Chicago
2. 002 District	5101 S Wenworth Ave, Chicago
3. 003 District	7040 S Cottage Grove Ave, Chicago
4. 004 District	2255 E 103rd St, Chicago
5. 005 District	727 E 111th St, Chicago
6. 006 District	7808 S Halsted St, Chicago
7. 007 District	1438 W 63rd St, Chicago
8. 008 District	3420 W 63rd St, Chicago
9. 009 District	3120 S Halsted St, Chicago
10. 010 District	3315 W Ogden Ave, Chicago
11. 011 District	3151 W Harrison St, Chicago
12. 012 District	1412 S Blue Island Ave, Chicago
13. Headquarters	3510 S Michigan Ave, Chicago
14. 014 District	2150 N California Ave, Chicago
15. 015 District	5701 W Madison St, Chicago
16. 016 District	5151 N Milwaukee Ave, Chicago
17. 017 District	4650 N Pulaski Rd, Chicago
18. 018 District	1160 N Larrabee St, Chicago
19. 019 District	850 W Addison St, Chicago
20. 020 District	5400 N Lincoln Ave, Chicago
21. 022 District	1900 W Monterey Ave, Chicago
22. 024 District	6464 N Clark St, Chicago
23. 025 District	5555 W Grand Ave, Chicago

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FQHC's Near Police Districts Map (Reference Link Below)



1. Alivio Medical Center	966 W. 21st St
2. Friend Family Health Center	25 W. 47th St
3. Access Community Health Network	7200 S. Ingleside Ave
4. Chicago Family Health Center	10536 S. Ewing Ave
5. Chicago Family Health Center	570 E. 115th St
6. Friend Family Health Center	1145 W. 79th St
7. UIC Mile Square Health Center	641 W. 63rd St
8. Chicago Family Health Center	3223 W. 63rd St
9. Alivio Medical Center	966 W. 21st St
10. Access Community Health Network	3752 W. 16th St
11. Access Community Health Network	3800 W. Madison St
12. Access Community Health Network	1817 S. Loomis St
13. Access Community Health Network	3202 W. North Ave
14. PCC Wellness Center	5425 W. Lake St
15. American Indian Health Services Chicago	4326 W. Montrose Ave
16. American Indian Health Services Chicago	4326 W. Montrose Ave
17. Near North Health Service Corporation	1276 N. Clybourn Ave
18. American Indian Health Services Chicago	4081 N. Broadway Ave
19. Erie Family Health Center	5215 N. California Ave
20. Chicago Family Health Center	120 W. 111th St
21. Howard Brown Health	6500 N. Clark St
22. PCC Wellness Center	5359 W. Fullerton Ave

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Incident Objectives (ICS 202)

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Current & Planned Objectives: *The following are the overall objectives identified for the mission during this operational period.*

Objective #1: Maintain the safety and security of staff, responders, and asylum seekers for the New Arrivals Mission through the operational period.

- Status – Continue to develop overall Safety Plan for New Arrivals Mission (SAFETY/OPS)
- Status – Integrate Community Safety Staff with Safety & Security Team in EOC

Objective #2: Decompress asylum seekers from Chicago Police Department (CPD) District Stations and Airports into shelters by 9 OCT 2023.

- Status – Identify, Activate and Maintain Additional Emergency Operations Center (EOC) and Shelter Staff.
- Status – Continue to identify, assess, and activate staff for up to 4,000 new beds
- Status – Provide Decompression Plan for movement from **Districts and O'Hare** into upcoming shelter locations
- Status – Coordinate with Volunteers and CBOs to assist in transfer of Asylum Seekers from O'Hare and District locations
- Status – Provide new enrollment for **students in O'Hare staging as moved to Shelter Assignments**
 - o Provide communication to students and families affected (Including: Maps, Contact Information, etc.)
- Status – Coordinate with (CPS) to ensure disruption of Students is minimized during decompression and transfers within Districts and Shelters
 - o Notify Principals and Parents of upcoming moves to new Schools or planned stabilization within existing Schools
- Status –
 - Hire and onboard QA/QC, Staff Grievance, Resident Grievance, and Safety & Security Manager (OPS/DFSS)
 - Order Planning Section Staff Members (PLAN/UC/STAFFING)
 - (1) Situation Unit Members
 - (1) Deputy Planning
 - (1) Documentation Unit
 - (1) Request Onboard Field Decompression Strike Team
 - (1) Division Supervisor
- o Additional sheltering locations/options:
 - Status –
 - Halsted (+400) families 03 OCT 2023
 - Ogden Shelter increase +250 families by 02 OCT 2023
 - Walnut Shelter increase by +150 families (800 max) by 02 OCT 2023
 - Base Camp (+1000) by 15 OCT 2023 – Pending Location Identification

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Continue to reevaluate school options and libraries as shelter locations
Review location submission from Alders as potential shelter locations
Hope House (+60 families) by 9 OCT 2023 (*LYPSON/MO*) –Pending Contract
CVS (+225) by OCT/NOV 2023 –Pending State contract or provide outmigration

Objective #3: Support resources needed to resettle 500 households/1090 individuals by 9 OCT 2023

Status: Housing triage and case management services provider added to fifteen (15) Shelter Locations (DFSS)

Status – Resettlement of 763 individuals by 30 SEPT 2023 by Catholic Charities

Status – Evaluate Additional Catholic Charities Case Management added to support mission

Status – Improve informational flow from Resettlement Branch (*Resettlement*)

Status – Identify ICIRR services in CPD Districts (*CPD/MO*)

Status – Create/review process for rapid out migration support for New Arrivals within Shelters and District locations

Status – Schedule Landing Zone Strategy Meeting with Housing on Resettlement efforts

Status – Schedule **Strategy Sessions with Mayor's Office on Volunteer efforts**

Objective #4: Review and begin to execute the Volunteer Plan developed by the Mayor's Office of Engagement.

Status – Draft a soft launch plan for the activation of volunteers at select shelters and locations.
(*Rey/MO*)

Status – Identify and begin background check requirements. (*Rey/MO*)

Status – Review of staffing/district/volunteer schedules and skill sets (*DOPSC/CBO*)

Status – Continue to coordinate volunteer effort for field support (*DOPSC/MED/CBO*)

Status – Develop & implement formal communication plan with volunteer network

Operational Period Command Emphasis:

1. Continue to identify and assess possible shelter site locations that could be activated.
 - a. Maintain sheet/brief to show upcoming availability, timeframe, and gaps.
 - b. Discuss ongoing opportunities with other agencies and partner departments
2. Continue to identify and assess possibilities or opportunities for securing detailed staff, volunteers, and additional shelter staff to sustain operations and maintain the overall safety of all involved in the mission.
 - a. Gather New Arrivals Mission documentation being used for operations.
 - Shelter Standard Operation Guides (SOGS) (DFSS)
 - Food Sanitation Preparation Guidelines/Certifications (*Safety*)
 - Staffing schedules and communication plans (OPS/DFSS)
 - Site Safety Plans for each location (*Safety*)
3. Continue to share and streamline overall situational awareness that is relevant to the New Arrivals Mission. Remain aware of ongoing operations outside of the New Arrival Mission that may impact the mission and/or operations.
4. Identify and provide situational awareness of the Border and Asylum Seeker Operations that may impact the New Arrivals Mission within the city and state.
5. Decompress all CPD districts by 9 OCT 2023.

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General Situational Awareness for this Operational Period:

- Remain aware of changing weather conditions as season changes.
 - Increased flooding could have an impact on both CPD Districts and Shelters.
- Occurrence of multiple large-scale Chicago Events that will be to occur across the city that could impact transportation, parking, and increased foot traffic in some areas (*see Major Events*)
- Planned gatherings are scheduled within the city during this operational period. *Planned gatherings may impact operations by delaying delivering bed or space availability. Dates, locations and times vary. (See Major Events)*

Site Safety Plan Development?

Yes No In- Progress


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Weather Overview:

Current conditions at
Chicago, Chicago Midway Airport (KMDW)
Lat: 41.78°N Lon: 87.76°W Elev: 617ft.







Overcast
68°F
20°C

Humidity 76%
Wind Speed E 9 mph
Barometer 30.07 in (1017.6 mb)
Dewpoint 60°F (18°C)
Visibility 10.00 mi
Last update 28 Sep 1:53 pm CDT

More Information:
[Local Forecast Office](#)
[More Local Wx](#)
[3 Day History](#)
[Mobile Weather](#)
[Hourly Weather Forecast](#)

Extended Forecast for
Oak Park IL

This Afternoon	Tonight	Friday	Friday Night	Saturday	Saturday Night	Sunday	Sunday Night	Monday
								
Mostly Cloudy	Mostly Cloudy then Patchy Fog	Patchy Fog then Mostly Sunny	Mostly Clear	Sunny	Mostly Clear	Sunny	Mostly Clear	Sunny
High: 70 °F	Low: 59 °F	High: 73 °F	Low: 60 °F	High: 81 °F	Low: 62 °F	High: 80 °F	Low: 63 °F	High: 80 °F

Current Life, Safety, and Health Concerns:

- Detrimental health impacts to individuals not sufficient in non-traditional shelter sites.
- Shelter teams should remain connected and can receive notification about severe weather.
- Shelter teams should be aware of their severe weather action plans and actions to take when severe weather is near.
- Overcrowding individuals put both new arrivals and shelter staff at a higher risk of contagious illnesses.

National Weather Service Advisories, Watches, and Warnings to be Considered:

- Updates related to the active conditions can be found via the following resources.
- The Chicago OEMC App – Which can be downloaded for free via any App Store by searching CHICAGO OEMC.
- The National Weather Service Webpage – [CLICK HERE FOR THE LINK](#)
- The AirNow Webpage – [CLICK HERE FOR THE LINK](#)

Severe Weather Messages or Concerns to Note:

Day of the Week	Date	Day Forecast	Night Forecast
Thursday	28 SEPT	A 30 percent chance of showers, mainly before 1pm. Mostly cloudy, with a high near 70.	Partly cloudy, with a low around 59. Northeast wind around 5 mph, with gusts as high as 10 mph.
Friday	29 SEPT	Mostly sunny, with a high near 74. Northeast wind around 5 mph becoming east southeast in the afternoon.	Mostly clear, with a low around 60. East wind around 5 mph becoming south southeast after midnight.
Saturday	30 SEPT	Sunny, with a high near 81. South southeast wind 5 to 10 mph.	Mostly clear, with a low around 62.
Sunday	1 OCT	Sunny, with a high near 80.	Mostly clear, with a low around 62.
Monday	2 OCT	Sunny, with a high near 81.	Mostly clear, with a low around 63.
Tuesday	3 OCT	Sunny, with a high near 82.	Mostly clear, with a low around 62.
Wednesday	4 OCT	Partly sunny, with a high near 80.	Partly cloudy, with a low around 66.
Thursday	5 OCT	Partly sunny, with a high near 78.	Partly cloudy, with a low around 65.

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Major Upcoming Events

Incident Name: New Arrivals Operations	Operational Period: (Weekly)	Date From: 28 SEPT 2023 1400 Date To: 05 OCT 2023 1400				
Objectives:						
<ul style="list-style-type: none"> Identify and plan future movements of New Arrivals impacted from nearby major events. 						
Tasks if an event is scheduled to be in the area where New Arrivals are located and steps that should be taken if the event will impact operations.						
<ul style="list-style-type: none"> Identify the event and where it will be in the vicinity of the New Arrivals location. Notify and plan with EOC Team in conjunction with the Chicago Police Department Identify if a temporary move or change in operations will be needed. Develop and activate plan to maintain operations during significant events to maintain operations. 						
Overview of Current Strategies, Processes, and Procedures Being Utilized:						
<ul style="list-style-type: none"> New Arrivals has been staging at various police stations across the City of Chicago. When a large event is scheduled within the area, the Chicago Police Department District impacted may require the decompression of New Arrivals out of the building so CPD can address operations related to the event that is in their district boundaries. Certain City staff and departments may be impacted by events due to the need for staffing the event. Awareness to the EOC team of events occurring that may impact staffing is also listed below. 						
Events:						
Event Name	Date(s)	Exact Location(s)	Potential Impacts	District(s)/Departments Impacted	Nearby Shelters	Decompression Needed Y / N or N.A
Wrigley 5K	30 SEPT 2023	Downtown Area	Large Crowds Street Closures City Resource Heavy	N/A	N/A	N/A
Millennium Park Concerts	30 SEPT 2023	Downtown Area	Large Crowds Street Closures City Resource Heavy	N/A	N/A	N/A
Chicago Marathon	8 OCT 2023	Downtown Area	Large Crowds Street Closures City Resource Heavy	OEMC Staff Activation in the Field and EOC	Multiple	Unknown
Indigenous Peoples Day	9 OCT 2023	Citywide	Large Crowds City Resource Heavy	N/A	N/A	N/A
Hot Chocolate Run	5 NOV 2023	Grant Park	Large Crowds Street Closures City Resource Heavy	OEMC Staff 001 District	Social Club Inn of Chicago	Unknown
Veterans Day	11 NOV 2023	Citywide	Large Crowds City Resource Heavy	N/A	N/A	N/A
Thanksgiving Day Parade	23 NOV 2023	State Street Central Business District	Large Crowds Street Closures City Resource	OEMC Staff 001 District	Social Club Inn of Chicago	Unknown
New Year's Eve	31 DEC 2023	Citywide	Large Crowds City Resource	N/A	N/A	N/A
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Organization Assignment List (ICS 203)

Incident Commander(s) and Command Staff:			Operations Section:		
Unified Command	DFSS	Comm. Brandi Knazze	Operations Section Chief	Favorite	Tim Thomasson
Unified Command	OEMC	Kaila Lariviere	Deputy Operations Chief	Favorite	Cedric Montgomery
Unified Command	OEMC	Glen Lyman	EOC OPS Coordinator	Favorite	Justin Graham
Unified Command	MO	DM. Beatriz Ponce De Leon	Staffing Unit		
Unified Command	OEMC	ED. Jose Tirado	Staffing Branch Manager	Favorite	Sonia OMeara
Public Info. Officer	OEMC	Mary May	Scheduling Coordinator	Favorite	Vickie Charles
Public Info.	MO	Ronnie Reese	Quality Assurance & Compliance Manager	Favorite	Vacant
Liaison Officer	IGA	Erik Martinez	Staff Grievance Coordinator	Favorite	Vacant
Liaison Officer	IGA	Rowida Zatar	Resident Grievance Coordinator	Favorite	Vacant
Cook County Liaison	CSCC	Joseph Kostuchowski	Quality Assurance & Compliance	Favorite	Vacant
Agency/Organization Representative:			Agency Representative	Favorite	Cymone Smith
Policy Group	MO	Rey Wences Najera	Agency Representative	Favorite	Brandon Ladmiraalt
Policy Group	MO	Cristina Pacione-Zayas	Sheltering Branch		
Policy Group	MO	Sara Mathers	Shelter Branch Director	DFSS	Danny Castaneda
Policy Group	MO	Alyx Goodwin	Project Manager	DFSS	Natalia Santillan
Policy Group	MO	Lori Lypson	Project Manager	DFSS	William BJ Lohr
Policy Group	DFSS	Christine Riley	Project Manager	DFSS	Zaidi Fearon
Policy Group	DFSS	Kim Howard	Project Manager	DFSS	Jose Robles
Policy Group	DFSS	Maura McCauley	Project Manager	Favorite	Vacant
Planning Section:			Project Manager	Favorite	Vacant
Planning Section Chief	Favorite	Nadine Carlson	Safety and Security Branch		
Dep. Planning Chief	Favorite	Vacant	Deputy Chief	CPD	DC Steven Chung
EOC Plans Coordinator	Favorite	Marta Hernandez	CPD Sergeant	CPD	Andrea Mikaitis
Situation Unit Lead	OEMC	Kevin Kilmer	Chicago Police Officer LNO	CPD	
Situation Unit	Vacant	Vacant	Chicago Police Officer LNO	CPD	Thomas Freitag
Situation Unit	Vacant	Vacant	Chicago Police Officer LNO	CPD	Brock Brunson
Situation/ Documentation Unit	OEMC	Shekinah Jones	Chicago Police Officer LNO	CPD	James Chan
Documentation Unit Lead	Favorite	Flower Asfaha	Safety and Security Manager	Favorite	Kelvin Pope
Documentation Unit	Vacant	Vacant	Safety and Security Committee	Vacant	Vacant
Shelter Assessment & Stand-Up Unit Lead	Vacant	Vacant	Safety and Security Committee	Vacant	Vacant
Site Identification Team	AIS	Michelle Wood	Safety and Security Committee	Vacant	Vacant
Site Identification Team	Parks	Pat Levar	Safety and Security Committee	Vacant	Vacant
Site Identification Team	Reloshare	Matt Singley	Safety and Security Committee	Vacant	Vacant
Surge Planning Unit	Vacant	Vacant	Resettlement Branch		
Landing Zone Lead	OEMC	Matthew Ladniak	Case Management Unit	Catholic Charities	Mare Jochum
Medical Branch			Housing Unit	DOH	Daniel Cassell
Medical Unit Lead	CDPH	Ivonne Sambolin	Data Branch		
Care Coord./ Project Manager	Favorite	Jeff Wright	Data Branch Manager	Vacant	Vacant
Field Coord./ Project Manager	Favorite	Carrie Whiteley	Data Branch Lead	Favorite	Jorge Rivas
Last Update: 09/21/2023			Data Analytics	CCDEMRS	Maria Salgado
			Smart Sheet Unit	DOA	Regina Hightower
			Salamander Group	Favorite	Hugo Murillo
			Salamander Group	Favorite	Topiltzen Avila
			IT Support Group	AIS	Johnathan Lam

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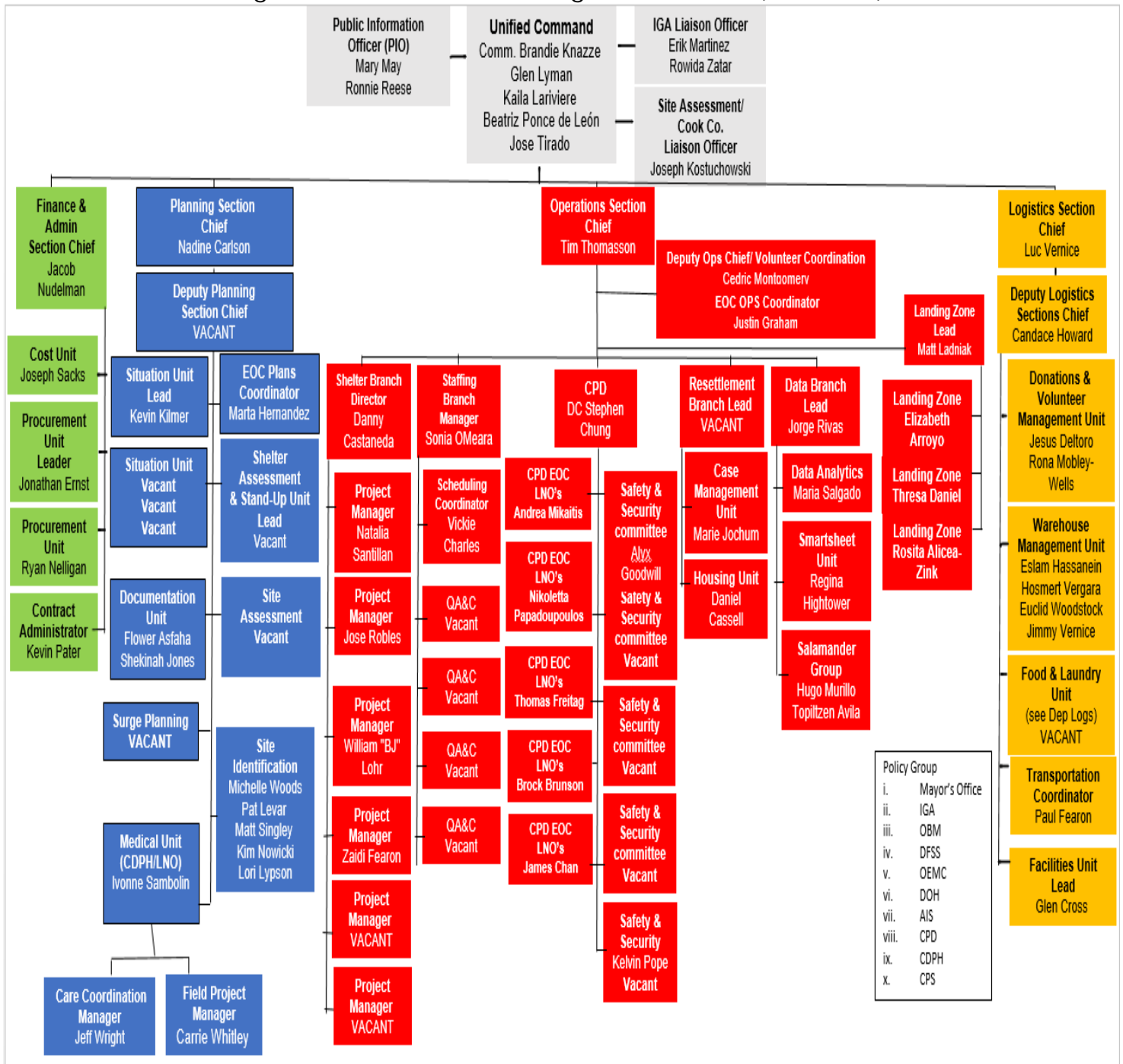
Logistics:		
Logistics Section Chief	Favorite	Luc Vernice
Deputy Logistics Section Chief	Favorite	Candace Howard
Food & Delivery	Favorite	See DLC
Transportation Coordinator	Favorite	Paul Fearon
Donations and Volunteer Management Unit	MO	Jesus Del Toro
Donations and Volunteer Coordinator	DSS	Rona Mobley-Wells
Facility Unit Leader	AIS	Glen Cross
Warehouse Management Unit	Favorite	Eslam Hassanein
Warehouse Management Unit	Favorite	Hosmert Vergara
Warehouse Management Unit	Favorite	Euclid Woodstock
Warehouse Management Unit	Favorite	Jimmy Vernice
Finance/Administration Section:		
Finance& Admin Section Chief	Budget	Jacob Nudelman
Cost Unit	OBM	Joseph Sacks
Procurement Unit Lead	DFSS	Jonathan Ernst
Procurement Unit	OEMC	Ryan Nelligan
Contract Administrator	OPSA	Kevin Pater

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Organization Chart Assignment List (ICS 207)



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		Planning/Documentation Unit	

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Planning Section Assignment List (ICS 204)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Date From: 28 SEPT 2023 1400 Date To: 05 OCT 2023 1400
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PLANNING SECTION

Planning Section Chief: Nadine Carlson	Contact Numbers: (817) 521-2668
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Objectives:

- Support the Unified Command objectives by reviewing, coordinating, producing, supporting documentation for the New Arrivals Mission

Tasks:

- Produce and send daily SITREPS via email to key departments and stakeholders.
- Review Incident Reports submitted by Shelter Managers, Site Captains, and Project Managers
 - Include Commanders briefs to daily SITREP
 - Provide Roll Up report of all daily Incidents
- Facilitate daily, weekly meetings with departments, sections, stakeholders Monday through Friday (08:30am-
- Daily New Arrivals Check-in, 0730 Placement Call Tactics, 0915 -Operations Call-in, 1530 EOC/DFSS Coordination Call-in, 1630 Placement Coordination Call.
- Manage changes and updates to conference calls for Unified Command Group including recurring incident
- Coordinate and communicate with all departments and stakeholders to produce weekly Incident Action Plan (IAP) Thursday 1400 – Thursday 1400
- Review Policies and Guidelines for departments and stakeholders to incorporate into total IAP roll up.
- Provide Documentation Support including, sending, and receiving files or print and distribution from multiple sources on the New Arrivals Mission
- Coordinate and provide support for products, guidelines and policies established during the New Arrivals Mission
- Research, produce and manage outside events list to be sent weekly (WED) in Spanish and English to CPD Districts and Shelters
- Develop Planning Daily Deliverables Calendar
- Management changes and updates to New Arrivals Missions contact sheets and organizational charts
- Cross train assigned personnel to assist with tasks within the Planning Section
- Standardization of formats, naming conventions, file structures within Departments on Teams
- Outline tasks for swing/evening shift personnel for Planning Section
- Create Field Medical Provider Calendar
- Develop Partner Agencies sheet for IAP
- Create Organization Chart for Shelter Branch
- Update email distribution and conference call attendance rosters for ongoing communication of deliverables and calls
- Update 206 Data with current Medical Partners
- Identify Deputy Planning Section Chief
- Order Situation Unit Lead
- Order Documentation Unit Staff
- Order EOC Planning Coordinator
- Develop Organization Chart for Staffing Section

Overview of Current Strategies, Processes, and Procedures Being Utilized:

Resources Needed:

Resource Identifier	Planned Use	# Needed	Status
Dep Planning Sec Chief	EOC	1	Pending Selection
Situation Unit	EOC	2	In Process for Fill
Documentation Unit	EOC	1	In Process for Fill
EOC Support Branch Coordinator	EOC	1	Requested

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Resource Identifier	Department/Organization Name	# of Staff	Resources
MI FI	Communication outside of EOC	1	Incoming

Resource Equipment & Technology:

Resource Identifier	Resource Name	How Resource is Being Used

Communications (Phone Numbers for Team):

Name	Function	Phone #	Email
Nadine Carlson	Planning Section Chief	[REDACTED]	[REDACTED]
Flower Asfaha	Documentation Unit Lead		[REDACTED]
Kevin Kilmer	Situation Unit		[REDACTED]
Shekinah Jones	Situation Unit		[REDACTED]
Vacant	Documentation Unit	Vacant	Vacant

Current Gaps or Challenges:

Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Donations & Partnership Liaison Assignment List (ICS 204)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Date From: 28 SEPT 2023 1400	
		Date To: 05 OCT 2023 1400	
LIAISON SECTION			
Liaison Contact: Jesus DelToro		Contact Numbers: [REDACTED]	
Objectives: <ul style="list-style-type: none">Objective #1: Work with DFSS and Mayor's Office to develop a soft launch of the volunteer management unit and DFSS on provision of staff and services supporting shelter.Objective #2: Coordinate with external entities, specifically the business community to solicit equipment, supplies, and services to support shelter operations.			
Tasks: <ul style="list-style-type: none">Continue to collect situational awareness of partners, organizations, or agencies that want and could be involvedContinue to streamline liaison and outreach operations to be strategic and unified with all partner Chicago Departments informed and involved.			
Overview of Current Strategies, Processes, and Procedures Being Utilized:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Chicago Department/Vendor	AmeriCorps Team	1	N/A
Resources Assigned:			
Resource Identifier	Department/Organization Name	# of Staff	Resources
Communications (Phone Numbers for Team)			
Name	Function	Phone #	Email
Jesus DelToro	Donations & Volunteer Management Unit	[REDACTED]	[REDACTED]
Rona Mobley-Wells	Donations & Volunteer Coordinator	[REDACTED]	[REDACTED]
Current Gaps or Challenges: <ul style="list-style-type: none">Lack of formal Mutual Aid Agreements or Memorandum of Agreements with regional counties and municipalities to share resources.Need for specific items continue including blankets, towels, and mats.			
Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 28 SEPT 2023

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Finance/Procurement Section Assignment List (ICS 204)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Date From: 28 SEPT 2023 1400	
		Date To: 05 OCT 2023 1400	
FINANCE SECTION		Division/Group Supervisor: Jacob Nudelman	
Name: Joseph Sacks		Contact Numbers: [REDACTED]	
Objectives: <ul style="list-style-type: none">• Objective #1: Respond to Resource Requests as they come in.• Objective #2: Work with OBM grants to identify long-term sustainable funding sources			
Tasks: <ul style="list-style-type: none">• Jacob and Joe will continue to assist in funding necessary items.• Begin working with OBM grants in identifying federal grants			
Overview of Current Strategies, Processes, and Procedures Being Utilized:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Resource Identifier	Department/Organization Name	# of Staff	Resources
Resource Equipment & Technology:			
Resource Identifier	Resource Name	How Resource is Being Used	
Communications (Phone Numbers for Team)			
Name	Function	Phone #	Email
Jacob Nudelman	Finance Section Chief	[REDACTED]	[REDACTED]
Joseph Sacks	Finance/Cost Unit	[REDACTED]	[REDACTED]
Jonathan Ernst	Procurement Unit Leader	[REDACTED]	[REDACTED]
Kevin Pater	Procurement Unit	[REDACTED]	[REDACTED]
Ryan Nelligan	Procurement Unit	pending	[REDACTED]
Current Gaps or Challenges:			

Open Requests/Needs/Tasks		In Process	Delivered
40 Garret Hand Wands (OEMC)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
1500 shower towels (OEMC)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
1500 washcloth towels(OEMC)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
150 9V batteries (OEMC)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
40 Phone chargers (OEMC)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
27 magnetometers (OEMC)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 28 SEPT 2023

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Medical Unit Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400	
		Date To: 05 OCT 2023 1400	
MEDICAL UNIT		Section Chief: Nadine Carlson	
Unit Leader Name: Ivonne Sambolin		Contact Numbers: [REDACTED]	
Objectives: <ul style="list-style-type: none"> • Objective #1: Optimize care coordination from police districts by clearing all health requests greater than 7 days old. • Objective #2: Develop mental health procedures to address in-time and long-term mental health crisis needs. • Objective #3: Implement substance abuse Harm Reduction strategies at shelters and police districts. 			
Tasks: Task 1. Identify strategies to provide URGENT and NON URGENT care appointments at police stations. Task 2. Follow-up with CDPH on the status of mental health facilities which are intended to coordinate with shelters. Task 3. Ensure that Narcan, fentanyl test kits and plastic bins are distributed to all shelters and police stations. Task 4. Coordinate with Operations and Logistics to maintain no more than seven days IN RESPONDING to URGENT health request from all police districts.			
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none"> • A broad medical shelter placement strategy has been developed which has been mitigating some concerns at police stations. The Medical Unit will continue to work with Operations Section and Logistics Section to optimize this process. • CDPH's mental health team is developing plans for the shelters currently in operation to have individual mental health providers available to provide assistance to staff and residents following critical incidents and other related concerns. Salvation Army remains available to respond to critical incidents. • The Care Coordination Manager is reaching out to partners to expand the mobile healthcare provider capacity. • Some mobile providers have expanded their services taking medications directly to police districts and setting up appointments independently of CCH. • CDPH is implementing gang intervention outreach strategies in coordination with DFSS around shelter locations and at specific police districts. 			
Resources Assigned:			
Resource Identifier	Planned Use	# Needed	Status
Deputy Medical Branch Director/Medical Unit Leader	Take on operational certain operational tasks currently performed by the Medical Branch Director	1	Needs to be hired
Health Liaison/Quality Assurance Field Specialists	Checks on Police stations and other non-traditional shelter settings, Collects QA data. (Core / Americorps)	5	Needs to be hired
Resource Equipment & Technology:			
Resource Identifier	Agency Name	# of Staff	Resource
Resource Identifier	Number / QTY	How Resource is Being Used	
New Arrivals Chi Google Calendar		Scheduling of partners	
Medical Van	LOGS	Shuttling Isolation Cases	
Priority space at shelters and respite centers	EOC Team	Spaces utilized for those with health needs	
Smartsheet Medical Dashboard	EOC Team	Dashboard for triaging requests	

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
Ivonne Sambolin	Medical Branch/CDPH LNO		
Jeff Wright	Care Coordinator Manager		
Carrie Whiteley	Field Liaison Manager		

Current Gaps or Challenges:

- A lack of space within the shelter system provides increased challenges to place persons into shelters to provide initial Healthcare as well as city support services.
- The lack of isolation space has led to the Medical Director to deprioritize patients with GI issues per CDPH guidance. COVID, fever and other symptoms indicating greater isolation concerns will be prioritized.
- Medical Unit working with partners on providing city services to families in Homestays transitional locations because of serious medical or transitional complications.
- Continuing movement toward Uber agreement.
- Data/IT opportunities to assist medical provider calendar.

Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Medical Organizations Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period: (Weekly)	Date From: 28 SEPT 2023 1400 Date To: 05 OCT 2023 1400	
MEDICAL UNIT		Section Chief: Nadine Carlson	
Unit Leader Name: Ivonne Sambolin		Contact Numbers: [REDACTED]	
Resources Assigned: Medical Organizations			
Resource Identifier	Healthcare Organization Type	Organization/Leader	Resources Offered
Medical	Lead Coordinating Organization (LCO)	Lawndale	Funded by CDPH behavioral health to provide urgent care and behavioral health services at shelters City-wide. New Arrivals shelters are included in this rotation.
Medical	Lead Coordinating Organization (LCO)	Heartland Alliance	
Medical	Federally Qualified Health Centers (FQHCs)	Rush	<p>Link to the shelters is focused on providing non-clinical services through a community health worker framework.</p> <p>These services include:</p> <ul style="list-style-type: none"> • Patient navigation • Peer support • Linkage to care (if needed) • US healthcare system navigation/enrollment <p>Community education</p>
Medical	Federally Qualified Health Centers (FQHCs)	Esperanza	
Medical	Federally Qualified Health Centers (FQHCs)	Near North	
Medical	Cook County Health (CCH)	CCH	<p>The clinical arm of Cook County providing medical intakes for all new arrivals that link to City shelters who do not opt out of this service.</p> <p>CCH staff that go on-site to City shelters are there to provide care coordination, help with scheduling appointments, follow-up appointments, and transportation.</p>
Medical	Illinois Department of Human Services (IDHS)	IDHS	<p>The Illinois Department of Human Services (IDHS) is State Department dedicated to streamlining state residents' access to integrated services, especially as it is related to welfare and economic independence.</p> <p>IDHS special unit staff on-site at shelters are providing VTTC enrollment to residents.</p>
Medical	Chicago Department of Public Health (CDPH)	CDPH	<ul style="list-style-type: none"> • Engage and coordinate healthcare partners to work with City responses' lead departments. • Coordinate between on-site healthcare partners - CCH, LCOs, FQHCs. • Provide public health, infection prevention, and mental health guidance. • Connect shelters and healthcare providers working on the response to existing CDPH services/resources, mental health clinics, TB management resources. • Overall, being a liaison/ keeping folks updated between CDPH healthcare and other external partners.
Work Assignments:			

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Comprehensive Medical Examination & Linkage to Medical Home: The primary pathway for medical services for these new immigrants is currently through Cook County Health (CCH), including through a clinic that CCH set up to exclusively serve this population. CCH also sends care coordinators on site to all the shelters and respite centers for linkages, follow-ups, and medication deliveries.

Shelter-Based Care: Individuals staying in City shelters or respite centers have access to shelter based healthcare providers, Heartland Alliance Health (HAH) and Lawndale Christian Health Center (LCHC). HAH and LCHC send teams to the city shelters and respite centers, generally 1-2 times weekly, to provide on-site medical care, as well as linkage to medical homes for those not already linked through CCH.

Community Health Work & Social Services: Federally Qualified Health Center partners, including Esperanza Health Centers and Near North Health Services, are going to City shelters to provide information and connections to additional medical and social services, as a third layer of care.

Mobile Health/Urgent Care: Individuals not immediately placed in a city shelter or respite center due to unavailability might end up in another public location, such as a police district. In the event that individuals are waiting in an intermediary location for longer than 24 hours, the city has compiled, with CDPH support, a list of volunteer healthcare providers with mobile medical services who are willing to travel to police districts to provide urgent care services on site. These deployments are managed through the City's Emergency Operations Center (EOC) for this response.

Special Instructions: NA

Communications (Radio, Phone Numbers needed for this assignment)

Team	Primary Contact	Email	Phone
Ann & Robert Lurie Children Hospital	Jacinta Staples		
Chicago Street Medicine	Timothy Jostrand		
Night Ministry	Stephan Koruba		
Rush University Medical Center	Eugenia Olison		
UI Health / Chicago Action Medical	Sara Izquierdo		
University of Chicago Comer Pediatric Medical Unit	Dr. Icy Cade-Bell		
Night Ministry	Sylvia Hibbard		
Rush University Medical Center	Inesh Noor		
Rush University Medical Center	Lizzie Cummings		
Rush University Medical Center	Terry Gallagher		
Loyola	Susan Finn		
Healthanomics	Moiria McGee		
UI Health	Sarah Medina		
UI Health	Sara Cooper		
Humboldt Park	Rosanna Barrera		
Humboldt Park	Dagoberto Camacho		
MRC	Kristin Elich		
MRC Lead	Andreea Lazaroiu		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



FQHC's Near Police Districts		Medical Hospital's	
1. Alivio Medical Center	966 W. 21st St	1. Advocate Illinois Masonic Medical Center	836 W. Wellington Ave
2. Friend Family Health Center	25 W. 47th St	2. Chicago Lakeshore Hospital	4840 N. Marine Drive
3. Access Community Health Network	7200 S. Ingleside Ave	3. Kindred Chicago Market-Central	4058 W. Montrose
4. Chicago Family Health Center	10536 S. Ewing Ave	4. Thorek Memorial Hospital-Andersonville	5025 N. Paulina St
5. Chicago Family Health Center	570 E. 115th St	5. Ascension Saint Joseph Hospital-Chicago	2900 N Lake Shore Drive
6. Friend Family Health Center	1145 W. 79th St	6. Swedish Hospital	5145 N. California Ave
7. UIC Mile Square Health Center	641 W. 63rd St	7. Thorek Memorial Hospital	850 W. Irving Park Road
8. Chicago Family Health Center	3223 W. 63rd St	8. Weiss Memorial Hospital	4646 N. Marine Drive
9. Alivio Medical Center	966 W. 21st St	9. Community First Medical Center	5645 W. Addison St
10. Access Community Health Network	3752 W. 16th St	10. Ascension Resurrection Medical Center	7435 W. Talcott Ave
11. Access Community Health Network	3800 W. Madison St	11. Shriners Hospital for Children - Chicago	2211 N. Oak Park Ave
12. Access Community Health Network	1817 S. Loomis St	12. Ann & Robert H. Lurie Children's	225 E. Chicago Ave
13. Access Community Health Network	3202 W. North Ave	13. Hartgrove Hospital	5730 W. Roosevelt Road
14. PCC Wellness Center	5425 W. Lake St	14. John H. Stroger Hospital of Cook County	1901 W. Harrison St
15. American Indian Health Services Chicago	4326 W. Montrose Ave	15. Loretto Hospital	645 S. Central Ave
16. American Indian Health Services Chicago	4326 W. Montrose Ave	16. Insight Hospital and Medical Center	2525 S. Michigan Ave
17. Near North Health Service Corporation	1276 N. Clybourn Ave	17. Mount Sinai Hospital	1500 S. California Ave
18. American Indian Health Services Chicago	4081 N. Broadway Ave	18. Northwestern Memorial Hospital	251 E. Huron St
19. Erie Family Health Center	5215 N. California Ave	19. Humboldt Park Health	1044 N. Francisco Ave
20. Chicago Family Health Center	120 W. 111th St	20. Shirley Ryan Ability Lab (formerly RIC)	355 E. Erie St
21. Howard Brown Health	6500 N. Clark St	21. Rush University Medical Center	1653 W. Congress Parkway
22. PCC Wellness Center	5359 W. Fullerton Ave	22. Saint Anthony Hospital	2875 W. 19th St
(Reference Page 5)		23. Ascension Saint Mary Hospital	2233 W. Division St
		24. University of Illinois Hospital & Health Sciences System	1740 W. Taylor St
		25. Jesse Brown VA Medical Center	820 S. Damen Ave
		26. Holy Cross Hospital	2701 W. 68th Street
		27. LaRabida Children's Hospital	East 65th at Lake Michigan
		28. Provident Hospital/Cook County	500 E. 51st St
		29. Saint Bernard Hospital	326 E. 64th St
		30. University of Chicago Medical Center	5841 S. Maryland Ave
		31. Advocate Trinity Hospital	2320 E. 93rd St
		32. Jackson Park Hospital & Medical Center	7531 S. Stony Island Ave
		33. Roseland Community Hospital	45 W. 111th St
		34. South Shore Hospital	8012 S. Crandon Ave
		(Reference Page 6)	

Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation	Date: 21 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Data Branch Assignment List (ICS 204)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Date From: 28 SEPT 2023 1400 Date To: 05 OCT 2023 1400	
DATA BRANCH		Operations Section Chief: Tim Thomasson	
Branch Leader Name: Jorge Rivas		Contact Numbers: [REDACTED]	
Objectives: These efforts are to successfully meet the Objectives set by the Unified Command <ul style="list-style-type: none">Objective #1: Modify the Task lists to be more visible and to continue to receive feedback on current tasks from DFSS.Objective #2: Implement the Smartsheet calendar and continue gathering additional calendars data and dashboards to provide a common operational picture for all unified command and policy group leadership (medical, logistics, etc.)Objective #3: Advancing with the Sing in/out projectObjective #4: Finalizing the Staff Grievances as well as launching it.Objective #5: Review Salamander and identify fields to be modified/updated to generate reports showing the information needed to data basis. (Census, Intake Questions, same fields to all shelters, etc.)Objective #6: Visit all shelters to identify the needs to design/implement sign in/out report. (Room designation, bed designation, etc)Objective #7: Training new team members on Grievances.			
Tasks: <ol style="list-style-type: none">Update the numbers for the Aldermanic briefUpdate the Resettlement / Exit numbers.Three Smartsheet tools for the logistics team will be at least in a final draft form if not fully launched, with Maria leading on these efforts in collaboration with Luc.			
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Recurring check-in meetings (weekly, M/W/F) to ensure the data team is staying on task and coordinated.			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Possible MiFi's	in order to Implement the new sign in/out system	4+	Submitting req to logs
Possible Laptops	In order to Implement the new sign in/out system	4+	Submitting req to logs
Resources Assigned:			
Resource Identifier	Department/Organization Name	# of Staff	Resources
Resource Equipment & Technology:			
Resource Identifier	Resource Name	How Resource is Being Used	
Online Data Tracker	Smartsheet	Census, Situation Reports, Incident Reports, Grievances, Medical Request Tracking, Personnel Roster, Task Tracking	
Client Documentation System	Salamander	On-site census keeping at Shelters	
Sign in/out System	Excel	Keep track of residents entering and leaving the building	
Computer Systems	Microsoft Teams, Microsoft Office	Meetings, presentations, and documentation	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
Jorge Rivas	Data Branch Lead	[REDACTED]	[REDACTED]
Maria Salgado	Data Analyst	[REDACTED]	[REDACTED]
Topiltzen "Topi" Avila	Data Analyst	[REDACTED]	[REDACTED]
Hugo Murillo	Data Analyst	[REDACTED]	[REDACTED]
Regina Hightower	IT Analyst	[REDACTED]	[REDACTED]

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Current Gaps or Challenges:

- Progress on data team objectives can be slowed by necessary coordination with Tim and DFSS partners due to constraints on their time, energy, and availability.
- The priorities of the data team, the effective building of resources, and our ability to focus on our tasks are often set back by communication difficulties and unclear direction from other team members who want us to build a resource for them or integrate their ideas or the ideas of another party into a resource. We are also asked to create policies and procedures that are not appropriate for our role as data specialists which leads to confusion and conflict as a result of other parties not completing their own work up front to plan out what exactly they want, how it should work, and what form a given resource or project takes.

Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Sheltering Branch Assignment List (ICS 204)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Date From: 28 SEPT 2023 1400 Date To: 05 OCT 2023 1400	
STAFFING SECTION		Operations Section Chief: Tim Thomasson	
Name: Sonia OMeara		Contact Numbers: [REDACTED]	
Objective #2 Continue to identify, assess, and activate staff for up to 4,000 beds / Transfer of staffing to existing or new Shelter locations.			
Objective #4 Continue to identify and assess possibilities or opportunities for securing ... additional shelter staff to sustain operations and maintain the overall safety of all involved in the mission.			
Tasks: <ul style="list-style-type: none">• Access main Roster from SharePoint and create separate document.• Identify and correct main roster errors.• Create a new process for capturing field staffing requests.• Implement auto-generated sign-in-sheets for all sites.• Work with Corporate Liaison to hire/deploy staffing resources.• Work with DFSS Leadership to schedule / train staff as needed.			
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">• Excel/ Google docs/ Power BI/ Power Automate			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resource Identifier	Department/Organization Name	# of Staff	Resources
Resource Equipment & Technology:			
Resource Identifier	Resource Name	How Resource is Being Used	
Internet Connector	Mifi device	Remote work away from EOC	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
Sonia OMeara	Staffing Branch Manager	[REDACTED]	[REDACTED]
Cymone Smith	Staffing Liaison	[REDACTED]	[REDACTED]
Vickie Charles	Scheduling Coordinator	[REDACTED]	[REDACTED]
Current Gaps or Challenges:			
Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation	Date: 28 SEPT 2023

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



AIC Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400
		Date To: 05 OCT 2023 1400
Shelter Location: 640 W. Irving Park Rd	Division/Group Supervisor: William "BJ" Lohr	
Shelter Manager: Eric Meza	Contact Numbers: (915) 300-9936	
Shelter Demographic: Family Single Male Single Female Other	Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building	
Max Capacity: 1000	Resettlement Services Onsite: No Yes	
Isolation Space: No Yes	Number of ISO Beds: N/A Number of ISO Rooms: N/A	
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period.		
Tasks: <ul style="list-style-type: none">Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement.Provide Case Management services to assist Asylum Seeker transition and resettlement.Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations.Distribute residence grievance QR code at all Shelters.		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Immediately inform DFSS Project Manager if any critical information requirement is met such as:<ul style="list-style-type: none">Death or Injury of staff or resident,Domestic Assault or Assault and Battery on resident or staffCredible threat to staff or other residentsMajor fire, evacuation, or shelter in placeMedia on the Scene (Mary May), Politician on the scene (Erich IGA)Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible.<ul style="list-style-type: none">Update the Incident Report when resolved and outline the resolution as additional information is provided.Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900<ul style="list-style-type: none">Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900.Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support.Provide, display, and update Free Events QR code for Asylum Seekers at Shelter locationCoordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families.Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report.		
AIC Logistics:		
Laundry On Site: No Yes	Laundry Service Vendor: Laundry Bag	
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT		
Showers: Available On Site Off Site Required	Offsite Shower Location: N/A	
Day of Shower Services: SUN MON TUE WED THUR FRI SAT		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (see notes)		
Food Vendor: Bullprint Foods		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



AIC Logistics Notes:			
AIC Security Section:			
Security	Provided By Facility	Provided By Contract	Provided By City
	Provided By AIS	Not Applicable	Provided By Other (see notes)
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
AIC Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	William BJ Lohr
Site Capitan	Favorite	1	Maricella Gonzalez
Shelter Manager	Favorite	1	Eric Meza
Project Manager	Favorite	2	Gabriel Nunez Claudia Vicedo
Supervisor	Favorite	4	Aaron Alcantara Kevin Medrano Nancy Rangel Stephane Trocher
Case Managers	Favorite	8	Brenda Lopez Jose Marquez-Robles Sylvia Pena Nancy Perez Hazel Quintanilla Maria Rodriguez Olga Trujillo Anna Villacana
Residential Aid	Favorite	40	AlmaCarrillo Amelia Hernandez AngelicaAtkinson AyskelGonzalez CarlosOrdonez DavidSaucedo ElaineMejia ElizabethVasquez Erica Dominguez FelishaBarrera Julio Cesar Cruz Perez KeilaLopez KerenSala KryxenaYanez KyhraOsborn LeslieGuerra LeticiaArreazola LuisOrtiz Acosta MariaGonzalez Maria Montes MarioMoran MarviaHerrera MaxiliaPhillips Mirna Osorio MonicaMejia OlgaLeija

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

			PaolaLeal PortilloGarcia Ramon ReinaMurcia RicardoGarza RossanaMacedo SheniquaJackson SilviaMartinez Vera Morfin Veronica Garza VictoriaSaenz YenddyBrito David Saucedo
Security	Favorite	22	AmandaSanchez AngelRamirez Carlos Cordovi ErikaCantu FilibertoCarlos JacquelineLopez JohnsonSantana JulioMorales JustinaUgorji MichelleCabral MiguelMartinez PeterBeltre RodneyPhiligence RyanFearon SabrinaMatariyeh ValentinOrozco VictorSanchez WalieziAlubi YiniarisMontes
Janitorial	Favorite	2	Johnny Fontes Joshua Milfort

Resource Equipment & Technology:

Resource Identifier	Number / QTY	How Resource is Being Used
Smartsheet Calendar	Online	Scheduling of Partners
Laptop Computers		Online Access
Sign In / Sign Out Program	Online	Online - Smartsheet
MiFi		Online Access
Shelter Phone	1	Inbound/Outbound calls

Communications (Phone Numbers for Team):

Name	Function	Phone #	Email
AIC	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
William "BJ" Lohr	DFSS Project Manager		
Eric Meza	Shelter Manager		
Gabriel Nunez	Project Manager		
Claudia Vicedo	Project Manager		
Maricella Gonzalez	Site Captain		
	Resettlement Team		
Tim Thomasson	Operations		
Luc Vernice	Logistics		
Kelvin Pope	Shelter Safety		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Brands Park Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400 Date To: 05 OCT 2023 1400
Shelter Location: 3259 N. Elston Ave		Division/Group Supervisor: Kevin Ayakhan
Shelter Manager: Ana Perla Cardona		Contact Numbers: [REDACTED]
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity: 150		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: N/A Number of ISO Rooms: N/A
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period.		
Tasks: <ul style="list-style-type: none">Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement.Provide Case Management services to assist Asylum Seeker transition and resettlement.Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations.Distribute residence grievance QR code at all Shelters.		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Immediately inform DFSS Project Manager if any critical information requirement is met such as:<ul style="list-style-type: none">Death or Injury of staff or residentDomestic Assault or Assault and Battery on resident or staffCredible threat to staff or other residentsMajor fire, evacuation, or shelter in placeMedia on the Scene (Mary May), Politician on the scene (Erich IGA)Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible.<ul style="list-style-type: none">Update the Incident Report when resolved and outline the resolution as additional information is provided.Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900<ul style="list-style-type: none">Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900.Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support.Provide, display, and update Free Events QR code for Asylum Seekers at Shelter locationCoordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families.Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report.		
Brands Park Logistics:		
Laundry On Site: No Yes Laundry Service Vendor:		
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT		
Showers: Available On Site Off Site Required Offsite Shower Location:		
Day of Shower Services: SUN MON TUE WED THUR FRI SAT		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (<i>see notes</i>)		
Food Vendor: Greater Chicago Food Depository		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Brands Park Logistics Notes:			
Brands Park Security Section:			
Security <input type="checkbox"/> Provided By Facility <input type="checkbox"/> Provided By Contract <input type="checkbox"/> Provided By City <input type="checkbox"/> Provided By Parks <input type="checkbox"/> Provided By AIS <input type="checkbox"/> Not Applicable <input type="checkbox"/> Provided By Other (<i>see notes</i>)			
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Brands Park Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Kevin Ayakhan
Site Capitan	Favorite	1	Maribel Gomez
Shelter Manager	Favorite	1	Ana Cardona
Project Manager	Favorite	1	Javier Juarez (D) Aderonke Segunmaru (N)
Supervisor	Favorite	1	Betty Ukera-Kajoh
Case Managers	Favorite	1	Xochitl Romero
Residential Aid	Favorite	7	Sandra Chapa Estivens Garcia Idalis Martinez Barbarita Montes Samaeel Salinas Natividad Troche Alexandria Ward
Security	Favorite	5	Daniel De Luna Nery Garcia Ana Gonzalez Belen Orozco Angel Ruiz
Janitorial	Favorite	3	Mikiyas Asfaw Olusola Olatunde Joseph Oluyole
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Smartsheet Calendar	Online	Scheduling of Partners	
Laptop Computers		Online Access	
Sign In / Sign Out Program	Online	Online - Smartsheet	
MiFi		Online Access	
Shelter Phone	1	Inbound/Outbound calls	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
Brands Park	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
Kevin Ayakhan	DFSS Project Manager		
Ana Cardona	Shelter Manager		
Aderonke Segunmaru (D)	Project Manager		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Javier Juarez (N)	Project Manager			
Maribel Gomez	Site Captain			
	Resettlement Team			
Tim Thomasson	Operations			n
Luc Vernice	Logistics			l
Kelvin Pope	Shelter Safety			

Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Broadway Armory Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400
		Date To: 05 OCT 2023 1400
Shelter Location: 5917 N. Broadway	Division/Group Supervisor: William "BJ" Lohr	
Shelter Manager: Blanca Gonzalez	Contact Numbers: (520) 272-2266	
Shelter Demographic: Family Single Male Single Female Other	Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building	
Max Capacity: 350	Resettlement Services Onsite: No Yes	
Isolation Space: No Yes	Number of ISO Beds: - Number of ISO Rooms: -	
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period.		
Tasks: <ul style="list-style-type: none">Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement.Provide Case Management services to assist Asylum Seeker transition and resettlement.Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations.Distribute residence grievance QR code at all Shelters.		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Immediately inform DFSS Project Manager if any critical information requirement is met such as:<ul style="list-style-type: none">Death or Injury of staff or resident,Domestic Assault or Assault and Battery on resident or staffCredible threat to staff or other residentsMajor fire, evacuation, or shelter in placeMedia on the Scene (Mary May), Politician on the scene (Erich IGA)Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible.<ul style="list-style-type: none">Update the Incident Report when resolved and outline the resolution as additional information is provided.Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900<ul style="list-style-type: none">Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900.Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support.Provide, display, and update Free Events QR code for Asylum Seekers at Shelter locationCoordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families.Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report.		
Broadway Armory Logistics:		
Laundry On Site: No Yes	Laundry Service Vendor: Drop & Dash	
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT		
Showers: Available On Site Off Site Required	Offsite Shower Location:	
Day of Shower Services: SUN MON TUE WED THUR FRI SAT		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (see notes)		
Food Vendor: Greater Chicago Food Depository		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Broadway Armory Logistics Notes:			
Broadway Armory Security Section:			
Security <input type="checkbox"/> Provided By Facility <input type="checkbox"/> Provided By Contract <input type="checkbox"/> Provided By City <input type="checkbox"/> Provided By Parks <input type="checkbox"/> Provided By AIS <input type="checkbox"/> Not Applicable <input type="checkbox"/> Provided By Other (<i>see notes</i>)			
Name of Security Company:		Company Phone Number:	
Primary POC: N/A		Primary Phone Number:	
Broadway Armory Security Notes:			
Resources Needed: Security Box			
Resource Identifier	Planned Use	# Needed	Status
Shelter Cell Phone		1	Requested from Logistics
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Danny Casteneda
Site Capitan	Favorite	1	William "BJ" Lohr
Shelter Manager	Favorite	1	Blanca Gonzalez
Project Manager	Favorite	2	Gerardo Ramos Jose Serrano
Supervisor	Favorite	3	Sabrina Camps Juan Escamilla Jesus Zuniga
Case Managers	Favorite	2	Graciela Diaz Ana Esquivel
Residential Aid	Favorite	7	Lucero Alcocer Ermelinda Gallegos Jan-Marco Martire Lora Ylluiliany Mejia JR Angela Munoz Sergio Salas Carolina Zepeda
Security	Favorite	7	Jonathan Dalexis Pilar De La Cruz Mathew Garza Javier Milla Maria Ochoa Lorenzo Prieto Carmen Zuniga
Janitorial	Favorite	3	Patience Edarenor Roquel White Olayemi Olaleye
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Smartsheet Calendar	Online	Scheduling of Partners	
Laptop Computers		Online Access	
Sign In / Sign Out Program	Online	Online - Smartsheet	
MiFi		Online Access	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
Broadway Armory	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
William "BJ" Lohr	DFSS Project Manager		
Blanca Gonzalez	Shelter Manager		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Gerardo Ramos	Project Manager			
Jose Serrano	Project Manager			
Tina Puente	Site Captain			
	Resettlement Team			
Tim Thomasson	Operations			
Luc Vernice	Logistics			
Kelvin Pope	Shelter Safety			

Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Daley College Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400
		Date To: 05 OCT 2023 1400
Shelter Location: 7500 S. Pulaski - Bldgs 500&600		Division/Group Supervisor: Natalia Santillan
Shelter Manager: Arlene Robles		Contact Numbers: [REDACTED]
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity: 255		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: - Number of ISO Rooms: -
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period.		
Tasks: <ul style="list-style-type: none">Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement.Provide Case Management services to assist Asylum Seeker transition and resettlement.Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations.Distribute residence grievance QR code at all Shelters.		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Immediately inform DFSS Project Manager if any critical information requirement is met such as:<ul style="list-style-type: none">Death or Injury of staff or resident,Domestic Assault or Assault and Battery on resident or staffCredible threat to staff or other residentsMajor fire, evacuation, or shelter in placeMedia on the Scene (Mary May), Politician on the scene (Erich IGA)Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible.<ul style="list-style-type: none">Update the Incident Report when resolved and outline the resolution as additional information is provided.Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900<ul style="list-style-type: none">Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900.Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support.Provide, display, and update Free Events QR code for Asylum Seekers at Shelter locationCoordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families.Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report.		
Daley College Logistics:		
Laundry On Site: No Yes		Laundry Service Vendor:
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT		
Showers: Available On Site Off Site Required		Offsite Shower Location: N/A
Day of Shower Services: SUN MON TUE WED THUR FRI SAT		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (<i>see notes</i>)		
Food Vendor: Greater Chicago Food Depository		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Daley College Logistics Notes:			
Daley College Security Section:			
Security	Provided By Facility	Provided By Contract	Provided By City
	Provided By AIS	Not Applicable	Provided By Other (<i>see notes</i>)
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Daley College Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Danny Casteneda
Site Capitan	Favorite	1	Natalia Santillan
Shelter Manager	Favorite	1	Arlene Robles
Project Manager	Favorite	2	Gerardo De La Rosa Hector Reyes
Supervisor	Favorite	2	Seth Luna Brian Tejeda
Case Managers	Favorite	3	Rafael Antonorsi Saira Gonzalez Eric Mesia
Residential Aid	Favorite	16	David Alexander Carolina Barrera Alexandra Buada Lisa Covarrubiaz Sulema Esquivel Solomon Fiseha Maiyella Fitz Janet Linares Genesis Lugo Roxanne Maldonado Paola Marquez Nadia Mascorro Evelyn Ruiz Leonel Saldivar Lizzeth Varela Obed Zuniga
Security	Favorite	9	Alexis Dreyer Veronica Hernandez Alejandro Puentes Roxanne Romo Ricardo Rubio Jocelyn Salinas Angel Salinas Oluyinka Sogege Manuel Torres
Janitorial	Favorite	2	Henry Osheku Bolanle Ruphus
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Smartsheet Calendar	Online	Scheduling of Partners	

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Laptop Computers		Online Access
Sign In / Sign Out Program	Online	Online - Smartsheet
MiFi		Online Access
Shelter Phone	1	Inbound/Outbound calls

Communications (Phone Numbers for Team):

Name	Function	Phone #	Email
Daley College	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
Natalia Santillan	DFSS Project Manager		
Arlene Robles	Shelter Manager		
Hector Reyes	Project Manager		
Gerardo De La Rosa (D)	Project Manager		
Tina Puente	Site Captain		
	Resettlement Team		
Tim Thomasson	Operations		
Luc Vernice	Logistics		
Kelvin Pope	Shelter Safety		

Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Gage Park Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400 Date To: 05 OCT 2023 1400
Shelter Location: 2411 W. 55th St.		Division/Group Supervisor: Kevin Ayakhan
Shelter Manager: Genaro Monge		Contact Numbers: (915) 228-8883
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity: 390		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: - Number of ISO Rooms: -
Objectives: <ul style="list-style-type: none"> Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period. 		
Tasks: <ul style="list-style-type: none"> Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement. Provide Case Management services to assist Asylum Seeker transition and resettlement. Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations. Distribute residence grievance QR code at all Shelters. 		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none"> Immediately inform DFSS Project Manager if any critical information requirement is met such as: <ul style="list-style-type: none"> Death or Injury of staff or resident, Domestic Assault or Assault and Battery on resident or staff Credible threat to staff or other residents Major fire, evacuation, or shelter in place Media on the Scene (Mary May), Politician on the scene (Erich IGA) Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible. <ul style="list-style-type: none"> Update the Incident Report when resolved and outline the resolution as additional information is provided. Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900 <ul style="list-style-type: none"> Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds. Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900. Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support. Provide, display, and update Free Events QR code for Asylum Seekers at Shelter location Coordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families. Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report. 		
Gage Park Logistics:		
Laundry On Site: No Yes		Laundry Service Vendor:
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT		
Showers: Available On Site Off Site Required		Offsite Shower Location: N/A
Day of Shower Services: SUN MON TUE WED THUR FRI SAT N/A		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (<i>see notes</i>)		
Food Vendor: Greater Chicago Food Depository		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Gage Park Logistics Notes:			
Gage Park Security Section:			
Security	Provided By Facility Provided By AIS	Provided By Contract Not Applicable	Provided By City Provided By Other (<i>see notes</i>)
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Gage Park Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Kevin Ayakhan
Site Capitan	Favorite	1	Maricella Gonzalez
Shelter Manager	Favorite	1	Genaro Monge
Project Manager	Favorite	2	Michelle Garcia (D) Dominique Giordani (N)
Supervisor	Favorite	1	Heaven Hernandez
Case Managers	Favorite	3	Irene Gonzalez JavierPena PaolaGonzalez
Residential Aid	Favorite	25	AdelisaBurgos AlanDe Leon AnthonyMontilla Arnold Rodriguez BerthaTobias CarlosBermudez Christina Caballero ElayneTejada ElviraMangones FelixQuinonez GiselleGonzalez Arreaza GloriaGomez HectorGarcia LaurieChapa LeonardoColmenares LesliePowers MarveliaTrevino MireyaRios NataliaBravo Rafael Adarfio RaquelBecerril
Security	Favorite	12	AnaEscobar AnthonyPuentes BendavidIsaac Brenda Reyes ByronLugo GeraldOchoa Isadore Fields JeanetteMartinez JeulyRamirez

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

			JuanDe Leon Hernandez ManuelMontes MichaelAltamirano Susan Banuelos
Janitorial	Favorite	3	Olabode Akinpelu Olajuwon Dada Bunmi Olakanmi

Resource Equipment & Technology:

Resource Identifier	Number / QTY	How Resource is Being Used
Smartsheet Calendar	Online	Scheduling of Partners
Laptop Computers		Online Access
Sign In / Sign Out Program	Online	Online - Smartsheet
MiFi		Online Access
Shelter Phone	1	Inbound/Outbound calls

Communications (Phone Numbers for Team):

Name	Function	Phone #	Email
Gage Park	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
William "BJ" Lohr	DFSS Project Manager		
Genaro Monge	Shelter Manager		
Michelle Garcia (D)	Project Manager		
Dominique Giordan (N)	Project Manager		
Maricella Gonzalez	Site Captain		
	Resettlement Team		
Tim Thomasson	Operations		
Luc Vernice	Logistics		
Kelvin Pope	Shelter Safety		

Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Inn of Chicago Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400 Date To: 05 OCT 2023 1400
Shelter Location: 162 E. Ohio St.		Division/Group Supervisor: Natalia Santillan
Shelter Manager: Darling Santo		Contact Numbers: (484) 326-9954
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity: 1550		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: 29 Number of ISO Rooms: 9
Objectives: <ul style="list-style-type: none"> Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period. 		
Tasks: <ul style="list-style-type: none"> Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement. Provide Case Management services to assist Asylum Seeker transition and resettlement. Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations. Distribute residence grievance QR code at all Shelters. 		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none"> Immediately inform DFSS Project Manager if any critical information requirement is met such as: <ul style="list-style-type: none"> Death or Injury of staff or resident Domestic Assault or Assault and Battery on resident or staff Credible threat to staff or other residents Major fire, evacuation, or shelter in place Media on the Scene (Mary May), Politician on the scene (Erich IGA) Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible. <ul style="list-style-type: none"> Update the Incident Report when resolved and outline the resolution as additional information is provided. Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900 <ul style="list-style-type: none"> Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds. Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900. Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support. Provide, display, and update Free Events QR code for Asylum Seekers at Shelter location Coordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families. Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report. 		
Inn of Chicago Logistics:		
Laundry On Site: No Yes		Laundry Service Vendor: Drop & Dash
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT		
Showers: Available On Site Off Site Required		Offsite Shower Location: N/A
Day of Shower Services: SUN MON TUE WED THUR FRI SAT N/A		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (<i>see notes</i>)		
Food Vendor: Open Kitchens		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Inn of Chicago Logistics Notes:			
Inn of Chicago Security Section:			
Security <input type="checkbox"/> Provided By Facility <input type="checkbox"/> Provided By Contract <input type="checkbox"/> Provided By City <input type="checkbox"/> Provided By Parks <input type="checkbox"/> Provided By AIS <input type="checkbox"/> Not Applicable <input type="checkbox"/> Provided By Other (<i>see notes</i>)			
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Inn of Chicago Security Notes:			
Resources Needed: Security Box			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
YWLA	Shelter Phone		Innofchicago311@gmail.com
DFSS Project Manager	DFSS	1	Natalia Santillan
Site Capitan	Favorite	1	Jose Robles
Shelter Manager	Favorite	1	Darling Santos
Project Manager	Favorite	2	Yovani Estrada Alejandro Ramirez
Supervisor	Favorite	6	Jolika Delorme Cristian Gonzalez Jessica Narvaez Gabrielle Province Diego Sanchez Susan Serna
Case Managers	Favorite	12	AbigailCavazos ElizabethMoreno GabrielaBanda IvetteJimenez Jacquelin Vincent Jacqueline Padilla Jude Isnardy JulioMunoz Karina Berlingeri MaricarlyPineda Medina
Residential Aid	Favorite	36	Marisol Acuna Javier Alvarez Martin Arzate Leonardo Cespedes Maria Chacon Francesco Davila Maria De Los Reyes Omayra Figueroa Maria Figueroa Miguel Flores Tonja Flukers Steven Garcia Rosabell Gomez Kimberly Gonzalez Idalia Gonzalez Jennifer Guzman Julian Lopez Santa Melendrez Edward Melendrez

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

			Antonio Mendez Ema Montes Ana Morales Jorge Morales Jorge Niebla Selam Oberly Elva Olivares Beatrice Palacios Fidel Penates Isabel Romo Natalie Rutiaga Joshua Saucedo Jose Socarras Kecya Thurman Edgar Trejo Eduardo Villalobos Bouche Mariela Zequera Duranouche
Security	Favorite	42	Adacia Jordan AlvaroLopez Anabell Torres AnthonyMontgomery Woodstock AsjaMarks AxelGarcia EfrainJilpas ElizabethBalleza EvelynAlvarado FelipeParra FernandoCastro Francis Morales FranciscaRivera GeorgeFuentes Jr HumbertoLinares JairoSalazar JerkoChumpitaz JoelMedina Cazares JordanGonzalez JorgeRamirez JoseGutierrez KenyaSanchez LaylaHicks LuzBermudez MariaDe Luna MaryoriCoto MiguelPerez MonicaCastro NiaBarrera Nilda Garza Oralia Garcia PabloArgumedo PedroPerez Robert Louis De La Rosa SampsonDorsonne SeanManning SkylerO'Rourke WalterRamirez Yorlan Lopez
Janitorial	Favorite	0	
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Smartsheet Calendar	Online	Scheduling of Partners	

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Laptop Computers		Online Access	
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel	
MiFi		Online Access	
Shelter Phone	1	Inbound/Outbound calls	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
Inn of Chicago	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
Natalia Santillan	DFSS Project Manager		
Darling Santos	Shelter Manager		
Yovani Estrada	Project Manager		
Alejandro Ramirez	Project Manager		
Jose Robles	Site Captain		
	Resettlement Team		
Tim Thomasson	Operations		
Luc Vernice	Logistics		
Kelvin Pope	Shelter Safety		
Current Gaps or Challenges:			
Additional Location Notes: <ul style="list-style-type: none"> Any issues with the facility should be reported to Logistics Section for coordination on repairs. Food issues or concerns are reported to Logistics Section. Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager. 			

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Chicago Lake Shore Hotel Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400
		Date To: 05 OCT 2023 1400
Shelter Location: 4900 S Lake Shore Dr.		Division/Group Supervisor: William "BJ" Lohr
Shelter Manager: Guadalupe Serna		Contact Numbers: (956) 624-3260
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity: 640		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: N/A Number of ISO Rooms: N/A
Objectives: <ul style="list-style-type: none"> Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period. 		
Tasks: <ul style="list-style-type: none"> Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement. Provide Case Management services to assist Asylum Seeker transition and resettlement. Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations. Distribute residence grievance QR code at all Shelters. 		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none"> Immediately inform DFSS Project Manager if any critical information requirement is met such as: <ul style="list-style-type: none"> Death or Injury of staff or resident, Domestic Assault or Assault and Battery on resident or staff Credible threat to staff or other residents Major fire, evacuation, or shelter in place Media on the Scene (Mary May), Politician on the scene (Erich IGA) Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible. <ul style="list-style-type: none"> Update the Incident Report when resolved and outline the resolution as additional information is provided. Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900 <ul style="list-style-type: none"> Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds. Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900. Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support. Provide, display, and update Free Events QR code for Asylum Seekers at Shelter location Coordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families. Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report. 		
Chicago Lake Shore Hotel Logistics:		
Laundry On Site: No Yes	Laundry Service Vendor:	
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT N/A		
Showers: Available On Site Off Site Required	Offsite Shower Location:	
Day of Shower Services: SUN MON TUE WED THUR FRI SAT N/A		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (see notes)		
Food Vendor: Greater Chicago Food Depository		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Chicago Lake Shore Hotel Logistics Notes:			
Chicago Lake Shore Security Section:			
Security	Provided By Facility Provided By AIS	Provided By Contract Not Applicable	Provided By City Provided By Other (<i>see notes</i>)
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Chicago Lake Shore Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Shelter Cell Phone			Requested from Logistics
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	William "BJ" Lohr
Site Capitan	Favorite	1	Tina Puentes
Shelter Manager	Favorite	1	Guadalupe Serna
Project Manager	Favorite	2	Alejandro Morales Jose Mendoza
Supervisor	Favorite	3	Diego Granadillo Gabriela Martin Michelle Paredes
Case Managers	Favorite	4	Karla Hernandez Nancy Perez Rita Ramos Jesus Solis
Residential Aid	Favorite	16	Veronica Andrade Ingrid Arenas Joselyn Barrientos James Camarillo Odette Dormilus Jesus Flores Sandra Garza Duke Guerra Jacob Mascorro Alexis Mendez Laura Navarro Mayra Nunez Yanelis Perez Oro Isbelia Rodriguez Edmilson Silva Elier Suarez Maria Valenzula
Security	Favorite	15	Elsa Almazan Jeffson Civil Rafael Contreras Frida Garcia David Gomez Efrain Gonzalez Gisel Hernandez Jackson Lopez

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

			Jocelin Lopez Katina Lopez Andres Perdomo Hector Ramirez Karina Richard Ezekiel Trevino Samantha Zumaya
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Janitorial	Favorite	0	
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Resource Equipment & Technology:

Resource Identifier	Number / QTY	How Resource is Being Used
Smartsheet Calendar	Online	Scheduling of Partners
Laptop Computers		Online Access
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel
MiFi		Online Access

Communications (Phone Numbers for Team):

Name	Function	Phone #	Email
	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
William 'BJ' Lohr	DFSS Project Manager		
Guadalupe Serna	Shelter Manager		
Alejandro Morales	Project Manager		
Jose Mendoza	Project Manager		
Tina Puente	Site Captain		
	Resettlement Team		
Tim Thomasson	Operations		
Luc Vernice	Logistics		
Kelvin Pope	Shelter Safety		

Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Leone Park Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400
		Date To: 05 OCT 2023 1400
Shelter Location: 1222 W. Touhy Ave		Division/Group Supervisor: Kevin Ayakhan
Shelter Manager: Michaela Koehnke		Contact Numbers: (561) 654-6747
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity: 100		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: - Number of ISO Rooms: -
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period.		
Tasks: <ul style="list-style-type: none">Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement.Provide Case Management services to assist Asylum Seeker transition and resettlement.Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations.Distribute residence grievance QR code at all Shelters.		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Immediately inform DFSS Project Manager if any critical information requirement is met such as:<ul style="list-style-type: none">Death or Injury of staff or resident,Domestic Assault or Assault and Battery on resident or staffCredible threat to staff or other residentsMajor fire, evacuation, or shelter in placeMedia on the Scene (Mary May), Politician on the scene (Erich IGA)Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible.<ul style="list-style-type: none">Update the Incident Report when resolved and outline the resolution as additional information is provided.Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900<ul style="list-style-type: none">Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900.Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support.Provide, display, and update Free Events QR code for Asylum Seekers at Shelter locationCoordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families.Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report.		
Leone Park Shelter Logistics:		
Laundry On Site: No Yes		Laundry Service Vendor: Drop & Dash
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT N/A		
Showers: Available On Site Off Site Required		Offsite Shower Location:
Day of Shower Services: SUN MON TUE WED THUR FRI SAT N/A		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (<i>see notes</i>)		
Food Vendor: Greater Chicago Food Depository		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Leone Park Shelter Logistics Notes:			
Leone Park Security Section:			
Security <input type="checkbox"/> Provided By Facility <input type="checkbox"/> Provided By Contract <input type="checkbox"/> Provided By City <input type="checkbox"/> Provided By Parks <input type="checkbox"/> Provided By AIS <input type="checkbox"/> Not Applicable <input type="checkbox"/> Provided By Other (<i>see notes</i>)			
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Leone Park Shelter Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Shelter Cell Phone			Requested from Logistics
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Kevin Ayakhan
Site Capitan	Favorite	1	Tina Puente
Shelter Manager	Favorite	1	Michaela Koehnke
Project Manager	Favorite	2	Silvia Puga (D) Reanna Forrester (N)
Supervisor	Favorite	1	Aide Flores
Case Managers	Favorite	1	Juan Montiel Falcon
Residential Aid	Favorite	3	Angel Blanco Maria Hernandez Maria Perez
Security	Favorite	4	Damian Goddard Zaira Gutierrez Julio Veloz RubenRodriguez
Janitorial	Favorite	1	Dada Olaoluwa
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Smartsheet Calendar	Online	Scheduling of Partners	
Laptop Computers		Online Access	
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel	
MiFi		Online Access	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
Leone Park	Staging Area Phone		
Danny Casteneda	Shelter Branch Director		
Kevin Ayakhan	DFSS Project Manager		
Michaela Koehnke	Shelter Manager		
Silvia Puga (D)	Project Manager		
Reanna Forrester(N)	Project Manager		
Maribel Gomez	Site Captain		
	Resettlement Team		
Tim Thomasson	Operations		
Luc Vernice	Logistics		
Kelvin Pope	Shelter Safety		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Near South Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400 Date To: 05 OCT 2023 1400
Shelter Location: 3252 S. Michigan		Division/Group Supervisor: Natalia Santillan
Shelter Manager: Mario Holguin		Contact Numbers: [REDACTED]
Shelter Demographic: <input type="checkbox"/> Family <input checked="" type="checkbox"/> Single Male <input type="checkbox"/> Single Female <input type="checkbox"/> Other		Shelter Type: <input type="checkbox"/> Hostel <input type="checkbox"/> Motel <input type="checkbox"/> Airport <input type="checkbox"/> Park <input type="checkbox"/> Lease <input type="checkbox"/> Hotel <input type="checkbox"/> School <input type="checkbox"/> YMCA <input checked="" type="checkbox"/> City Building
Max Capacity: 155		Resettlement Services Onsite: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Isolation Space: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		Number of ISO Beds: - Number of ISO Rooms: -
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period.		
Tasks: <ul style="list-style-type: none">Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement.Provide Case Management services to assist Asylum Seeker transition and resettlement.Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations.Distribute residence grievance QR code at all Shelters.		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Immediately inform DFSS Project Manager if any critical information requirement is met such as:<ul style="list-style-type: none">Death or Injury of staff or resident,Domestic Assault or Assault and Battery on resident or staffCredible threat to staff or other residentsMajor fire, evacuation, or shelter in placeMedia on the Scene (Mary May), Politician on the scene (Erich IGA)Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible.<ul style="list-style-type: none">Update the Incident Report when resolved and outline the resolution as additional information is provided.Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900<ul style="list-style-type: none">Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900.Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support.Provide, display, and update Free Events QR code for Asylum Seekers at Shelter locationCoordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families.Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report.		
Near South Logistics:		
Laundry On Site: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		Laundry Service Vendor: Drop & Dash
Day(s) of Laundry Services: <input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input checked="" type="checkbox"/> SAT		
Showers: <input checked="" type="checkbox"/> Available On Site <input type="checkbox"/> Off Site Required		Offsite Shower Location: <input type="checkbox"/> N/A
Day of Shower Services: <input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> N/A		
Food Provided at Location: <input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner <input type="checkbox"/> On-site <input type="checkbox"/> Not Provided (<i>see notes</i>)		
Food Vendor: Greater Chicago Food Depository (Food Hero)		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Near South Logistics Notes:			
Near South Security Section:			
Security <input type="checkbox"/> Provided By Facility <input type="checkbox"/> Provided By Contract <input type="checkbox"/> Provided By City <input type="checkbox"/> Provided By Parks <input type="checkbox"/> Provided By AIS <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Provided By Other (<i>see notes</i>)			
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Near South Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Shelter Cell Phone	Still needed		Requested from Logistics
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Natalia Santillan
Site Capitan	Favorite	1	Arturo Chavez
Shelter Manager	Favorite	1	Marion Holguin
Project Manager	Favorite	2	Martin Soto (D) Yadira Cavazos (N)
Supervisor	Favorite	1	Paulina Fuentes
Case Managers	Favorite	1	Loyola Avila-Ortegon
Residential Aid	Favorite	10	AngelicaJuarez Dionel Hernandez MariaJimenez MaryCisneros Mayra Jimenez OlgaMunoz OrlandoRuiz SilviaGomez SurimaryRivas
Security	Favorite	6	AlmaGutierrez DiannaGarza EricaJohnson GatsinFede OtonielMiramontes Titilayo Adedeji
Janitorial	Favorite	3	LaEmmanuel Shokunbi RekeitaThompson Albert Adell
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Smartsheet Calendar	Online	Scheduling of Partners	
Laptop Computers		Online Access	
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel	
MiFi		Online Access	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
Near South	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
Natalia Santillan	DFSS Project Manager		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Mario Holguin	Shelter Manager			
Yadira Cavazos (N)	Project Manager			
Martin Soto (D)	Project Manager			
Arturo Chavez	Site Captain			
	Resettlement Team			
Tim Thomasson	Operations			
Luc Vernice	Logistics			
Kelvin Pope	Shelter Safety			

Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

New Life Church Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400
		Date To: 05 OCT 2023 1400
Shelter Location: 2958 N Damen Ave.		Division/Group Supervisor: Natalia Santillan
Shelter Manager: Jesus Soto		Contact Numbers [REDACTED]
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA Church
Max Capacity: 50		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: N/A Number of ISO Rooms: N/A
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period.		
Tasks: <ul style="list-style-type: none">Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement.Provide Case Management services to assist Asylum Seeker transition and resettlement.Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations.Distribute residence grievance QR code at all Shelters.		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Immediately inform DFSS Project Manager if any critical information requirement is met such as:<ul style="list-style-type: none">Death or Injury of staff or resident,Domestic Assault or Assault and Battery on resident or staffCredible threat to staff or other residentsMajor fire, evacuation, or shelter in placeMedia on the Scene (Mary May), Politician on the scene (Erich IGA)Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible.<ul style="list-style-type: none">Update the Incident Report when resolved and outline the resolution as additional information is provided.Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900<ul style="list-style-type: none">Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900.Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support.Provide, display, and update Free Events QR code for Asylum Seekers at Shelter locationCoordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families.Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report.		
New Life Church Logistics:		
Laundry On Site: No Yes		Laundry Service Vendor: Drop & Dash
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT N/A		
Showers: Available On Site Off Site Required		Offsite Shower Location: Brands Park (M/F) Park Services (T,W,T,S&S)
Day of Shower Services: SUN MON TUE WED THUR FRI SAT N/A		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (<i>see notes</i>)		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Food Vendor: Greater Chicago Food Depository			
New Life Church Logistics Notes:			
New Life Church Security Section:			
Security <input type="checkbox"/> Provided By Facility <input type="checkbox"/> Provided By Contract <input type="checkbox"/> Provided By City <input type="checkbox"/> Provided By Parks <input type="checkbox"/> Provided By AIS <input type="checkbox"/> Not Applicable <input type="checkbox"/> Provided By Other (<i>see notes</i>)			
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
New Life Church Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Shelter Cell Phone			Requested from Logistics
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Natalia Santillan
Site Capitan	Favorite	1	Jose Robles
Shelter Manager	Favorite	1	Jesus Soto
Project Manager	Favorite	1	Alma Moreno
Supervisor	Favorite	1	Rosalinda Barboza
Case Managers	Favorite	0	
Residential Aid	Favorite	4	Ruby Brabbs Cindy Hughes Carolyn Monges Idalia Rojas
Security	Favorite	4	Nicole Derival Hector Flores Joassaint Lindor Aldrin Nunez
Janitorial	Favorite	0	
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Smartsheet Calendar	Online	Scheduling of Partners	
Laptop Computers		Online Access	
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel	
MiFi		Online Access	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
Natalia Santillan	DFSS Project Manager		
Jesus Soto	Shelter Manager		
Rosalinda Barboza	Supervisor		
Alma Moreno	Project Manager		
Jose Robles	Site Captain		
	Resettlement Team		
Tim Thomasson	Operations		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Luc Vernice	Logistics		
Kelvin Pope	Shelter Safety		
Current Gaps or Challenges:			
Additional Location Notes: <ul style="list-style-type: none">Any issues with the facility should be reported to Logistics Section for coordination on repairs.Food issues or concerns are reported to Logistics Section.Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.			

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

North Park Village Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400
		Date To: 05 OCT 2023 1400
Shelter Location: 5801 N. Pulaski Rd.		Division/Group Supervisor: Natalia Santillan
Shelter Manager: Andrea Elizondo Maria Gutierrez		Contact Numbers: [REDACTED]
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity: 180		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: N/A Number of ISO Rooms: N/A
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period.		
Tasks: <ul style="list-style-type: none">Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement.Provide Case Management services to assist Asylum Seeker transition and resettlement.Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations.Distribute residence grievance QR code at all Shelters.		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Immediately inform DFSS Project Manager if any critical information requirement is met such as:<ul style="list-style-type: none">Death or Injury of staff or resident,Domestic Assault or Assault and Battery on resident or staffCredible threat to staff or other residentsMajor fire, evacuation, or shelter in placeMedia on the Scene (Mary May), Politician on the scene (Erich IGA)Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible.<ul style="list-style-type: none">Update the Incident Report when resolved and outline the resolution as additional information is provided.Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900<ul style="list-style-type: none">Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900.Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support.Provide, display, and update Free Events QR code for Asylum Seekers at Shelter locationCoordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families.Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report.		
North Park Village Logistics:		
Laundry On Site: No Yes	Laundry Service Vendor:	
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT N/A		
Showers: Available On Site Off Site Required	Offsite Shower Location:	
Day of Shower Services: SUN MON TUE WED THUR FRI SAT N/A		
Food Provided at Location: Breakfast Lunch Dinner	On-site Not Provided (<i>see notes</i>)	

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Food Vendor: Open Kitchen			
North Park Village Logistics Notes:			
North Park Village Security Section:			
Security <input type="checkbox"/> Provided By Facility <input type="checkbox"/> Provided By Contract <input type="checkbox"/> Provided By City <input type="checkbox"/> Provided By Parks <input type="checkbox"/> Provided By AIS <input type="checkbox"/> Not Applicable <input type="checkbox"/> Provided By Other (<i>see notes</i>)			
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
North Park Village Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Kevin Ayakhan
Site Capitan	Favorite	1	Tina Puente
Shelter Manager	Favorite	1	Andrea Elizondo Maria Gutierrez
Project Manager	Favorite	3	Juan Mendoza Jr Maria Gutierrez Wendy Prins
Supervisor	Favorite	1	Jhonnathan Sanchez
Case Managers	Favorite	2	Nautica Vega Yaruani Garcia
Residential Aid	Favorite	8	Carlos Mendoza Criselda Garcia Mendez Estephania Zamora Jesus Ortega Judith Guzman Miguel Barraza Norberto Ortiz Stephanie Gonzalez
Security	Favorite	2	Huguens Gustave Laura Salinas
Janitorial	Favorite	0	
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Smartsheet Calendar	Online	Scheduling of Partners	
Laptop Computers		Online Access	
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel	
MiFi		Online Access	
Shelter Phone	1	Inbound/Outbound calls	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
North Park Village	Shelter Phone	()	
Danny Casteneda	Shelter Branch Director	()	
Kevin Ayakhan	DFSS Project Manager	()	
Andrea Elizondo	Shelter Manager	()	

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Maria Gutierrez	Project Manager			
Juan Mendoza	Project Manager			
Maricella Gonzalez	Site Captain			
	Resettlement Team			
Tim Thomasson	Operations			
Luc Vernice	Logistics			
Kelvin Pope	Shelter Safety			

Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.
- Coordinate resources with onsite O'Hare security officers
- Check on security concerns

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

O'Hare Airport Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400 Date To: 05 OCT 2023 1400
Shelter Location: 10000 W Balmoral Ave		Division/Group Supervisor: Kevin Ayakhan
Shelter Manager: Andrea Saenz		Contact Numbers: (915) 443-4365
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity: OPEN		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: - Number of ISO Rooms: -
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period.		
Tasks: <ul style="list-style-type: none">Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement.Provide Case Management services to assist Asylum Seeker transition and resettlement.Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations.Distribute residence grievance QR code at all Shelters.		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Immediately inform DFSS Project Manager if any critical information requirement is met such as:<ul style="list-style-type: none">Death or Injury of staff or resident,Domestic Assault or Assault and Battery on resident or staffCredible threat to staff or other residentsMajor fire, evacuation, or shelter in placeMedia on the Scene (Mary May), Politician on the scene (Erich IGA)Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible.<ul style="list-style-type: none">Update the Incident Report when resolved and outline the resolution as additional information is provided.Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900<ul style="list-style-type: none">Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900.Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support.Provide, display, and update Free Events QR code for Asylum Seekers at Shelter locationCoordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families.Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report.		
O'Hare Airport Logistics:		
Laundry On Site: No Yes		Laundry Service Vendor: TBD
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT		
Showers: Available On Site Off Site Required		Offsite Shower Location: Park Services
Day of Shower Services: SUN MON TUE WED THUR FRI SAT EVERY OTHER DAY		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Food Provided at Location:				Breakfast	Lunch	Dinner	On-site	Not Provided (<i>see notes</i>)
Food Vendor: Open Kitchen								
O'Hare Airport Logistics Notes:								
O'Hare Airport Security Section:								
Security	Provided By Facility	Provided By Contract	Provided By City	Provided By Parks				
	Provided By AIS	Not Applicable	Provided By Other (<i>see notes</i>)					
Name of Security Company:				Company Phone Number:				
Primary POC:				Primary Phone Number:				
O'Hare Airport Security Notes:								
Resources Needed:								
Resource Identifier	Planned Use		# Needed	Status				
Shelter Cell Phone				Requested from Logistics				
Resources Assigned:								
Resource Identifier	Agency Name		# of Staff	Resource				
DFSS Project Manager	DFSS		1	Kevin Ayakhan				
Site Capitan	Favorite		1	Tina Puente				
Shelter Manager	Favorite		1	Andrea Saenz				
Project Manager	Favorite		3	Michael Ebele (D) Fernandez Gaspard (D) Reynaldo Salinas (N)				
Supervisor	Favorite		1	Cassandra Prosper				
Case Managers	Favorite		2	Trinidad Abang Vitalia Brasmer				
Residential Aid	Favorite		7	Samuel Alfonzo Ruliensi Almanza Paola Elizondo Ixayana Gamez Judith Guerra Edgar Vela Osiris Villegas				
Security	Favorite		5	Samuel Cantoral Nathaly Carvajal Jesus Delgado Natasha Dupoite Jacqueline Huerta				
Janitorial	Favorite		3	Adewole Aderanti Bamidele Afolabi Charles Chukwu				
Resource Equipment & Technology:								
Resource Identifier	Number / QTY		How Resource is Being Used					
Smartsheet Calendar	Online		Scheduling of Partners					
Laptop Computers			Online Access					
Sign In / Sign Out Program	Online		Online – Smartsheet/Excel					
Mifi			Online Access					
Communications (Phone Numbers for Team):								
Name	Function		Phone #	Email				
O'Hare Staging Area	Staging Area Phone							

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Danny Casteneda	Shelter Branch Director			
Kevin Ayakhan	DFSS Project Manager			
Andrea Saenz	Shelter Manager			
Michael Ebele (D)	Project Manager			
Reynaldo Salinas (N)	Project Manager			
Fernandez Gaspard	Project Manager			
Tina Puente	Site Captain			
	Resettlement Team			
Tim Thomasson	Operations			
Luc Vernice	Logistics			
Kelvin Pope	Shelter Safety			

Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Vickie Charles	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Piotrowski Park Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400
		Date To: 05 OCT 2023 1400
Shelter Location: 4247 W. 31 st St.		Division/Group Supervisor: Natalia Santillan
Shelter Manager: Rolando Villagomez		Contact Numbers: (956) 648-1426
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity: 200		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: - Number of ISO Rooms: -
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period.		
Tasks: <ul style="list-style-type: none">Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement.Provide Case Management services to assist Asylum Seeker transition and resettlement.Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations.Distribute residence grievance QR code at all Shelters.		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Immediately inform DFSS Project Manager if any critical information requirement is met such as:<ul style="list-style-type: none">Death or Injury of staff or resident,Domestic Assault or Assault and Battery on resident or staffCredible threat to staff or other residentsMajor fire, evacuation, or shelter in placeMedia on the Scene (Mary May), Politician on the scene (Erich IGA)Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible.<ul style="list-style-type: none">Update the Incident Report when resolved and outline the resolution as additional information is provided.Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900<ul style="list-style-type: none">Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900.Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support.Provide, display, and update Free Events QR code for Asylum Seekers at Shelter locationCoordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families.Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report.		
Piotrowski Park Logistics:		
Laundry On Site: No Yes Laundry Service Vendor: Drop & Dash		
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT		
Showers: Available On Site Off Site Required Offsite Shower Location: N/A		
Day of Shower Services: SUN MON TUE WED THUR FRI SAT		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (<i>see notes</i>)		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Food Vendor: Greater Chicago Food Depository			
Piotrowski Park Logistics Notes:			
Piotrowski Park Security Section:			
Security	Provided By Facility Provided By AIS	Provided By Contract Not Applicable	Provided By City Provided By Other (<i>see notes</i>)
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Piotrowski Park Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Natalia Santillan
Site Capitan	Favorite	1	Maribel Gomez
Shelter Manager	Favorite	1	Rolnado Villagomez
Project Manager	Favorite	2	Amanda Araiza (D) Jesus Mendoza (N)
Supervisor	Favorite	1	Sofia Mendez
Case Managers	Favorite	2	Norali Gonzalez Maria Saucedo
Residential Aid	Favorite	7	CinthiaResendiz Balderas JuanLugo MarcosSalcedo Maria Jasso NataliaBustamante RaulReyna SoniaRomero
Security	Favorite	6	EricAlaniz IvetteMorffi JammyOrta LydiaEsparza PhilippePierre Ruben Valenzuela San JuanaVaquera Rodriguez
Janitorial	Favorite	3	Ikharo Abdulwahab Rasheed Dairo Saheed Dosunmu
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Smartsheet Calendar	Online	Scheduling of Partners	
Laptop Computers		Online Access	
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel	
WiFi		Online Access	
Shelter Phone	1	Inbound/Outbound calls	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
Piotrowski Park	Shelter Phone		Piotrowskipark1@gmail.com

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Danny Casteneda	Shelter Branch Director			
Natalia Santillan	DFSS Project Manager			
Rolando Villagomez	Shelter Manager			
Amanda Araiza (D)	Project Manager			
Jesus Mendoza (N)	Project Manager			
Maribel Gomez	Site Captain			
	Resettlement Team			
Tim Thomasson	Operations			
Luc Vernice	Logistics			
Kelvin Pope	Shelter Safety			

Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Planning/Documentation Unit	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Social Club Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400 Date To: 05 OCT 2023 1400
Shelter Location: 320 S. Plymouth Ct.		Division/Group Supervisor: Natalia Santillan
Shelter Manager: Lena Collins		Contact Numbers: (661) 858-6091
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity: 1200		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: 21 Number of ISO Rooms: 11
Objectives: <ul style="list-style-type: none"> Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period. 		
Tasks: <ul style="list-style-type: none"> Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement. Provide Case Management services to assist Asylum Seeker transition and resettlement. Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations. Distribute residence grievance QR code at all Shelters. 		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none"> Immediately inform DFSS Project Manager if any critical information requirement is met such as: <ul style="list-style-type: none"> Death or Injury of staff or resident, Domestic Assault or Assault and Battery on resident or staff Credible threat to staff or other residents Major fire, evacuation, or shelter in place Media on the Scene (Mary May), Politician on the scene (Erich IGA) Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible. <ul style="list-style-type: none"> Update the Incident Report when resolved and outline the resolution as additional information is provided. Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900 <ul style="list-style-type: none"> Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds. Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900. Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support. Provide, display, and update Free Events QR code for Asylum Seekers at Shelter location Coordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families. Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report. 		
Social Club Logistics:		
Laundry On Site: No Yes	Laundry Service Vendor: Drop & Dash	
Day(s) of Laundry Services:	SUN MON TUE WED THUR FRI SAT	
Showers: Available On Site Off Site Required	Offsite Shower Location:	
Day of Shower Services:	SUN MON TUE WED THUR FRI SAT	
Food Provided at Location:	Breakfast Lunch Dinner On-site Not Provided (<i>see notes</i>)	

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Food Vendor: Open Kitchen			
Social Club Logistics Notes:			
Social Club Security Section:			
Security	Provided By Facility Provided By AIS	Provided By Contract Not Applicable	Provided By City Provided By Other (<i>see notes</i>)
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Social Club Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Shelter Cell Phone			Requested from Logistics
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Natalia Santillan
Site Capitan	Favorite	1	Arturo Chavez
Shelter Manager	Favorite	1	Lena Collins
Project Manager	Favorite	2	Michael Smith (D) Antonio Pineda (N)
Supervisor	Favorite	4	Julia Matos Omar Mongen Ryan Rojas Alma Vargas
Case Managers	Favorite	12	AdalbertoEscamilla AlbertAyala AngieArbelaez EfraimGonzalez GloriaRivera GreciaOchoa JuanCuellar MaribelLeal Patricia Razaaq ReynaCarmona
Residential Aid	Favorite	39	Aidelopez AlejandroMontes Alezandra Puentes AliAI Gburi AngelRivera AngelitaRodriguez BiancaOchoa BriannaDe La Rosa CassandraChapa EvanaMesadieu GenaroReyes GloriaCubias GuadalupeLozano IssacValdez IvanGarza JennyJimenez KevinGarcia Anchondo KimberlyGonzalez LauraCastillo Marco Rubio MargotVelasquez

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

			MariaGonzalez Maria CarmenEtomo Marinely Faria MarisolMoreno MarthaAldape KimberGonzalez OscarFlores PaulinoBonilla PedroRamirez RafaelRodriguez RamonOcasio Alvarado SandraCamarena StephanieNava SusanaRodriguez WilliamsMartinez YalielMedina Molina ZuleyColunga
Security	Favorite	32	AdanSanchez AlejandroSalinas AlmaHerrera BeatriceAndino BelenMoreno ChristopherFlores CliffordFortner DavidVelazquez Fabian Cruz FrankRivera GerardoHernandez GilbertoBarrera GiscardDonatien GlafiraRamirez HectorEspinal ImeldaValadez IvanLuna Jacob Flores JoseLopez Pena JosephBontemps LourdesReyna MarkSalinas MatthewMuse MiguelTanguma MorakinyoAlao NaomiBorjas OzzieMichaelson PhilippeJoseph RodolfoMoreno YvelyneSaintil
Janitorial	Favorite	0	
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Smartsheet Calendar	Online	Scheduling of Partners	
Laptop Computers		Online Access	
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel	
MiFi		Online Access	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Social Club	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
Natalia Santillan	DFSS Project Manager		
Lena Collins	Shelter Manager		
Michael Smith (D)	Project Manager		
Antonio Pineda (N)	Project Manager		
Arturo Chavez	Site Captain		
	Resettlement Team		
Tim Thomasson	Operations		
Luc Vernice	Logistics		
Kelvin Pope	Shelter Safety		

Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Super 8 Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400
		Date To: 05 OCT 2023 1400
Shelter Location: 7300 N. Sheridan		Division/Group Supervisor: Natalia Santillan
Shelter Manager: Eduardo Soto		Contact Numbers: (915)242-9997
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity: 284		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: 6 Number of ISO Rooms: 2
Objectives: <ul style="list-style-type: none"> Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period. 		
Tasks: <ul style="list-style-type: none"> Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement. Provide Case Management services to assist Asylum Seeker transition and resettlement. Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations. Distribute residence grievance QR code at all Shelters. 		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none"> Immediately inform DFSS Project Manager if any critical information requirement is met such as: <ul style="list-style-type: none"> Death or Injury of staff or resident, Domestic Assault or Assault and Battery on resident or staff Credible threat to staff or other residents Major fire, evacuation, or shelter in place Media on the Scene (Mary May), Politician on the scene (Erich IGA) Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible. <ul style="list-style-type: none"> Update the Incident Report when resolved and outline the resolution as additional information is provided. Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900 <ul style="list-style-type: none"> Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds. Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900. Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support. Provide, display, and update Free Events QR code for Asylum Seekers at Shelter location Coordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families. Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report. 		
Super 8 Hotel Logistics:		
Laundry On Site: No Yes		Laundry Service Vendor: Drop & Dash
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT N/A		
Showers: Available On Site Off Site Required		Offsite Shower Location: N/A
Day of Shower Services: SUN MON TUE WED THUR FRI SAT		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (<i>see notes</i>)		
Food Vendor: Greater Chicago Food Depository		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Super 8 Hotel Logistics Notes:			
Super 8 Security Section:			
Security	Provided By Facility Provided By AIS	Provided By Contract Not Applicable	Provided By City Provided By Other (<i>see notes</i>)
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Super 8 Hotel Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Natalia Santillan
Site Capitan	Favorite	1	Jose Robles
Shelter Manager	Favorite Staff	1	Eduardo Soto
Project Managers	Favorite Staff	2	ChristianLedesma RodolfoPineda
Supervisor	Favorite Staff	1	Mariah Brittain
Case Managers	Favorite Staff	2	Barbara Arroyo Israel Flores
Residential Aid	Favorite Staff	11	AngelicaRodriguez Claudia Nunez Edward Cepeda IvonneFlores Jonathan De La Fuente MaigretGarcia MariaAlvarez Carrisoza MelissaMartinez NatalyMoreno TrinaBeria
Security	Favorite Staff	7	DavidRodriguez EstebanCruz IngridLopez JoseMacias Jose Solis Leonard Lugo RaulRaigoza
Janitorial	Favorite	0	
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Smartsheet Calendar	Online	Scheduling of Partners	
Laptop Computers		Online Access	
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel	
WiFi		Online Access	
Shelter Phone	1	Inbound/Outbound calls	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
Super 8	Shelter Phone		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Danny Casteneda	Shelter Branch Director			
Natalia Santillan	DFSS Project Manager			
Jose Robles	Site Captain			
Eduardo Soto	Shelter Manager			
Rodolfo Pineda (D)	Project Manager			
Rosendo Mekia (N)	Project Manager			
	Resettlement Team			
Tim Thomasson	Operations			
Luc Vernice	Logistics			
Kelvin Pope	Shelter Safety			

Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Unit	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Wadsworth Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400 Date To: 05 OCT 2023 1400
Shelter Location: 6420 S. University Ave.		Division/Group Supervisor: William "BJ" Lohr
Shelter Manager: Alberto Lazo		Contact Numbers: (915) 777-1967
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity: 600		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: Number of ISO Rooms:
Objectives: <ul style="list-style-type: none"> Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period. 		
Tasks: <ul style="list-style-type: none"> Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement. Provide Case Management services to assist Asylum Seeker transition and resettlement. Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations. Distribute residence grievance QR code at all Shelters. 		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none"> Immediately inform DFSS Project Manager if any critical information requirement is met such as: <ul style="list-style-type: none"> Death or Injury of staff or resident, Domestic Assault or Assault and Battery on resident or staff Credible threat to staff or other residents Major fire, evacuation, or shelter in place Media on the Scene (Mary May), Politician on the scene (Erich IGA) Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible. <ul style="list-style-type: none"> Update the Incident Report when resolved and outline the resolution as additional information is provided. Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900 <ul style="list-style-type: none"> Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds. Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900. Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support. Provide, display, and update Free Events QR code for Asylum Seekers at Shelter location Coordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families. Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report. 		
Wadsworth Logistics:		
Laundry On Site: No Yes		Laundry Service Vendor: N/A
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT N/A		
Showers: Available On Site Off Site Required		Offsite Shower Location: N/A
Day of Shower Services: SUN MON TUE WED THUR FRI SAT N/A		
Food Provided at Location: Breakfast Lunch Dinner		On-site Not Provided (<i>see notes</i>)
Food Vendor: Open Kitchens		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Wadsworth Logistics Notes:			
Wadsworth Security Section:			
Security	Provided By Facility	Provided By Contract	Provided By City
	Provided By AIS	Not Applicable	Provided By Other (<i>see notes</i>)
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Wadsworth Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Shelter Cell Phone			Requested from Logistics
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	William BJ Lohr
Site Capitan	Favorite	1	Maricella Gonzales
Shelter Manager	Favorite	1	Alberto Lazo
Project Manager	Favorite	2	Lorena Puentes (D) Jose Mendoza(N)
Supervisor	Favorite	4	San Juanita De La Rosa Louie Pacheco Elva Rocillo Julio Salazar
Case Managers	Favorite	5	David Castillo GuadalupeGarcia JenniferRomo JessicaJasso MarianaLopez
Residential Aid	Favorite	29	Adriana Vargas AnissaDragustinovis BarbaraLafosse CarlaOrtiz Edwin Omar Cotto Rivera EstebanEchavarria FrankCabello Grayson Chapa IsraelGarcia JerardoBalderas JonathanAguilar JorgeRobles Acosta Jorge Oleaga Jose Araujo JudithBernal JuliaGuerra KarinaBracho LiliaLopez MaribelGutierrez MarielaGamez MiriamGarcia MonseMurillo De Flores NaolingMorales OmarGuzman PatriciaDiaz RicardoGonzalez ValeriePorras YexeniaAcosta
Security	Favorite	22	Anemolif Alarcon Antonio Canto

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

			ArturoSoto BiousbieTham CarolinePantoja DanielFernandez Daniel Cruz DiegoRamos EnaLinares GermanContreras HectorMendoza JoseMolina JuanLuna LaurieEjiogu Luis Navarro Garcia MariaEscobar PatrickTellez PaulaWilson RosalindaRios SagrarioVilleda TuliaVilleda Victoriano Brito
Janitorial	Favorite	2	KeimiyaNelson UkahChidozie

Resource Equipment & Technology:

Resource Identifier	Number / QTY	How Resource is Being Used
Smartsheet Calendar	Online	Scheduling of Partners
Laptop Computers		Online Access
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel
Mifi		Online Access

Communications (Phone Numbers for Team):

Name	Function	Phone #	Email
Wadsworth	Shelter Phone		
Danny Castanenda	Shelter Branch Director		
William “BJ” Lohr	DFSS Project Manager		
Alberto Lazo	Shelter Manager		
Lorena Puentes (D)	Project Manager		
Jose Mendoza (N)	Project Manager		
Maricella Gonzales	Site Captain		
	Resettlement Team		
Tim Thomasson	Operations		
Luc Vernice	Logistics		
Kelvin Pope	Shelter Safety		

Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Unit	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

YMCA Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400
		Date To: 05 OCT 2023 1400
Shelter Location: 2424 W Touhy Ave, 60645		Division/Group Supervisor: William "BJ" Lohr
Shelter Manager: Rosalinda Ramirez de Sanchez		Contact Numbers: [REDACTED]
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity: 160		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: Number of ISO Rooms:
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period.		
Tasks: <ul style="list-style-type: none">Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement.Provide Case Management services to assist Asylum Seeker transition and resettlement.Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations.Distribute residence grievance QR code at all Shelters.		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Immediately inform DFSS Project Manager if any critical information requirement is met such as:<ul style="list-style-type: none">Death or Injury of staff or residentDomestic Assault or Assault and Battery on resident or staffCredible threat to staff or other residentsMajor fire, evacuation, or shelter in placeMedia on the Scene (Mary May), Politician on the scene (Erich IGA)Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible.<ul style="list-style-type: none">Update the Incident Report when resolved and outline the resolution as additional information is provided.Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900<ul style="list-style-type: none">Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900.Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support.Provide, display, and update Free Events QR code for Asylum Seekers at Shelter locationCoordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families.Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report.		
YMCA Logistics:		
Laundry On Site: No Yes Laundry Service Vendor: N/A		
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT N/A		
Showers: Available On Site Off Site Required Offsite Shower Location: N/A		
Day of Shower Services: SUN MON TUE WED THUR FRI SAT N/A		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (see notes)		
Food Vendor: Open Kitchens		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



YMCA Logistics Notes: W/D Maintained by AIS			
YMCA Security Section:			
Security <input type="checkbox"/> Provided By Facility <input type="checkbox"/> Provided By Contract <input type="checkbox"/> Provided By City <input type="checkbox"/> Provided By Parks <input type="checkbox"/> Provided By AIS <input type="checkbox"/> Not Applicable <input type="checkbox"/> Provided By Other (<i>see notes</i>)			
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
YMCA Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
YMCA	Shelter Phone		Highridgeymca1@gmail.com
DFSS Project Manager	DFSS	1	William BJ Lohr
Site Capitan	Favorite	1	Jose Robles
Shelter Manager	Favorite	1	Rosalinda Ramirez de Sanchez
Project Manager	Favorite	2	Albert Mathieu Abraham Reyes
Supervisor	Favorite	1	Michael Moreno
Case Managers	Favorite	1	Emily Quintero
Residential Aid	Favorite	6	Desiree Churbe Monica Garcia Otoniel Miramontes Marco Padilla Dave Teniente Claudia Torres
Security	Favorite	2	Marie Alvarez Smantha Flores
Janitorial	Favorite	0	
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Smartsheet Calendar	Online	Scheduling of Partners	
Laptop Computers		Online Access	
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel	
MiFi		Online Access	
Shelter Phone	1	Inbound/Outbound calls	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
YMCA	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
William "BJ" Lohr	DFSS Project Manager		
Rosalinda Ramirez de Sanchez	Shelter Manager		
Michael Moreno	Supervisor		
Albert Mathieu (D)	Project Manager		
Abraham Reyes	Project Manager		
Jose Robles	Site Captain		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

	Resettlement Team		
Tim Thomasson	Operations		
Luc Vernice	Logistics		
Kelvin Pope	Shelter Safety		

Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

YWLA Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400 Date To: 05 OCT 2023 1400
Shelter Location: 2641 S. Calumet Ave.		Division/Group Supervisor: William "BJ" Lohr
Shelter Manager: Richard Combs		Contact Numbers: (813) 203-0199
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity: 250		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: 6 Number of ISO Rooms: 5
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period.		
Tasks: <ul style="list-style-type: none">Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement.Provide Case Management services to assist Asylum Seeker transition and resettlement.Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations.Distribute residence grievance QR code at all Shelters.		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Immediately inform DFSS Project Manager if any critical information requirement is met such as:<ul style="list-style-type: none">Death or Injury of staff or resident,Domestic Assault or Assault and Battery on resident or staffCredible threat to staff or other residentsMajor fire, evacuation, or shelter in placeMedia on the Scene (Mary May), Politician on the scene (Erich IGA)Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible.<ul style="list-style-type: none">Update the Incident Report when resolved and outline the resolution as additional information is provided.Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900<ul style="list-style-type: none">Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900.Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support.Provide, display, and update Free Events QR code for Asylum Seekers at Shelter locationCoordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families.Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report.		
YWLA Logistics:		
Laundry On Site: No Yes Laundry Service Vendor: N/A		
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT N/A		
Showers: Available On Site Off Site Required Offsite Shower Location:		
Day of Shower Services: SUN MON TUE WED THUR FRI SAT		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (see notes)		
Food Vendor: Open Kitchens		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



YWLA Logistics Notes:			
YWLA Security Section:			
Security <input type="checkbox"/> Provided By Facility <input type="checkbox"/> Provided By Contract <input type="checkbox"/> Provided By City <input type="checkbox"/> Provided By Parks <input type="checkbox"/> Provided By AIS <input type="checkbox"/> Not Applicable <input type="checkbox"/> Provided By Other (<i>see notes</i>)			
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
YWLA Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
YWLA	Shelter Phone	[REDACTED]	Ywlaalumet@gmail.com
DFSS Project Manager	DFSS	1	William BJ Lohr
Site Capitan	Favorite	1	Arturo Chavez
Shelter Manager	Favorite	1	Richard Combs
Project Manager	Favorite	2	Mark Castillo Winnifer Washington
Supervisor	Favorite	1	Anayanzi Mendez
Case Managers	Favorite	4	Jose Lopez Olivia Martinez Tomas Martinez- Hernandez Luis Mora
Residential Aid	Favorite	13	AdrianaSantiago ClaydeLopez Merlano Daniela Rivera DeysiCano ElishaPetiotte ElizabethJimenez JesusFlores Jorge Nerio MayengaFrancillon Melisa Rodriguez SergioBarrios Vanessa Cepero
Security	Favorite	8	AntonioGomez DianelAlliance Hector Socarras IvanitaWilliams JoseZavala Maria Herrera MauriceTabron RosaDimas
Janitorial	Favorite	4	AndreaTorbert AyodeleSanyaolu JabariMorris Nzubechukwu Okafor
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Smartsheet Calendar	Online	Scheduling of Partners	

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Laptop Computers		Online Access
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel
MiFi		Online Access
Shelter Phone	1	Inbound/Outbound calls

Communications (Phone Numbers for Team):

Name	Function	Phone #	Email
YWLA	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
William “BJ” Lohr	DFSS Project Manager		
Richard Combs	Shelter Manager		
Mark Castillo	Project Manager		
Winnifer Washington	Project Manager		
Arturo Chavez	Site Captain		
	Resettlement Team		
Tim Thomasson	Operations		
Luc Vernice	Logistics		
Kelvin Pope	Shelter Safety		

Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Parthenon Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400
		Date To: 05 OCT 2023 1400
Shelter Location: 310 S. Halsted street Chicago		Division/Group Supervisor:
Shelter Manager:		Contact Numbers:
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity: 196		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: - Number of ISO Rooms: -
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period.		
Tasks: <ul style="list-style-type: none">Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement.Provide Case Management services to assist Asylum Seeker transition and resettlement.Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations.Distribute residence grievance QR code at all Shelters.		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Immediately inform DFSS Project Manager if any critical information requirement is met such as:<ul style="list-style-type: none">Death or Injury of staff or resident,Domestic Assault or Assault and Battery on resident or staffCredible threat to staff or other residentsMajor fire, evacuation, or shelter in placeMedia on the Scene (Mary May), Politician on the scene (Erich IGA)Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible.<ul style="list-style-type: none">Update the Incident Report when resolved and outline the resolution as additional information is provided.Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900<ul style="list-style-type: none">Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900.Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support.Provide, display, and update Free Events QR code for Asylum Seekers at Shelter locationCoordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families.Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report.		
Parthenon Airport Logistics:		
Laundry On Site: No Yes Laundry Service Vendor: N/A		
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT		
Showers: Available On Site Off Site Required Offsite Shower Location: Park Services		
Day of Shower Services: SUN MON TUE WED THUR FRI SAT EVERY OTHER DAY		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (see notes)		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Food Vendor:			
Parthenon Logistics Notes:			
Parthenon Security Section:			
Security	Provided By Facility Provided By AIS	Provided By Contract Not Applicable	Provided By City Provided By Other (<i>see notes</i>)
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Parthenon Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Shelter Cell Phone			Requested from Logistics
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS		
Site Capitan	Favorite	1	Maribel Gomez
Shelter Manager	Favorite	1	Maria Rivas
Project Manager	Favorite	2	Yamile Garib Adriana Olvera
Supervisor	Favorite	1	Alejandro Cortes
Case Managers	Favorite	2	Iris Alvarez David Rodriguez
Residential Aid	Favorite	9	Alexa Aguirre Angela Samano AngelicaRodriguez Daniel Lopez Deivy Duque Gladys Morales LaShaiWeathington Mario Ramirez YoselinCastro
Security	Favorite	8	Ashley Guevera Oropeza BenitoGonzalez JennyMejia KehindeOrobangba LatyraStepney LuisLuarca-Garcia RolandoNino ShinaAdebayoey
Janitorial	Favorite		
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Smartsheet Calendar	Online	Scheduling of Partners	
Laptop Computers		Online Access	
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel	
MiFi		Online Access	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

	Staging Area Phone			
Parthenon hostel	Shelter Branch Director			
Zaidi Fearon	DFSS Project Manager			
Maria Rivas	Shelter Manager			
Adriana Olvera	Project Manager			
Yamile Garib	Project Manager			
Maribel Gomez	Site Captain			
	Resettlement Team			
Tim Thomasson	Operations			
Luc Vernice	Logistics			
Kelvin Pope	Shelter Safety			

Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



MWRD Shelter Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400 Date To: 05 OCT 2023 1400
Shelter Location: 3034 W Foster Ave		Division/Group Supervisor: Zaidi Fearon
Shelter Manager: Dean Nash		Contact Numbers: 601-885-3276
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity: 550		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: - Number of ISO Rooms: -
Objectives: <ul style="list-style-type: none"> Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period. 		
Tasks: <ul style="list-style-type: none"> Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement. Provide Case Management services to assist Asylum Seeker transition and resettlement. Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations. Distribute residence grievance QR code at all Shelters. 		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none"> Immediately inform DFSS Project Manager if any critical information requirement is met such as: <ul style="list-style-type: none"> Death or Injury of staff or resident, Domestic Assault or Assault and Battery on resident or staff Credible threat to staff or other residents Major fire, evacuation, or shelter in place Media on the Scene (Mary May), Politician on the scene (Erich IGA) Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible. <ul style="list-style-type: none"> Update the Incident Report when resolved and outline the resolution as additional information is provided. Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900 <ul style="list-style-type: none"> Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds. Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900. Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support. Provide, display, and update Free Events QR code for Asylum Seekers at Shelter location Coordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families. Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report. 		
MWRD Logistics:		
Laundry On Site: No Yes		Laundry Service Vendor: N/A
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT		
Showers: Available On Site Off Site Required		Offsite Shower Location: Park Services
Day of Shower Services: SUN MON TUE WED THUR FRI SAT EVERY OTHER DAY		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (<i>see notes</i>)		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Food Vendor:			
Logistics Notes:			
MWRD Security Section:			
Security	Provided By Facility Provided By AIS	Provided By Contract Not Applicable	Provided By City Provided By Other (<i>see notes</i>)
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
MWRD Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Shelter Cell Phone			Requested from Logistics
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS		Zaidi Fearon
Site Capitan	Favorite	1	Natasha Labrooy
Shelter Manager	Favorite	1	Dean Nash
Project Manager	Favorite	2	Joseph Ebele Denise Rutiaga
Supervisor	Favorite	2	Maria McCreary Katia Villa Alvarez
Case Managers	Favorite	3	Anna Nandin Silvia Picazo Alexis Rojas
Residential Aid	Favorite	18	AdrianMoreno Albert Gonzalez Dachna Charlestin Diamar Guisao EdgarPena JeanZamora JoseAlchaer Kedeline Mondesir Maria Colmenares Maribel Gildemeister PalomaMorales SodnyJoseph Woodlin Michel YeseniaCardoso
Security	Favorite	12	Alexandra Gonzalez Charlene Civil Gladys Salinas Jennifer Salazar LaShundra Jones Luis Medina Marie-RoseeMetellus Mario Vargas Monique Civil OsilamaEdogamhe PhranklinRowland Ricardo Civil

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Janitorial	Favorite	4	AdebowaleOkerayi Cody West Jakinda Greenlee QuartesusGee	
Resource Equipment & Technology:				
Resource Identifier	Number / QTY	How Resource is Being Used		
Smartsheet Calendar	Online	Scheduling of Partners		
Laptop Computers		Online Access		
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel		
MiFi		Online Access		
Communications (Phone Numbers for Team):				
Name	Function	Phone #	Email	
MWRD	Staging Area Phone			
Danny Castanenda	Shelter Branch Director			
Zaidi Fearon	DFSS Project Manager			
Dean Nash	Shelter Manager			
Denise Rutiaga	Project Manager			
Joseph Ebele	Project Manager			
Natasha Labrooy	Site Captain			
	Resettlement Team			
Tim Thomasson	Operations			
Luc Vernice	Logistics			
Kelvin Pope	Shelter Safety			
Current Gaps or Challenges:				
Additional Location Notes:				
<ul style="list-style-type: none"> Any issues with the facility should be reported to Logistics Section for coordination on repairs. Food issues or concerns are reported to Logistics Section. Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager. 				

Form Prepared By:	Name: Vickie Charles	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Walnut Shelter Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400
		Date To: 05 OCT 2023 1400
Shelter Location: 1640 W. Walnut		Division/Group Supervisor: Zaidi Fearon
Shelter Manager: Cindy Mendoza		Contact Numbers: [REDACTED]
Shelter Demographic: <input checked="" type="checkbox"/> Family <input type="checkbox"/> Single Male <input type="checkbox"/> Single Female <input type="checkbox"/> Other		Shelter Type: <input type="checkbox"/> Hostel <input type="checkbox"/> Motel <input type="checkbox"/> Airport <input type="checkbox"/> Park <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Hotel <input type="checkbox"/> School <input type="checkbox"/> YMCA <input type="checkbox"/> City Building
Max Capacity: 550		Resettlement Services Onsite: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Isolation Space: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		Number of ISO Beds: Number of ISO Rooms:
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period.		
Tasks: <ul style="list-style-type: none">Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement.Provide Case Management services to assist Asylum Seeker transition and resettlement.Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations.Distribute residence grievance QR code at all Shelters.		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Immediately inform DFSS Project Manager if any critical information requirement is met such as:<ul style="list-style-type: none">Death or Injury of staff or resident,Domestic Assault or Assault and Battery on resident or staffCredible threat to staff or other residentsMajor fire, evacuation, or shelter in placeMedia on the Scene (Mary May), Politician on the scene (Erich IGA)Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible.<ul style="list-style-type: none">Update the Incident Report when resolved and outline the resolution as additional information is provided.Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900<ul style="list-style-type: none">Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900.Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support.Provide, display, and update Free Events QR code for Asylum Seekers at Shelter locationCoordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families. <p>Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report.</p>		
Walnut Logistics:		
Laundry On Site: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		Laundry Service Vendor:
Day(s) of Laundry Services: <input checked="" type="checkbox"/> SUN <input checked="" type="checkbox"/> MON <input checked="" type="checkbox"/> TUE <input checked="" type="checkbox"/> WED <input checked="" type="checkbox"/> THUR <input checked="" type="checkbox"/> FRI <input checked="" type="checkbox"/> SAT <input type="checkbox"/> N/A		
Showers: <input type="checkbox"/> Available On Site <input type="checkbox"/> Off Site Required		Offsite Shower Location:
Day of Shower Services: <input checked="" type="checkbox"/> SUN <input checked="" type="checkbox"/> MON <input checked="" type="checkbox"/> TUE <input checked="" type="checkbox"/> WED <input checked="" type="checkbox"/> THUR <input checked="" type="checkbox"/> FRI <input checked="" type="checkbox"/> SAT <input checked="" type="checkbox"/> N/A		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Food Provided at Location:				Breakfast	Lunch	Dinner	On-site	Not Provided (see notes)
Food Vendor:								
Logistics Notes:								
Walnut Security Section:								
Security	Provided By Facility	Provided By Contract	Provided By City	Provided By Parks				
	Provided By AIS	Not Applicable	Provided By Other (see notes)					
Name of Security Company:				Company Phone Number:				
Primary POC:				Primary Phone Number:				
Security Notes:								
Resources Needed: Security Box								
Resource Identifier		Planned Use		# Needed		Status		
Resources Assigned:								
Resource Identifier		Agency Name		# of Staff				
DFSS Project Manager		DFSS		1		Zaidi Fearon		
Site Capitan		Favorite		1		Danil Khai		
Shelter Manager		Favorite		1		Cindy Mendoza		
Project Manager		Favorite		2		Angelica Ramirez Alejandro Vera		
Supervisor		Favorite		3		Midian Medeles Jose Rios Susan Serna		
Case Managers		Favorite		7		Anita Gonzalez CarlosJacome GuadalupeCardenas JaretzeRamon JermaineHibbert JonathanEsguerra Maria Cedeno		
Residential Aid		Favorite		22		AlbertoAstiazaran Cesar Mendoza Christina Flores Dora Medina ErikaPeramas EuniceAlvarez GabrielLopez Morales HectorSocarras Jackelin Rosado JessicaSaavedra JoelJoseph JoseZuniga Luciano Ndong Mba Mangué Luz Luna Aguilar MariaGomez Maria Barcenás Michelle Luna OrianaDe Freitas RebeccaDorelus SofiaAlmond		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

			Yesenia Martinez Ramirez
Security	Favorite	10	AndresMendez Chris Valentine DeonteStewart Eusebio Torres Hector Salas Herman Garcia Jaime Torres JesseBalzan Victor Di Mauro Varela
Janitorial	Favorite	4	AbolajiAdifagbola Cache Foster KennethBuogha Olujinmi Ogundumi

Resource Equipment & Technology:

Resource Identifier	Number / QTY	How Resource is Being Used
Smartsheet Calendar	Online	Scheduling of Partners
Laptop Computers		Online Access
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel
MiFi		Online Access
Shelter Phone	1	Inbound/Outbound calls

Communications (Phone Numbers for Team):

Name	Function	Phone #	Email
Walnut	Shelter Phone		
Daniel Castanenda	Shelter Branch Director		
Zaidi Fearon	DFSS Project Manager		
Cindy Mendoza	Shelter Manager		
Jose Rios	Supervisor		
Midian Medeles	Supervisor		
Susan Serna	Supervisor		
Angelica Ramirez	Project Manager		
Alejandro Vera	Project Manager		
Danil Khai	Site Captain		
	Resettlement Team		
Tim Thomasson	Operations		
Luc Vernice	Logistics		
Kelvin Pope	Shelter Safety		

Current Gaps or Challenges:

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Ogden Shelter Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400
		Date To: 05 OCT 2023 1400
Shelter Location: 344 North Ogden		Division/Group Supervisor: Zaidi Fearon
Shelter Manager: Melissa Franco		Contact Numbers: [REDACTED]
Shelter Demographic: <input checked="" type="checkbox"/> Family <input type="checkbox"/> Single Male <input type="checkbox"/> Single Female <input type="checkbox"/> Other		Shelter Type: <input type="checkbox"/> Hostel <input type="checkbox"/> Motel <input type="checkbox"/> Airport <input type="checkbox"/> Park <input type="checkbox"/> Lease <input type="checkbox"/> Hotel <input type="checkbox"/> School <input type="checkbox"/> YMCA <input type="checkbox"/> City Building
Max Capacity: 650		Resettlement Services Onsite: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Isolation Space: <input type="checkbox"/> No <input type="checkbox"/> Yes		Number of ISO Beds: Number of ISO Rooms:
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period.		
Tasks: <ul style="list-style-type: none">Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement.Provide Case Management services to assist Asylum Seeker transition and resettlement.Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations. Distribute residence grievance QR code at all Shelters.		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Immediately inform DFSS Project Manager if any critical information requirement is met such as:<ul style="list-style-type: none">Death or Injury of staff or resident,Domestic Assault or Assault and Battery on resident or staffCredible threat to staff or other residentsMajor fire, evacuation, or shelter in placeMedia on the Scene (Mary May), Politician on the scene (Erich IGA)Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible.<ul style="list-style-type: none">Update the Incident Report when resolved and outline the resolution as additional information is provided.Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900<ul style="list-style-type: none">Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900.Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support.Provide, display, and update Free Events QR code for Asylum Seekers at Shelter locationCoordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families. Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report.		
Ogden Shelter Logistics:		
Laundry On Site: <input type="checkbox"/> No <input type="checkbox"/> Yes		Laundry Service Vendor:
Day(s) of Laundry Services: <input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> N/A		
Showers: <input type="checkbox"/> Available On Site <input type="checkbox"/> Off Site Required		Offsite Shower Location:
Day of Shower Services: <input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input checked="" type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> N/A		
Food Provided at Location: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> On-site <input type="checkbox"/> Not Provided (<i>see notes</i>)		
Food Vendor:		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Logistics Notes:			
Ogden Shelter Security Section:			
Security	Provided By Facility Provided By AIS	Provided By Contract Not Applicable	Provided By City Provided By Other (<i>see notes</i>)
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Security Notes:			
Resources Needed: Security Box			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	
DFSS Project Manager	DFSS	1	Zaidi Fearon
Site Capitan	Favorite	1	Danil Khai
Shelter Manager	Favorite	1	Melissa Franco
Project Manager	Favorite	2	Ricardo Dorado Duckins Jacques
Supervisor	Favorite	1	Jose Ivan Gonzalez
Case Managers	Favorite	3	Patricia Cardenas Marco Mena Patricia Osiecki
Residential Aid	Favorite	33	AlbertoVela AlexanderMunoz AndreaNunez AngelaGarcia Ashley Herrera Barbara Salomon CarmenLaboy Daniela Navarro Resendez Barrera Edgar Hernandez FranlerydHernandez GustavoMaldonado HeinnerBracho IranSoto-Garcia Jonathan Albelo-Roman JoseSanchez Karla Reyes LandryGalban Leonila Quiroz Luis Blanco Gil MariaMaldonado Maria delCarmen Hernandez Maria LuisaAsumu Maye NancyVasquez Pablo Acosta ReguloSalas Rivas YahairaRosillo
Security	Favorite	18	Christopher Johnson

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

			Esnel Pierre-Louis Franklin Paez Jessica Elizondo JesusValdez Jonathan Wilson Leyva JorgeSanchez JoseSaucedo Marcy Overstreet Ricardo Torres Shamiracle Jordan Vanessa Cardenas
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Janitorial	Favorite	0	
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Resource Equipment & Technology:

Resource Identifier	Number / QTY	How Resource is Being Used
Smartsheet Calendar	Online	Scheduling of Partners
Laptop Computers		Online Access
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel
MiFi		Online Access
Shelter Phone	1	Inbound/Outbound calls

Communications (Phone Numbers for Team):

Name	Function	Phone #	Email
Ogden Property	Shelter Phone		
Daniel Castanenda	Shelter Branch Director		
Zaidi Fearon	DFSS Project Manager		
Melissa Franco	Shelter Manager		
Jose Ivan Gonzalez	Supervisor		
Ricardo Dorado	Project Manager		
Duckins Jacques	Project Manager		
Danil Khia	Site Captain		
	Resettlement Team		
Tim Thomasson	Operations		
Luc Vernice	Logistics		
Kelvin Pope	Shelter Safety		

Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Justin Graham	Department/Unit: Operations/Staffing	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Halsted Shelter Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 28 SEPT 2023 1400
		Date To: 05 OCT 2023 1400
Shelter Location: Pending		Division/Group Supervisor:
Shelter Manager:		Contact Numbers:
Shelter Demographic: Family Single Male Single Female Other		Shelter Type: Hostel Motel Airport Park Lease Hotel School YMCA City Building
Max Capacity:		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: - Number of ISO Rooms: -
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, New Arrivals, and responders and Asylum Seekers for the New Arrivals mission through the Operational Period.		
Tasks: <ul style="list-style-type: none">Provide Food, Water, and Shelter to keep all Asylum Seekers safe and secure during their transition and resettlement.Provide Case Management services to assist Asylum Seeker transition and resettlement.Support entertainment and other case management services with CBOs to help provide activities for shelter residents as directed or requested by Shelter Branch and Operations.Distribute residence grievance QR code at all Shelters.		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Immediately inform DFSS Project Manager if any critical information requirement is met such as:<ul style="list-style-type: none">Death or Injury of staff or resident,Domestic Assault or Assault and Battery on resident or staffCredible threat to staff or other residentsMajor fire, evacuation, or shelter in placeMedia on the Scene (Mary May), Politician on the scene (Erich IGA)Submit Incident Reports using the Smartsheet Incident Report format within 1 hour of the incident if at all feasible.<ul style="list-style-type: none">Update the Incident Report when resolved and outline the resolution as additional information is provided.Provide Census reports using the Smartsheet ICS 209 Census the end of every shift at 0700/1900<ul style="list-style-type: none">Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.Provide SITREPs using the Smartsheet ICS 214 Census daily at the end of each shift at 0700/1900.Coordinate needed medical appointments with Cook County Health (CCH) and Logistics with new admissions to the shelter and any necessary ongoing medical support.Provide, display, and update Free Events QR code for Asylum Seekers at Shelter locationCoordinate with Chicago Public Schools (CPS) regarding enrollment and attendance of children within Shelter and provide support and guidance for school aged children and their families.Provide updates regarding specific dietary restrictions and medically necessary diets within Smartsheet report.		
Halsted Logistics:		
Laundry On Site: No Yes Laundry Service Vendor: N/A		
Day(s) of Laundry Services: SUN MON TUE WED THUR FRI SAT		
Showers: Available On Site Off Site Required Offsite Shower Location: Park Services		
Day of Shower Services: SUN MON TUE WED THUR FRI SAT EVERY OTHER DAY		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (see notes)		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Food Vendor:			
Logistics Notes:			
Halsted Security Section:			
Security <input type="checkbox"/> Provided By Facility <input type="checkbox"/> Provided By Contract <input type="checkbox"/> Provided By City <input type="checkbox"/> Provided By Parks <input type="checkbox"/> Provided By AIS <input type="checkbox"/> Not Applicable <input type="checkbox"/> Provided By Other (<i>see notes</i>)			
Name of Security Company:		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Pending Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Shelter Cell Phone			Requested from Logistics
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS		
Site Capitan	Favorite	1	
Shelter Manager	Favorite		
Project Manager	Favorite		
Supervisor	Favorite		
Case Managers	Favorite		
Residential Aid	Favorite		
Security	Favorite		
Janitorial	Favorite		
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Smartsheet Calendar	Online	Scheduling of Partners	
Laptop Computers		Online Access	
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel	
MiFi		Online Access	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
	Staging Area Phone		
	Shelter Branch Director		
	DFSS Project Manager		
	Shelter Manager		
	Project Manager		
	Project Manager		
	Site Captain		
	Resettlement Team		
Tim Thomasson	Operations		
Luc Vernice	Logistics		
Kelvin Pope	Shelter Safety		
Current Gaps or Challenges:			

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Additional Location Notes:

- Any issues with the facility should be reported to Logistics Section for coordination on repairs.
- Food issues or concerns are reported to Logistics Section.
- Safety and security concerns please follow protocols and report to onsite security personnel, escalated to onsite managers, Site Captains, Safety and Security Manager.

Form Prepared By:	Name: Vickie Charles	Department/Unit: Operations/Staffing	Date: 28 OCT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Logistics Assignment List (ICS 204)

Incident Name:	Operational Period:	Date From: 28 SEPT 2023 1400
New Arrivals Mission	(Weekly)	Date To: 05 OCT 2023 1400

LOGISTICS SECTION

Logistics Section Chief: Luc Vernice

Contact Numbers: ([REDACTED])

Objectives:

- Reduce processing errors by implementing a seamless communication flow and a streamlined process to assist in achieving organizational goals.

Tasks:

- Develop logistical assignments
- Provide support for laundry services within shelters and in Districts as needed
- Determine needed resources
- Distribute logistical job action sheets and position identification
- Brief logistical personnel on the situation, strategies, tactics, and designate for the next IAP
- Identify and determine a funding balance to make necessary purchases for resources when needed
- Development of a more efficient system to address resource requests when they are received for all logistical staff

Shelter Facility	Open Requests/Needs/Tasks	Complete	Not Complete
Daley College	Family Complete Initial CCH visits	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Wright College	Plan for decompression starting on the 28th to 30th Transferring the families to AIC	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Wadsworth	Leak in the bathroom from under the commode.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	There are some potential tripping hazards that AIS will address. Example a metal spike just at the entrance of the parking lot, outlet in main office.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Lake Shore	Residents completing initial CCH visits	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Leone Beach Park	Regular request for urgent supplies being fulfilled by logistics team	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
O'Hare Airport	Continue to decompress.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Brands Park	Leakage issue in the men's restroom	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	A/C issue	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Leone Beach Park	Pest control in progress	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
North Park Village	Compressor not working correctly – therefore AC not operable.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Near South	Regular request for urgent supplies being fulfilled by logistics team	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Social Club	Regular request for urgent supplies being fulfilled by logistics team	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Gage Park	Generator down AIS in progress to repair	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Piotrowski Park	Generator is currently functioning, but A/C is not working.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Inn of Chicago	Attending to food supply issues between shelter and open kitchen	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
High Ridge YMCA	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
North Park Village	Regular request for urgent supplies being fulfilled by logistics team	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
AIC	Working to complete initial CCH visits	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Broadway Armory	Increase the capacity to 350	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Parthenon	Residents completing initial CCH visits	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
MWRD	Residents completing initial CCH visits	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Walnut Shelter	Residents completing initial CCH visits	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Ogden Shelter	Regular request for urgent supplies being fulfilled by logistics team	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Halsted Shelter	Pending	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Overview of Current Strategies, Processes, and Procedures Being Utilized:

- Includes many strategic and intricate planning methods to coordinate efficiently with staff, suppliers, and vendors to pick up and deliver goods.
- Continue to decompress at O'Hare.
- Supplying shelters with needed resource requests.
- Biweekly delivery of resources to all shelters.
- Submit ICS 213 forms for resource requests 24 hrs. In advance.
- Coordinate CCH with PMs, CCH, and transportation.
- Coordinate shower runs and the planning of resources for new sites.
- Coordinate the placement of individuals from incoming buses to police districts.

Resources Needed:

Resource Identifier	Planned Use	# Needed	Status
Network for Warehouse	Better internet connection gives logistics team the ability to address requests in a more efficient manner	-	In Program - Installation

Resources Assigned:

Resource Identifier	Department/Organization Name	# of Staff	Resources
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Resource Equipment & Technology:

Resource Identifier	Resource Name	How Resource is Being Used
Shelter Supplies	Shelter Push Packs	Pre-packed pallets of shelter supplies that go to facilities for initial opening and operations of shelters
Shelter Supplies	Multiple Types	Various types of supplies are available to shelters when requested.
Transportation Assets	Delivery Vehicles	Used to deliver requested shelter supplies
Inventory	Warehouse	Facility that is used to store and prepared shelter supplies
Incident Management System	WebEOC	Used for tracking of resources that are requested and status of requested resources

Communications (Phone Numbers for Team):

Name	Function	Phone #	Email
Luc Vernice	Logistics Section Chief		
Candace Howard	Deputy Logistics Section Chief		
Glen Cross	Facilities Unit Leader		
Paul Fearon	Transportation Coordinator		
Eslam Hssanein	Warehouse Unit Leader		
Eslam Hassanein	Warehouse Management Unit		
Hosmert Vergara	Warehouse Management Unit		
Euclid Woodstock	Warehouse Management Unit		

Current Gaps or Challenges:

- Wi-Fi is not being installed in the warehouse so that real-time requests from shelter staff can be received and addressed more efficiently.
- Need for a more efficient system to address resource requests in a timely manner with a minimal approval wait time.
- Having additional support staff for logistics so the team can have the time to visit each site to better understand inventory burn rate at each New Arrival facility receiving resources.
- Coordinate fuel and A/C
- Coordinate food to districts and shelters
- Coordinate laundry to districts and shelters

Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

CPD District Assignment List (ICS 204)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Date From: 28 SEPT 2023 1400	Date To: 05 OCT 2023 1400
Safety and Security Section		Operations Section Chief: Tim Thomasson	
Name: Deputy Chief Stephen Chung		Contact: [REDACTED]	
Objectives: Objective #1: Continue to work with city partners on transitioning Asylum Seekers out of Police Districts Objective #2: September 28th ensure distribution of IDs for health care volunteers visiting district stations. Objective #3: September 28th monitor and ask for adjustments for shower-up truck visits to priority district police stations. Monitor Park district coordination for showers. Objective #4: September 28th transition as many shelter seekers as possible out of CPD facilities and into more suitable shelter establishments. Objective #5: September 28th Safety and Special Attention for the community and migrants in and around shelters Sites. Monitor complaints of possible unlawful activity and forward to appropriate districts for follow-up. Objective #6: September 28th submit all Maintenance related service requests.			
Tasks: <ul style="list-style-type: none"> September 28th monitor distribution status of volunteer IDs and send informational email to district commanders notifying them of IDs and maintaining sign in procedures. September 28th monitor and request adjustments for shower-up based on district priority. Aid in district coordination for park district shower use by compiling needed date. Between September 21st and September 28th monitor influx of shelter seekers into CPD facilities and decompress districts as needed, moving families to Wright College and Daley College. Ensure security is provided during large movements. Between September 21st and September 28th daily assess safety plan for the community and migrants in and around shelters sites. Monitor potential City Key or protest activity. Between September 21st and September 28th Process and submit maintenance requests for districts. Between September 21st and September 28th maintain a supply of SR cards and distribute them among the 22 districts when needed. 			
28 SEPT 2023	Between September 21st and September 28th Continuously monitor distribution status of volunteer IDs and send informational email to district commanders notifying them of IDs and maintaining sign in procedures.	Safety & Security Team (CPD)	Active
28 SEPT 2023	Continuously monitor and request adjustments for shower-up based on district priority. Aid in district coordination for park district shower use by compiling needed date.	Safety & Security Team (CPD)	Active
28 SEPT 2023	Continuously monitor influx of shelter seekers into CPD facilities and decompress districts as needed, moving families to Wright College and Daley College. Coordinate (police) security as needed.	Safety & Security Team (CPD)	Active
28 SEPT 2023	Daily assess safety plan for the community and migrants in and around shelters and Respite Sites. Monitor potential City Key or protest activity. Process district maintenance request.	Safety & Security Team (CPD)	Active
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none"> Correspond with partner agencies regarding availability of beds in shelters. Identify individuals to be transitioned out of CPD facilities. Coordinate with partner agencies for the transportation to more suitable shelters. Decompress CPD facilities with high volume of shelter seekers to maintain safe conditions. Request or reassign CPD resources as needed to address safety and security concerns. 			
Resource Identifier	Planned Use	# Needed	Status
Resource Identifier	Leader	# of Staff	Resources
Resource Identifier	Resource Name	How Resource is Being Used	

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

PPE	Personal Protective Equipment	Mitigate the potential spread of any illnesses.	
Communications (Phone Numbers For Team)			
Name	Function	Phone #	Email
Deputy Chief Stephen Chung	CPD		
Sergeant Andrea Mikaitis	CPD		
Detective Thomas Freitag	CPD		
Police Officer James Chan	CPD		
Police Officer Jesada Laksanaprom	CPD		
Brock Brunson	CPD		
Nikoletta Papadopoulos	CPD		
Current Gaps or Challenges:			

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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Shelter Assessment & Stand-Up Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period: (Weekly)	Date From: 28 SEPT 2023 1400 Date To: 05 OCT 2023 1400	
SITE ASSESSMENT		Planning Section Chief: Nadine Carlson	
Name: Lori Lypson		Contact Numbers: [REDACTED]	
Objectives: <ul style="list-style-type: none">Find suitable shelter for the short-term housing of migrants.			
Tasks: <ul style="list-style-type: none">Identify potential future shelter options.Office Building – 9855 Woods Drive, Skokie, IL. 60077Former Church - 3434 W. Foster, ChicagoFormer Church, School and Rectory – 10509 S. Torrence, ChicagoReview former sites for viability			
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Carry out all assessments/site visits within 36 hours.<ul style="list-style-type: none">Dependent upon workloadDependent upon sites returning calls for information/appointments.Work with DFSS and Safety to jointly conduct site visits.			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Resource Identifier	Agency	#	Resources
A/C Units	Cook County		Brands Park – 25 ton unit Piotrowski Park – 25 ton unit Gage Park – (2) 25 ton unit North Park Village – 25 ton unit Leone Beach Park – 10 ton unit
Resource Identifier	Resource Name	How Resource is Being Used	
Cameras	Cameras	Capturing photos during site visits	
Email	Email	Communications	
Cell Phones	Cell Phones	Text	
Name	Function	Phone #	Email
Lori Lypson	Shelter Assessment & Stand-Up Lead (OEMC)	[REDACTED]	[REDACTED]
Joseph Kostuchowski	Shelter Assessment Team (CEMRS)	[REDACTED]	[REDACTED]
Kim Nowicki	Shelter Assessment Team (CEMRS)	[REDACTED]	[REDACTED]
Martin Mercado	Shelter Assessment Team (CEMRS)	[REDACTED]	[REDACTED]
Elizabeth Arroyo	Shelter Assessment Team (CEMRS)	[REDACTED]	[REDACTED]

Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Safety and Security Assignment List (ICS 204)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Date From: 28 SEPT 2023 1400	Date To: 05 OCT 2023 1400
Safety and Security Section		Branch Director: DC Stephen Chung	
Name: Kelvin Pope		Contact: [REDACTED]	
Objectives: <ul style="list-style-type: none">• Maintain the safety of all the various shelters• Ensure the overall safety of shelter employees and residents• Maintain high visibility in shelters• Minimize / eliminate illegal activities in shelters			
Tasks: <ul style="list-style-type: none">• Identify and mitigate hazardous situations.• Ensure safety messages and briefings are made.• Exercise authority to stop and prevent unsafe acts.• Initiate preliminary investigation of accidents within the incident area.• Participate in planning and tactic meetings to point out shelter deficiencies affecting safety• Investigate safety and security related issues and provide follow up and recommendations to shelter staff, operations section with specific daily emphasis on the shelter facilities, and shelter occupants.• Monitor any sites scheduled for protesters			
Resource Identifier	Planned Use	# Needed	Status
Resource Identifier	Leader	# of Staff	Resources
Resource Identifier	Resource Name	How Resource is Being Used	
PPE	Personal Protective Equipment	Mitigate the potential spread of any illnesses.	
Name	Function	Phone #	Email
Tim Thomasson	Operations Section Chief	[REDACTED]	[REDACTED]
Kelvin Pope	Safety Security Officer	[REDACTED]	[REDACTED]
DC Stephen Chung	Branch Director	[REDACTED]	[REDACTED]
Current Gaps or Challenges:			

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Site	Notes	Walk through	
YMCA High Ridge	<ul style="list-style-type: none"> Walkthrough Completed 9/29 No immediate safety concerns were identified. 	Yes	No
Gage Park	<ul style="list-style-type: none"> Walkthrough Completed 9/28 Need fire extinguishers and additional fans. 	Yes	No
North Park Village	<ul style="list-style-type: none"> Walkthrough Completed 10/2 No immediate safety concerns were identified. 	Yes	No
Piotrowski Park	<ul style="list-style-type: none"> Walkthrough In Progress 9/30 Requested a peep hole at the main entrance door & a camera for gated pool area 	Yes	No
Social Club	<ul style="list-style-type: none"> Walkthrough Completed 9/29 North and South elevators still need servicing. 	Yes	No
YWLA	<ul style="list-style-type: none"> Walkthrough Completed 9/29 	Yes	No
Inn of Chicago	<ul style="list-style-type: none"> Walkthrough Completed 9/29 	Yes	No
Leone Beach Park	<ul style="list-style-type: none"> Walkthrough Completed 10/1 In need of fire extinguishers. Also need male security staff for evening shift 	Yes	No
Daley College	<ul style="list-style-type: none"> Walkthrough In Progress 9/30 No immediate safety issues were identified. 	Yes	No
Brands Park	<ul style="list-style-type: none"> Walkthrough Completed 10/2 	Yes	No
Wadsworth	<ul style="list-style-type: none"> Initial walkthrough Completed 9/29 Fire annunciator is not working. 	Yes	No
Super 8	<ul style="list-style-type: none"> Walkthrough Completed 10/1 	Yes	No
AIC	<ul style="list-style-type: none"> Walkthrough completed 10/1 Fire annunciator is not working. 	Yes	No
Broadway Armory	<ul style="list-style-type: none"> Walkthrough Completed 10/1 No immediate safety issues were identified. 	Yes	No
Lake Shore Hotel	<ul style="list-style-type: none"> Walkthrough Completed 9/29 Sidewalk repaired, no immediate safety issues were identified. 	Yes	No
Near South	<ul style="list-style-type: none"> Walkthrough Completed 9/29 No immediate safety issues were identified 	Yes	No
New Life Community Church	<ul style="list-style-type: none"> Walkthrough In Progress 	Yes	No
Parthenon	<ul style="list-style-type: none"> Walkthrough Completed 9/30 No immediate safety issues were identified 	Yes	No
Walnut	<ul style="list-style-type: none"> Walkthrough Completed 9/30 No immediate safety issues were identified. 	Yes	No
MWRD	<ul style="list-style-type: none"> Walkthrough Completed 10/1 4 fire extinguishers need to be updated and 2 need to be replaced 	Yes	No
Ogden	<ul style="list-style-type: none"> Pending 	Yes	No
Halsted	<ul style="list-style-type: none"> Pending 	Yes	No

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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



EOC / Unified Command - ICS 205A - Communication List

Position Assigned	Name	Agency	Email	Mobile
Unified Incident Commander	Brandie Knazze	DFSS		
Unified Incident Commander	Glen Lyman	OEMC		
Unified Incident Commander	Kaila Lariviere	OEMC		
Unified Incident Commander	Beatriz Ponce De Leon	MO		
Unified Incident Commander	Jose Tirado	OEMC		
Public Information Officer	Mary May	OEMC		
Public Information Officer	Ronnie Reese	OEMC		
IGA Liaison Officer	Erik Martinez	MO		
IGA Liaison Officer	Rowida Zatar	MO		
Policy Group	Lori Lypson	MO		
Policy Group	Maura McCauley	DFSS		
Policy Group	Christine Riley	DFSS		
Policy Group	Rey Wences Najera	MO		
Planning Section Chief	Nadine Carlson	Favorite		
Situation Unit Leader	Kevin Kilmer	OEMC		
Situation Unit/Documentation Unit	Shekinah Jones	OEMC		
EOC Plans Coordinator	Marta Hernandez	Favorite		
Documentation Unit	Flower Asfaha	Favorite		
Medical Branch Manager	Ivonne Sambolin	CDPH		
Care Coordinator Manager	Jeff Wright	Favorite		
Healthcare Liaison Manager	Carrie Whiteley	Favorite		
Logistics Section Chief	Luc Vernice	Favorite		
Deputy Logistics/ Food and Laundry	Candace Howard	Favorite		
Transportation Coordinator	Paul Fearon	Favorite		
Donations & Volunteer Management Unit	Jesus DelToro	MO		
Donations & Volunteer Coordinator	Rona Mobley-Wells	DSS		
Facilities Unit Leader	Glen Cross	AIS		
Warehouse Management Unit	Eslam Hassanein	Favorite		
Warehouse Management Unit	Hosmert Vergara	Favorite		
Warehouse Management Unit	Euclid Woodstock	Favorite		
Warehouse Management Unit	Jimmy Vernice	Favorite		
Finance & Admin Section Chief	Jacob Nudelman	OBM		
Cost Unit	Joseph Sacks	OBM		
Procurement Unit Lead	Jonathan Ernst	DFSS		
Procurement Unit	Ryan Nelligan	OEMC		
Contract Administrator	Kevin Pater	OPSA		
Operations Section Chief	Timothy Thomasson	Favorite		
Deputy Operations Chief	Cedric Montgomery	Favorite		
EOC OPS Coordinator	Justin Graham	Favorite		
Shelter Branch Director	Danny Castaneda	DFSS		
Project Manager	Natalia Santillan	DFSS		
Project Manager	William "BJ" Lohr	DFSS		
Project Manager	Zaidi Fearon	DFSS		
Project Manager	Jose Robles	DFSS		

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Project Manager	John Zhang	DFSS		
Project Manager	Joe Alonzo	DFSS		
Site Identification Team	Michelle Woods	AIS		
Site Identification Team	Pat Levar	PARKS		
Site Identification Team	Matt Singley	Reloshare		
Landing Zone Lead	Matthew Ladniak	OEMC		
Landing Zone	Elizabeth Arroyo	OEMC		
Landing Zone	Theresa Daniel	OEMC		
Landing Zone	Rosita Alicea-Zink	OEMC		
CPS LNO	Victoria Einfante	CPS		
Deputy Chief CPD	Stephen Chung	CPD		
CPD Sergeant	Andrea Mikaitis	CPD		
Chicago Police Officer Rep	Nikoletta Papadoupoulos	CPD		
Chicago Police Officer Rep	Thomas Freitag	CPD		
Chicago Police Officer Rep	Brock Brunson	CPD		
Chicago Police Officer Rep	James Chan	CPD		
Safety and Security Manager	Kelvin Pope	Favorite		
Case Management Unit	Mare Jochum	Catholic Charities		
Housing Unit	Daniel Cassell	DOH		
Staffing Branch Manager	Sonia OMeara	Favorite		
Scheduling Coordinator	Vickie Charles	Favorite		
Agency Representative	Cymone Smith	Favorite		
Agency Representative	Brandon Ladmirault	Favorite		
Data Branch Lead	Jorge Rivas	Favorite		
Data Analytics	Maria Salgado	CCDEMRS		
SmartSheet Unit	Regina Hightower	IT		
Salamander Group	Hugo Murillo	Favorite		
Salamander Group	Topiltzen Avila	Favorite		
IT Support	Jonathan Lam	AIS		
Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation	Date: 28 SEPT 2023	

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Shelters - ICS 205A - Communication List

Shelter Contacts					
Site Name	Dept/Agency/ Org	Site Address	Site Type	Demographic	Shelter Phone #
YWLA	CPS	2641 S Calumet Ave.	Shelter	Single Male	
Social Club	Hotel	320 S Plymouth Ct.	Shelter	Single Male & Female	
Wadsworth	CPS	6420 S University Ave.	Shelter	Single Male & Female	
Leone Beach Park	Parks	1222 W Touhy Ave	Shelter	Families	
Brands Park	Parks	3259 N. Elston Ave.	Shelter	Families	
Gage Park	Parks	2411 W. 55th St.	Shelter	Families	
Pitrowski Park	Parks	4247 W 31st St.	Shelters	Families	
O'Hare Airport	CDA	Bus Shuttle Center	Respite	Staging Location	
North Park Village	COC	5801 N Pulaski Rd.	Shelter	Families	
High Ridge YMCA	YMCA	2424 W Touhy Ave.	Shelter	Single Female & Male	
Inn of Chicago	Hostel	162 E Ohio St.	Shelter	Families	
Daley College	CPS	7500 S Pulaski Building 500 & 600	Shelter	Families	
New Life Church	Church	2958 N Damen Ave	Shelter	Families	
Chicago Lake Shore Hotel	Hotel	4900 S Lake Shore Dr.	Shelter	Family	
Near South	COC	3252 S Michigan	Shelter	Single Male	
AIC	Lease	640 W Irving Park Rd	Shelter	Families	
Super 8	Motel	7300 N Sheridan	Shelter	Families	
Broadway Armory	Parks	5917 N Broadway	Shelter	Families	
Parthenon	Hostel	310 S. Halsted street Chicago	Shelter	Singles	
MWRD	Marine Base	3034 W Foster Ave	Shelter	Families	
Walnut Shelter	Hostel	1644 West Walnut	Shelter	Families	
Ogden Shelter	Lease	344 N Ogden	Shelter	Families	
Halsted Shelter	Lease	2241 S. Ogden	Shelter	Families	
Form Prepared By:		Name: Flower Asfaha	Department/Unit: Planning/Documentation		Date: 21 SEPT 2023

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Shelter Manager - ICS 205A - Communication List

Site Name	Shelter Manager	Shift	Phone #	Email
YWLA	Richard Combs	10A-1030P		
Social Club	Natasha Labrooy	10A-1030P		
Wadsworth	Alberto Lazo	7A-730P		
Leone Beach Park	Michaela Koehnke	7A-730P		
Brands Park	Ana Perla Cardona	7A-730P		
Gage Park	Genaro Monge	7A-730P		
Pitrowski Park	Rolando Villagomez	7A-730P		
O'Hare Airport	Michael Ebele	7A-730P		
	Reynaldo Salinas	7A-730P		
North Park Village	Andres Elizondo	7A-730P		
High Ridge YMCA	Albert Mathieu	7A-730P		
Inn of Chicago	Darling Santo	7A-730P		
Daley College	Esperanza Tellez	7A-730P		
New Life Church	Danil Khai	7A-730PM		
Chicago Lake Shore Hotel	Guadalupe Serna	7A-730PM		
Near South	Martin Soto	7A-730P		
AIC	Eric Meza	7A-730P		
Super 8	Eduardo Soto	7A-730P		
Broadway Armory	Jose Serrano	7A-730P		
Parthenon	Maria Rivas	7A-730P		
Walnut Shelter	Cindy Mendoza	7A-730P		
MWRD	Dean Nash	7A-730P		
Ogden Shelter	Melissa Franco	7A-730P		
Halsted Shelter	Pending	Pending	Pending	

Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation	Date: 21 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Police Districts - ICS 205A - Communication List

Police Districts					
Region North, West, Central, South, East	District	Identifier	Area	Address	District Phone
CENTRAL	1st District	Central	3	1718 South State Street	
CENTRAL	9th District	Deering	1	3120 S. Halsted St.	
CENTRAL	12th District	Near West	3	1412 S. Blue Island	
FAR NORTH	19th District	Town Hall	3	850 West Addison St.	
FAR NORTH	20th District	Lincoln	3	5400 North Lincoln Avenue	
FAR NORTH	24th District	Rogers Park	3	6464 North Clark St	
FAR NORTH	18th District	Near North	3	1160 North Larrabee Ave	
FAR SOUTH	4th District	South Chicago	2	2255 East 103rd St	
FAR SOUTH	5th District	Calumet	2	727 East 111th St	
FAR SOUTH	6th District	Gresham	2	7808 South Halsted Street	
FAR SOUTH	22nd District	Morgan Park	2	1900 West Monterey Ave	
NORTHWEST	17th District	Albany Park	5	4650 North Pulaski Rd	
NORTHWEST	16th District	Jefferson Park	5	5151 North Milwaukee Ave	
NORTHWEST	14th District	Shakespeare	5	2150 North California Ave	
NORTHWEST	25th District	Grand Central	5	5555 West Grand Ave	
SOUTH	2nd District	Wentworth	1	5101 South Wentworth Avenue	
SOUTH	7th District	Englewood	1	1438 W. 63rd Street	
SOUTHEAST	3rd District	Grand Crossing	1	7040 South Cottage Grove Ave	
SOUTHWEST	8th District	Chicago Lawn	1	3420 West 63rd St	
WEST	15th District	Austin	4	5701 West Madison St	
WEST	10th District	Ogden	4	3315 West Ogden Avenue	
WEST	11th District	Harrison	4	3151 West Harrison St	

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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 28 SEPT 2023 – 05 OCT 2023

Medical Plan (ICS 206)

Incident Name:	Operational Period:	Date From: 28 SEPT 2023 1400
New Arrivals Mission	(Weekly)	Date To: 05 OCT 2023 1400

Mobile Medical Teams

Team	Primary Contact	Email	Phone	Locations Scheduled to be Visited	Status
Ann & Robert Lurie Children's Hospital	Jacinta Staples			Varies based on Need Pediatrics	Active
Chicago Street Medicine	Timothy Jostrand			Varies Based on Need	Active
Night Ministry	Stephan Koruba			Varies based on need	Active
Rush University Medical Center	Eugenia Olison			Coordinates with CH 9, 18, 19, 25 10, 11, 14,15	Active
UI Health/Chicago Action Medical	Sara Izquierdo			1, 12, 20, 24	Active
University of Chicago Comer Pediatric Medical Unit	Dr. Icy Cade-Bell			Varies based on Need Pediatrics	Active
Night Ministry	Stephan Koruba			Sun or Mon and Wed/Fri anywhere	Active
Rush University Medical Center	Eugenia Olison			8th, 15th, 22nd, and 29th in Sept	Active
Night Ministry	Sylvia Hibbard			Varies based on need	Active
Rush University Medical Center	Inesh Noor			Varies based on location	Active
Rush University Medical Center	Lizzie Cummings			Varies based on location	Active
Rush University Medical Center	Terry Gallagher			Varies based on location	Active
Loyola	Susan Finn			One site, Dist 15th for kids once a week	Active

Hospitals

Hospital Name	Address	Primary Contact	# of Arrivals Receiving care	Notes
N.A.	N.A.	N.A.	N.A.	N.A.

Special Medical Emergency Procedures or Information to Note:

- For staff all medical issues should be reported via the Incident report forms
- For staff mental health needs staff can contact the National Alliance on Mental Inness (NAMI) can be contacted at 833-NAMICHI (833-626-4244)
Crisis Debriefing: Karen Hanton from Salvation Army [REDACTED] 2 [REDACTED]

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Safety Message/Plan (ICS 208)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	From: 28 SEPT 2023 1400 To: 05 OCT 2023 1400
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Safety Message/Expanded Safety Message, Safety Plan, Site(s) Safety Plan

1. General staff and shelter staff are encouraged to maintain situational awareness about active shelter sites, movement of new arrivals, and other city events.
2. General staff and shelter staff are encouraged to follow and practice good health.
3. General staff and shelter staff are encouraged to maintain awareness related to site security related to maintaining an active sign in/sign out sheet for visitors, vendors, and staff always and during all shifts.
4. Gun Violence – report to police
5. Gang Violence – report to police – criminal organization affiliation – crime trends
6. Harm Reduction – in case of opioid overdose Narcan is available onsite at shelters and police stations.
7. Critical incident response – Salvation Army is available for crisis debriefings on any critical events occurring in districts on shelter locations.

Respiratory Season Protection

Stay up to date on vaccinations:

For Fall 2023, there will be an updated COVID-19 vaccine to better protect against currently circulating variants. This vaccine will be available in mid to late September, and more details will be available soon following FDA approval and CDC recommendations in mid-September.

In addition, everyone 6 months and older should get an annual flu shot this fall. Flu vaccine is already available.

This year, for adults 60 years and older, there is a new vaccine against respiratory syncytial virus (RSV). There will also be a new vaccine for pregnant women to help protect their babies against RSV for their first 6 months, as well as an injectable immunization product, Nirsevimab, for infants. Talk to your provider to learn if RSV immunization is right for you and your family.

Masking:

Masks remain an important tool to mitigate transmission of COVID-19 and other respiratory viruses, in particular for people who are at risk for severe illness. CDPH encourages people to keep a mask with them, and consider wearing it if they are in crowded, indoor public settings and on public transit. Some settings, like doctor offices, might require patients wear masks.

Testing:

It is important that if you feel sick with symptoms that align with COVID-19, get tested or take an at-home test. Shelters have COVID test kits onsite.

- Visit testinglocator.cdc.gov to find no-cost testing locations.
- If you test positive for COVID-19, stay home for five days.
- After five days, if symptoms improve, you can end isolation, but you should wear a mask around others during days 6 through 10.
- If you are over 65 or at high-risk for severe illness, ask your healthcare provider about medications to treat COVID-19 (Paxlovid).

Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation	Date: 28 SEPT 2023
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Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Incident Status Summary (ICS 209)

Incident Name: New Arrivals Operations		Operational Period: (Weekly)		Date From: 28 SEPT 2023 1400	
				Date To: 05 OCT 2023 1400	
New Arrivals			Shelter Staffing		
# Of New Arrivals	Previous Operational Period	Total # Currently	Staff Summary	Current Staffing for Operational Period	
@ Shelters	8,307	9,309	Favorite Staff	7,668	
			Ordered Staff	2,432	
@ Police Districts	1,399	1,863			
@ Airport(s) Midway & O'Hare	559	449			
Total New Arrivals	10,265	11,621	# of New Arrivals that completed housing assessments and/or walkthroughs	444	
Medical Treatment for New Arrivals			# that have moved to permanent housing	332	
# Open Health- Related Requests (From police districts)	85		# that have signed leases	381	
# in Isolation	25		Total number of Facilities Supporting New Arrivals		
Total Number of Buses in Last Operational Period					
Total Number of Buses that Arrived	35		Shelters	23	
<p><u>Current Life, Safety, and Health Concerns:</u></p> <ul style="list-style-type: none"> • Detrimental health impacts to individuals not sufficient in non-traditional shelter sites. • Overcrowding individuals put both new arrivals and shelter staff at a higher risk of contagious illnesses. • Additional considerations related to rising temperatures should be considered going forward into the summer months. <ul style="list-style-type: none"> ○ Remember to limit the amount of time working outdoors during this time. ○ Have access to water to stay cool and wear loose-fitting clothing when in hot weather. <p><u>National Weather Service Advisories, Watches, and Warnings Resources:</u> Updates related to the active conditions can be found via the following resources.</p> <ol style="list-style-type: none"> 1. The Chicago OEMC App – Which can be downloaded for free via any App Store by searching CHICAGO OEMC. 2. The National Weather Service Webpage – CLICK HERE FOR THE LINK 3. The AirNow Webpage – CLICK HERE FOR THE LINK 					

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Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes.

12 hours: (THU, 28 SEPT 2023, 1400, to FRI, 29 SEPT 2023 0200)

- o Discuss with CDPH/DFSS on next steps for families in HomeStay (MED/DFSS)
- o Execute Lice Procedures @ District 15 (MED/OPS/LOGS)
- o Coordinate with CPS for movement of families with children for Halsted Shelter (DFSS/PLANS)
- o Order Planning Staff (Deputy Plan Section Chief) (PLANS)
- o Order Staff Grievances Manager, Resident Grievances Coordinator and Staff Grievance Coordinator (OPS)

24 hours (FRI, 29 SEPT 2023 0200 to SAT, 29 SEPT 1400)

- o Have Security Operating Guide (S.O.G.) approved and circulating throughout the shelters. (DFSS)
- o Propane tank signage distributions to districts (LOGS)
- o Complete SOG for merge of Favorite and EOC grievance process (OPS/Favorite)
- o Follow up on isolation status of Districts to enable further decompression and medical placements (MED)
- o Develop/Refine protocols for communicable diseases (MED)
- o Movement Plan for Halsted standup (UC/LOGS/OPS/PLANS)

48 hours: (SAT, 30 SEPT 2023, 1400 – SUN, 01 OCT 2023, 1400)

- o Ensure accuracy of medical list based off of decompressions from this week (MED/OPS)
- o Monitor status on patients in isolation rooms and will work on holding rooms so that the patients can be placed upon the end of isolation period (MED)
- o 3 Families will be moved from HomeStay to shelter. Rooms have been secured through DFSS (MED)
- o Monitoring inbound staff for Halsted activation (STAFFING)
- o Coordinate with CPS for movement of families with children for Halsted Shelter (DFSS/PLANS)
- o Review Smartsheet form/Shelter 204 (OPS/DFSS/PLANS)

72 hours: (MON, 02 OCT 2023, 1400 – TUE, 03 OCT 2023, 1400)

- o Fire extinguisher inspections @ Ogden Shelter (SAFETY)
- o Merge EOC and CSCC Plans for Shelters and District Policies (OPS/SAFETY)
- o Will continue coordinating with Logistics to work on Communicable Diseases Protocols (MED/LOGS)
- o Stand up Halsted 02 OCT 2023 (LOGS)

Anticipated after 72 hours: (TUES 03 OCT 2023 1400)

- o Coordinate Narcan Bin installations at CPD Districts and Shelters (MED/AIS/LOGS)
- o Begin development of Site Safety for each Shelter on New Arrival Mission (OPS/SAFETY)
- o Implement battle rhythm for Staff and Resident Grievances (OPS/SAFETY)
- o Receive, distribute and train on hand wands/bag open sticks (OPS/SAFETY)
- o Implement metal detectors for use at Shelters (SAFETY/OPS/FIN)
- o Coordinate with Uber to determine medical rideshare availability (MED/PLANS)
- o **Purchase ISO/Yoga Mats for O'Hare to reduce impact of sleeping on floor (LOGS/FIN)**
- o Provide shelters with information regarding food sanitation certifications (SAFETY)
- o Implement Security Check In System for Lakeshore, MWRD, Walnut, Ogden and New Life Church (DATA)
- o Set up a Teams presentation on TB for CPD/CFD (MED)
- o Staffing for Halsted (STAFF)

Strategic Discussion: The City of Chicago remains committed to meeting the needs of this mission. To do so, a holistic strategy has been implemented, with the Department of Family and Support Services (DFSS) setting overall direction and priorities, the Emergency Operations Center (EOC) fully activated and staffed with a variety of City and contracted personnel, and City leadership working with City Council and the wider community in identifying potential shelter sites and advocating overall for funding and resources to continue supporting new arrivals.

Anticipated Incident Management Completion Date

Signature(s): Kaila Lariviere (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



TBD			
Projected Significant Resource Demobilization Start Date			
TBD			
Estimated Incident Costs to Date			
TBD			
Projected Final Incident Cost Estimate			
TBD			
Incident Resource Commitment Summary <ul style="list-style-type: none">Contracted staffing committed to maintaining current levels of support for the duration of the incident.Detailed City staff committed to supporting the mission through the end of December 31, 2023.Emergency Operations Center (EOC) support is activated as necessary.<ul style="list-style-type: none">EOC is active and currently staffed with Unified Command, Public Information Officer, Section Chiefs, and Staff (Operations, Planning, Finance, and Logistics)			
Additional Cooperating and Assisting Organizations Not Listed Above <ul style="list-style-type: none">Cook County Emergency Management and Regional SecuritySalvation ArmyGrace & Peace Church Organization			
Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation	Date: 28 SEPT 2023

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