


Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Date From: 18 JAN 2024 0700	Date To: 25 JAN 2024 0700
Approved By:	Name: Nadine Carlson	Title: Planning Section Chief	Date Approved: 18 JAN 2024

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 0700 to 1400



Incident Action Plan (the items checked below are included in this Incident Action Plan)			
ICS 201	ICS 206	ICS 215	Events Annex
ICS 202	ICS 207	ICS 215A	Major Upcoming Events
ICS 203	ICS 207 EOC Staff	Other Attachments: Shelter Location Map Hospital Locations Map	Staging Location Map
ICS 204	ICS 207 Sheltering		Safety & Security
ICS 205	ICS 208		Assessments
ICS 205A	ICS 209		FQHC Location Map -Annex CPD Location Map -Annex
Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024

Signature(s): Matthew Ladniak (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:** Maintain and support DFSS with active emergency Shelter Locations to assist New Arrivals within the city limits.
- **Objective #3:** Support resources needed to resettle households and individuals within New Arrivals Mission
- **Objective #4:** Ensure the precise and secure handling of mission-related data, integration across departments, ongoing enhancement, system support and communication with stakeholders.
- **Objective #5:** Continue preparation and response for Winter Weather Conditions throughout the New Arrivals Mission.

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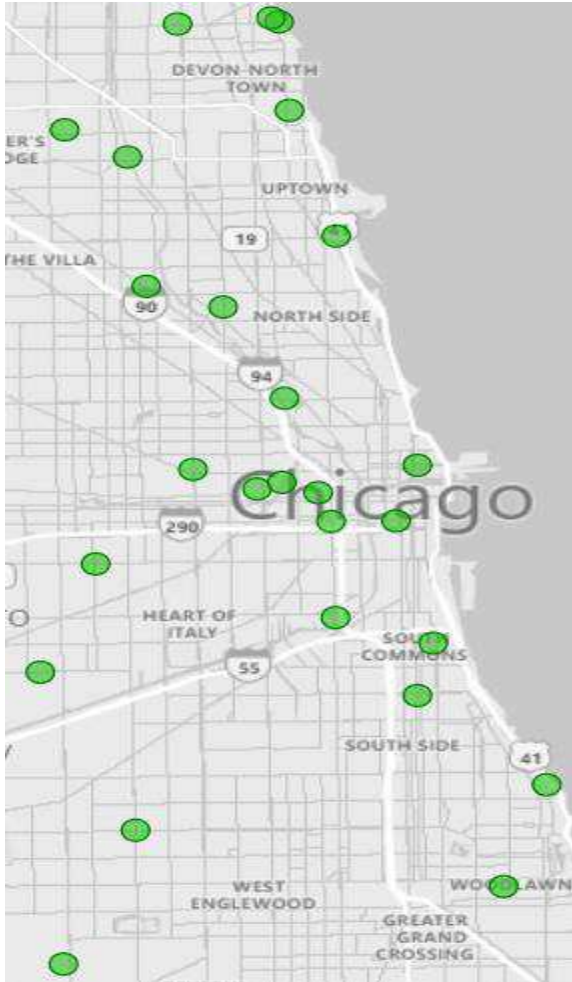
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Incident Briefing (ICS 201)

Incident Name:	Operational Period	Date From: 18 JAN 2024 0700
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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. Casa Esperanza	3551 W Roosevelt Rd,
5. Daley College	7500 S. Pulaski Rd
6. Elston Shelter	1310 N. Elston Ave
7. Gage Park	2411 W. 55th St
8. Halsted Shelter	2241 S. Halstead
9. Harold Washington Library	400 S. State St
10. Inn of Chicago	162 E. Ohio St.
11. Lake Shore Hotel	4900 S. Lake Shore Dr
12. Leone Boathouse	1222 W. Touhy Ave
13. MWRD	3034 W Foster
14. Near South	3525 S. Michigan Ave
15. New Life Church	2958 N. Damen Ave
16. North Park Village	5801 N. Pulaski Rd
17. North Western Shelter	526 N Western Ave
18. Ogden Shelter	344 N Ogden
19. Parthenon	310 S. Halsted St
20. Piotrowski (Lillian) Park	4247 W. 31st St
21. Social Club	320 S. Plymouth Ct
22. Super 8 Hotel	7300 N. Sheridan
23. Wadsworth	6420 S. University Ave
24. Walnut Shelter	1644 W Walnut St.
25. West Lake Street Shelter	939 W. Lake
26. YMCA High Ridge	2424 W. Touhy Ave
27. YWLA	2641 Calumet Ave
A. Hilton O'Hare (IDHS)	10000 W. Balmoral Ave
B. Primo (IDHS)	62 S. Sangamon St
C. Little Village - Pulaski CVS (IDHS)	2634 S. Pulaski Rd

[Shelter Location Map](#)

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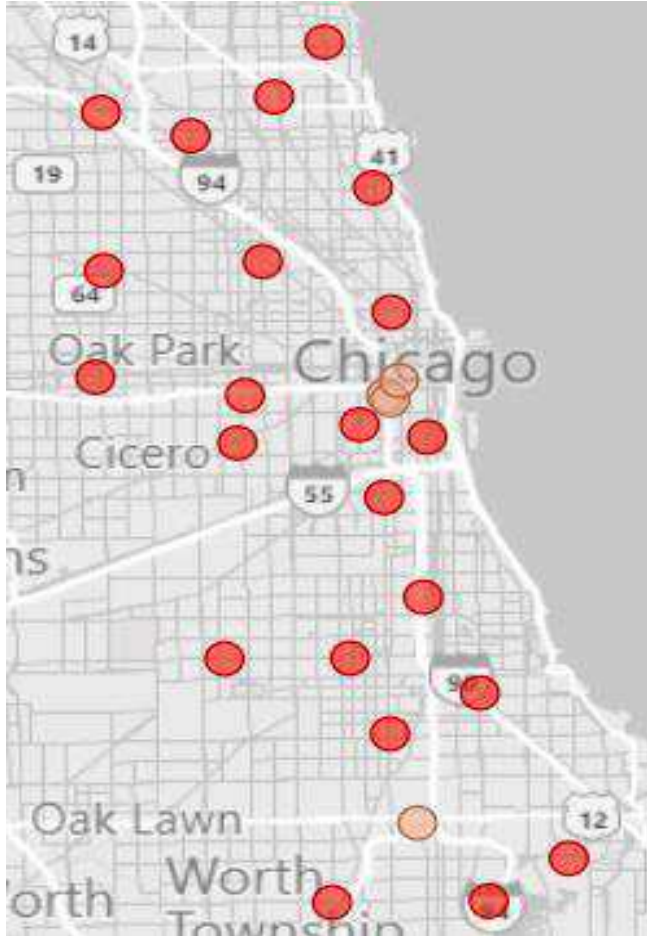
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Incident Briefing (ICS 201)

Incident Name:	Operational Period	Date From: 18 JAN 2024 0700
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Staging/Arrivals/Landing Zone Map (Reference Link Below)



1. Midway Airport	5700 S. Cicero Ave	Active
2. O'Hare Airport	10000 W. Balmoral Ave	Active
3. Arrivals/Landing Zone	800 S. Des Plaines St	Active

[Staging/Arrivals/Landing Zone Map](#)

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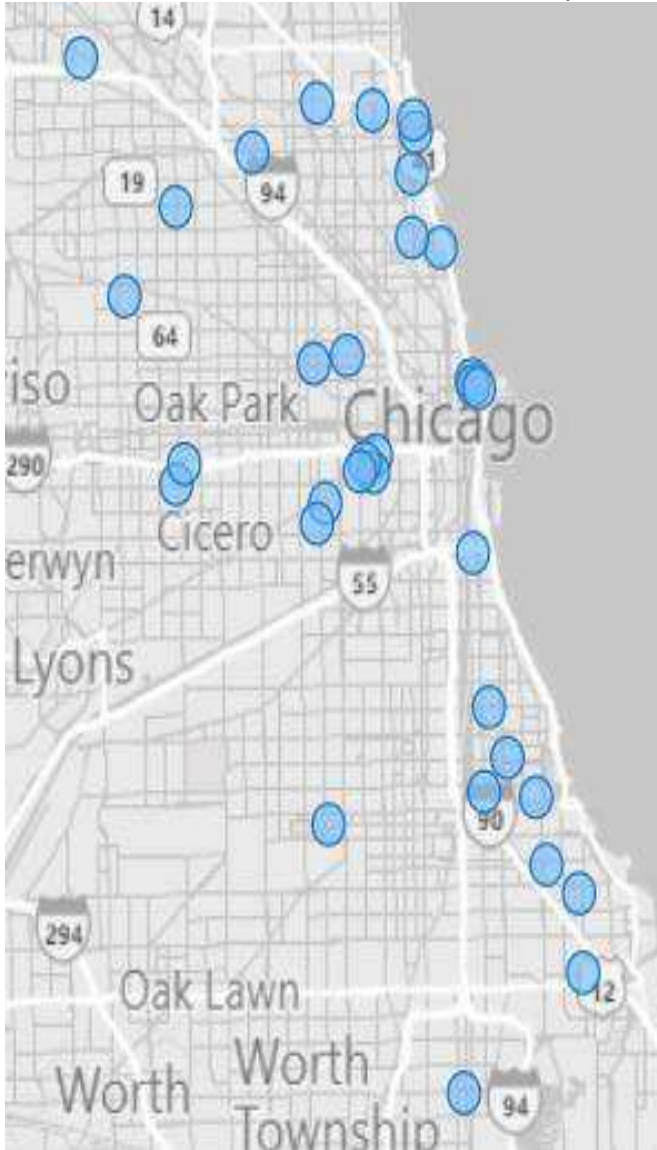
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Incident Briefing (ICS 201)

Incident Name: New Arrivals Mission	Operational Period (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700
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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

[Medical Hospital's Map](#)

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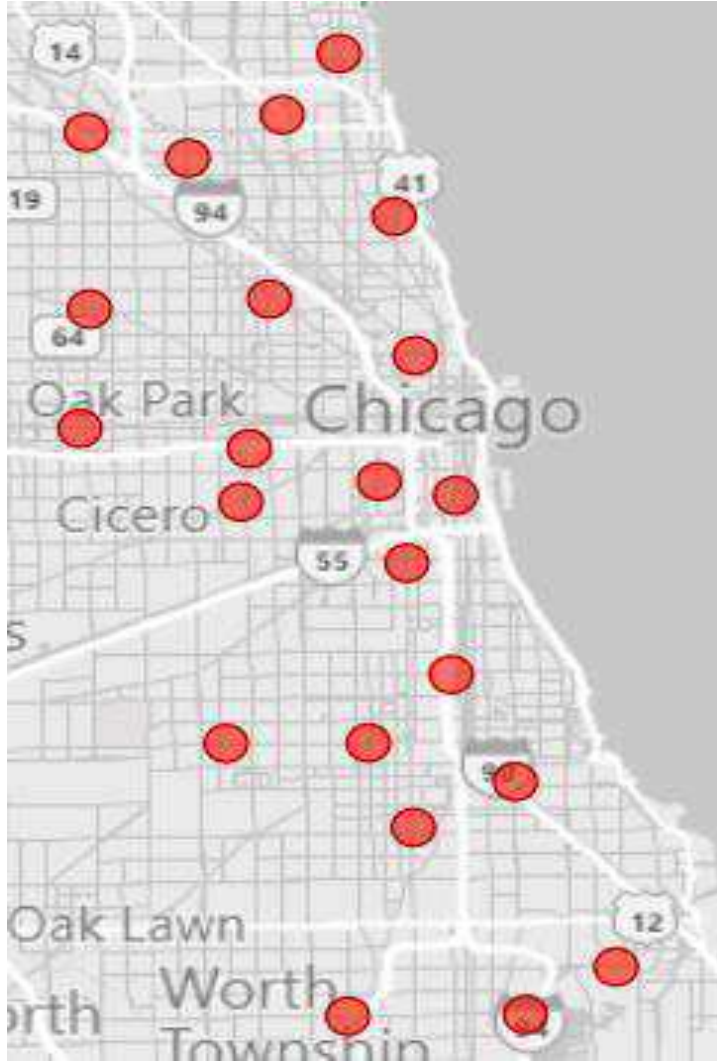
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CPD Location Map – Annex

Incident Name: New Arrivals Mission	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
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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. 014 District	2150 N California Ave, Chicago
14. 015 District	5701 W Madison St, Chicago
15. 016 District	5151 N Milwaukee Ave, Chicago
16. 017 District	4650 N Pulaski Rd, Chicago
17. 018 District	1160 N Larrabee St, Chicago
18. 019 District	850 W Addison St, Chicago
19. 020 District	5400 N Lincoln Ave, Chicago
20. 022 District	1900 W Monterey Ave, Chicago
21. 024 District	6464 N Clark St, Chicago
22. 025 District	5555rand Ave, Chicago
Highlighted Grey - Not Providing Active Shelter - Sent Pickups to Landing Zone	

[Police Districts Map](#)

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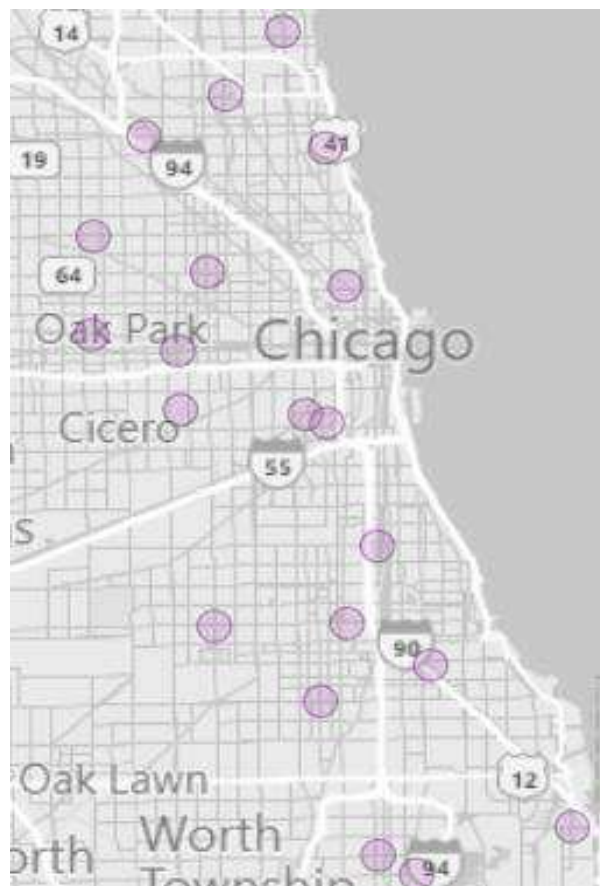
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FOHC Location Map – Annex

Incident Name: New Arrivals Mission	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
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FOHC 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

[FOHC Map](#)

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Incident Objectives (ICS 202)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Dates From: 18 JAN 2024 0700 Dates To: 25 JAN 2024 0700
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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.

- Ongoing – Development of overall Safety Plan for New Arrivals Mission (SAFETY/OPS) – Pending completion and review by UC
- Ongoing – Provide CDPH with information on any potential communicable illness cases or concerns (MED/CDPH)
- Ongoing – Coordinate with CDPH & Medical Partners to provide medical support to New Arrivals within the shelter system (CDPH/UC)
- Pending Review – Development of Site Safety Plan for Landing Zone (SAFETY) – Pending review with OPS SECTION CHIEF
- Pending Review – **Site Safety Plan for O'Hare Staging (SAFETY/AIRPORT OPS)** – Pending review with OPS SECTION CHIEF

Objective #2: Maintain and support DFSS with active emergency Shelter Locations to assist New Arrivals within the city limits.

- Ongoing – Identify available space for families, singles and couples within the shelter system (DFSS/UC)
- Ongoing – Identify emergency and additional sheltering options for the New Arrivals Mission (UC/DFSS)
- Ongoing – **Continue to decompress O'Hare staging area into available shelter space (DFSS/TRANS)**
- Ongoing – Monitor New Arrivals at CPD District locations, Landing Zone, O'Hare/MDW and other public transportation hubs to safely coordinate transportation to available shelter bed locations (LOGS/OPS/OEMC)
- Ongoing – Provide coordinated transportation from CPD Districts to Landing Zone (LOGS/CPD)
- Ongoing – Identify partnerships and donations to assist and enhance services provided within shelter systems (DONATIONS)
- Ongoing – Maintain communication with other cities and counties to identify New Arrivals dropped in their areas. (UC/COOK CO/IDHS/IEMA/OEMC)
- Ongoing – Provide coordination and guidance to public transportation agencies regarding New Arrivals passengers from outlying areas (UC/COOK CO/STATE/OEMC)
- Ongoing – Identify, activate, and maintain Shelter Support Staff as needed (DFSS/OPS/STAFFING)
 - Request – EOC Logistics Section Staff Members (LOGS)
 - (1) EOC Coordinator (NIGHTS) –Pending UC Approval
 - (1) Transportation Coordinator (MID) –Pending UC Approval
 - (1) Warehouse (MID) (Favorite) – Vacant pending backfill
 - (1) Warehouse Donation Associate (Favorite) – Vacant Pending Backfill
 - Request – EOC Planning Section Staff Members (PLANS)

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



- (1) Deputy Planning Section Chief -Pending UC Approval
- (1) MED Care Coordinator (MID) –Vacant pending backfill
- (1) Data Branch Manager -Pending UC/DFSS Review
- (1) System Administrator -Pending UC/DFSS Review
- (1) Data Analyst –Pending backfill

Ongoing – Coordination with CPS to ensure minimal disruption of students during placement and transfers of shelters (*CPS*)

Ongoing – Identify and activate shelter locations to support needs for New Arrivals and bed availability

St. Bartholemew (+100) families –Pending UC Approval

Review previous site assessment to update latest information and availability
(*Site Assessment*)

Review location submissions from Alders and other sources as potential shelter locations (*MO/Site Assessment/IGA*)

Objective #3: Support resources needed to resettle households and individuals within New Arrivals Mission

Ongoing – Continue rapid out migration and onward movement support for New Arrivals within shelters and Landing Zone (*Catholic Charities/New Life*)

Ongoing – Provide expanded resettlement support at all shelter locations (*IDHS/ICIRR/Resettlement/DFSS*)

Ongoing – Continue to provide 60 days notices for all New Arrivals entering sheltering system (*DFSS*)

Ongoing – Provide expanded support for TPS/EAD work authorizations within shelters (*DFSS*)

Objective #4: Ensure the precise and secure handling of mission-related data, integration across departments, ongoing enhancement, system support and communication with stakeholders.

Ongoing – Creation of Historical CPD District Incident Report workspace (*DATA*)

Ongoing – Archive 311 data to assist with EOC shelter tracking and decompression (*DATA/CPD*)

In Progress – Migration from Salamander and Salesforce to updated DFSS system (*DATA*)

In Progress – Create training and operation guide for census system conversion (*DATA/PLANS*)

In Progress – Provide smartsheets support for unity initiative (*DATA*)

Objective #5: Continue preparation and response for winter weather conditions throughout the New Arrivals Mission

Ongoing – Distribute Winter Weather Preparation information to staff within Shelters
(*FAVORITE/DFSS/OEMC*)

Ongoing – Provide updates on severe winter weather conditions (*FAVORITE/OEMC*)

Ongoing – Review inventory of winter supplies and coordinate distribution with Donations to New Arrivals with needs in Shelters (*LOGS*)

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
 - c. Winter weather communication
 - d. Holiday operational hours and safety

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<div>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.<div>a. Gather New Arrivals Mission documentation being used for operations.<div><div>- Shelter Standard Operation Guides (SOG) (DFSS)</div><div>- Food Sanitation Preparation Guidelines/Certifications (SAFETY)</div><div>- Staffing schedules and communication plans (OPS/DFSS)</div><div>- Site Safety Plans for each location (SAFETY)</div><div>- Site Safety Plans for O'Hare Staging (SAFETY) -Pending approval</div><div>- Site Safety Plans for Landing Zone (SAFETY)</div></div></div></div> <div>3. Continue to share and streamline overall situational awareness that is relevant to the New Arrivals Mission.</div> <div>4. Remain aware of ongoing operations outside of the New Arrival Mission that may impact the mission and/or operations.</div> <div>5. Identify and provide situational awareness of the Border and Asylum Seeker Operations that may impact the New Arrivals Mission within the city and state.</div>
<div>General Situational Awareness for this Operational Period:<div><div>• Remain aware of changing weather conditions as season changes.<div>o Winter weather conditions can impact safety of arriving persons at Landing Zone</div></div><div>• 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)</div><div>• 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)</div><div>• Ongoing potential for violence following the Israel – Hamas conflict</div></div><div>Report any potential violence or protests to 911 and safety evacuate area</div></div>
<div>Site Safety Plan Development?<div>Yes No In- Progress</div></div>

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Weather Overview:

Extended Forecast for Chicago IL



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
THUR	18 JAN	A 40 percent chance of snow, mainly after 4pm. Cloudy, with a high near 24.	Snow. Low around 12. Wind chill values as low as -4. Chance of precipitation is 100%. 2 to 4 inches possible.
FRI	19 JAN	Mostly cloudy, with a steady temperature around 13. Blustery, with a northwest wind 15 to 20 mph, with gusts as high as 30 mph. Chance of precipitation is 40%.	Cloudy, then gradually becoming partly cloudy, with a low around 4. Wind chill values as low as -11. Northwest wind 10 to 15 mph, with gusts as high as 20 mph.
SAT	20 JAN	Sunny, with a high near 15. West northwest wind around 10 mph, with gusts as high as 15 mph.	Mostly clear, with a low around -1.
SUN	21 JAN	Mostly sunny, with a high near 21.	Mostly cloudy, with a low around 18.
MON	22 JAN	A chance of rain, snow, and freezing rain after noon. Cloudy, with a high near 34.	Rain or freezing rain likely, mainly after midnight. Cloudy, with a low around 31.
TUES	23 JAN	Rain or freezing rain likely. Cloudy, with a high near 37.	A chance of rain. Cloudy, with a low around 34.
WED	24 JAN	A chance of rain. Cloudy, with a high near 39.	Mostly cloudy, with a low around 33.
THUR	25 JAN	A chance of rain. Cloudy, with a high near 37.	Mostly cloudy, with a low around 33.

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Major Upcoming Events

Incident Name: New Arrivals Operations	Operational Period: (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700				
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 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. Holiday hours may affect access to services and create significant delays. 						
Events:						
Event Name	Date(s)	Exact Location(s)	Potential Impacts	District(s)/Departments Impacted	Nearby Shelters	Decompression Needed Y / N or N.A
Caffeine and Chrome	27 JAN 2024	Milwaukee Ave	Large Crowds Street Closures City Resources	N	N	N
Chinatown Chinese Lunar New Year Parade	29 JAN 2024	Mason Ave – St Ladislaus	Large Crowds Street Closures City Resources	N	N	N
Presidents Day	19 FEB 2024	Citywide	Large Crowds	N	N	N
Pulaski Day	4 MAR 2024	Citywide	Large Crowds	N	N	N
St. Patrick's Day Parade	11 MAR 2024	East Monroe East Balbo Dr East Jackson Dr	Large Crowds Street Closures City Resources	N	N	N
Memorial Day	27 MAY 2024	State St - Van Buren	Large Crowds Street Closures City Resources	N	N	N
Independence Day	4 JULY 2024	Citywide	Large Crowds Street Closures City Resources	N	N	N
Democratic National Convention	19-22 AUG 2024	United Center	Large Crowds	N	N	N
Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation Unit			Date: 18 JAN 2024	

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Organization Assignment List (ICS 203)

Unified Commander(s)		
Unified Command	DFSS	Comm. Brandi Knazze
Unified Command	OEMC	Matthew Ladniak
Unified Command	OEMC	Glen Lyman
Unified Command	MO	DM. Beatriz Ponce De Leon
Unified Command	OEMC	ED. Jose Tirado
PIO		
Public Info. Officer	OEMC	Mary May
Public Info. Officer	MO	Ronnie Reese
Liaison Officers		
Liaison Officer	IGA	Erik Martinez
Liaison Officer	IGA	Audrey Harding
Cook County Liaison	CSCC	Joseph Kostuchowski
Cook County Liaison	CCH LNO	Latesha Tubbs
CPD Liaison		
Deputy Chief	CPD	DC Steven Chung
CPD Sergeant	CPD	Andrea Mikaitis
CPD Sergeant	CPD	Nikoletta Papadopoulos
Chicago Police Officer LNO	CPD	Jeff Lakeanaprom
Chicago Police Officer LNO	CPD	Thomas Freitag
Chicago Police Officer LNO	CPD	Brock Brunson
Chicago Police Officer LNO	CPD	James Chan
Agency/Organization Representative/Policy		
Policy Group	MO	Rey Wences Najera
Policy Group	MO	Cristina Pacione-Zayas
Policy Group	MO	Sara Mathers
Policy Group	MO	Lori Lypson
Policy Group	MO	Alyx Goodwin
Policy Group – Security	MO	Garlen Gatewood
Policy Group – DFSS	DFSS	Maura McCauley
Policy Group – OEMC	OEMC	Kaila Lariviere
Planning Section		
Planning Section Chief	Favorite	Nadine Carlson
Dep. Planning Section Chief	Favorite	Vacant -Pending backfill
EOC Plans Coordinator - Days	Favorite	Marta Hernandez
EOC Plans Coordinator - Night	Favorite	Vacant -Pending UC Approval
Situation Unit Lead	Favorite	Mikael Stevenson
Documentation Unit Lead	Favorite	Flower Asfaha
Grievance Team		
Staffing Grievance Supervisor	Favorite	Vickie Charles
Resident Grievance Coordinator	Favorite	Carlos Maldonado
Favorite LNO - Onsite Representative Manager	Favorite	Brandon Ladmirault
Site Assessment		
Shelter Assessment & Stand-Up Unit Lead	MO	Lori Lypson
Site Assessment	OEMC	Shekinah Jones
Site Assessment	AIS	Michelle Wood
Site Assessment	Parks	Pat Levar
Site Assessment	Reloshare	Matt Singley
Site Assessment	Cook County EMRS	Kim Nowicki
Medical Support		
CDPH Liaison	CDPH	Jose Perez
Care Coordinator Project Manager	Favorite	Mary Barkho
Medical Field Care Coordinator	Favorite	Kyhra Osborn

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Medical Field Coordination Manager	Favorite	Vacant – Pending Backfill
Data		
Data Branch Director	Favorite	Sameer Ghazanfar
Data Branch Manager	Favorite	Jorge Rivas
Data Branch Manager	Vacant	Vacant -Pending UC Approval/DFSS
System Administrator	Vacant	Vacant -Pending UC Approval/DFSS
System Administrator	Vacant	Vacant –Pending UC Approval/DFSS
Data Analyst	CCEMRS	Maria Salgado
Data Analyst	Favorite	Sun Hwang
Data Analyst	DOA	Regina Hightower
Data Analyst	Favorite	Vacant -Pending Backfill

Operations Section		
Operations Section Chief	Favorite	Tim Thomasson
Deputy Operations Chief	Favorite	Cedric Montgomery
EOC OPS Coordinator- Days	Favorite	Justin Graham
Volunteer Coordinator	Favorite	Jean-Phillipe (Ski) Brunekidvi
Sheltering Branch		
Shelter Branch Director	DFSS	Danny Castaneda
Project Manager	DFSS	Natalia Santillan
Project Manager	DFSS	William BJ Lohr
Project Manager	DFSS	Zaidi Fearon
Project Manager	DFSS	Jose Robles
Project Manager	DFSS	Danil Khai
Project Manager	DFSS	Maricella Gonzalez
Safety and Security		
Safety and Security Director	Favorite	Antonio Pineda
Safety and Security Manager	Favorite	Kelvin Pope
Resettlement Branch		
Case Management Unit	Catholic Charities	Marie Jochum
Housing Unit	DOH	Daniel Cassell
Housing Unit	DOH	Daniel Hertz
Staging Area/Landing Zone		
Landing Zone/Staging Area Manager	OEMC	Christopher Pettineo
Landing Zone Staff Lead	OEMC	Elizabeth Arroyo
Landing Zone Staff	OEMC	Carrie Carlson
Landing Zone Staff	OEMC	Theresa Daniel
Landing Zone Staff	OEMC	Rosita Alicea-Zink
Landing Zone Staff (D)	Favorite	Andres Zayas
Landing Zone Staff (D)	Favorite	Katty Mayo
Landing Zone Staff (N)	Favorite	Carlos Santos
Landing Zone Staff (N)	Favorite	Luisa Beradinelli
Decompression Division Supervisor	Favorite	Tim Nolan

Logistics Section		
Logistics Section Chief	Favorite	Luc Vernice
Deputy Logistics Section Chief	Favorite	Candace Howard
EOC LOGS Coordinator (Days)	Favorite	Erica Dominguez
EOC Coordinator (Night)	Vacant	Vacant -Pending UC Approval
Transportation Coordinator (Days)	Favorite	Paul Fearon
Transportation Coordinator (Mid)	Vacant	Vacant –Pending UC Approval
2FM		
Facility Unit Leader	2FM	Glen Cross
IT Support Group	2FM	Johnathan Lam

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



IT Support Group	2FM	Marcus King
Donations Management		
Donations & Partnership Management Unit	MO	Jesus Del Toro
Donations & Partnership Coordinator	Vacant	Vacant
Donations & Partnership Coordinator	DSS	Rona Mobley-Wells
Warehouse		
Storekeeper Manager	Favorite	Eduardo Villalobos
Warehouse Management Unit (Days)	Favorite	Hosmert Vergara
Warehouse Management Unit (Mid)	Favorite	Euclid Woodstock
Warehouse Management Unit (Days)	Favorite	Jimmy Vernice
Warehouse Management Unit (Days)	Favorite	Vacant -Pending backfill
Warehouse Management Unit (Mid)	Favorite	Eslam Hassanein
Warehouse Management Unit (Mid)	Favorite	Vacant -Pending UC Approval
Warehouse Donations Associate	Favorite	Vacant – Pending Backfill
Staffing Unit		
Staffing Manager	Favorite	Sonia OMeara
Scheduling Assistant	Favorite	Vaanesa Cardenas
Favorite LNO - Field Operations Manager	Favorite	Cymone Smith
Favorite LNO - Data Specialist	Favorite	Amil Abdul Waller
Favorite LNO - Field Trainer	Favorite	Shannon DeVaughn
Favorite LNO - Field Trainer	Favorite	Nikki Washington
Finance/Administration Section		
Finance & Admin Section Chief	Budget	Jacob Nudelman
Cost Unit	OBM	Joseph Sacks
Procurement Unit Lead	DFSS	Jonathan Ernst
Legal/Contracts	OEMC	Ryan Nelligan
Contract Administrator	OPSA	Kevin Pater

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Chicago Department of Public Health – (ICS 203)

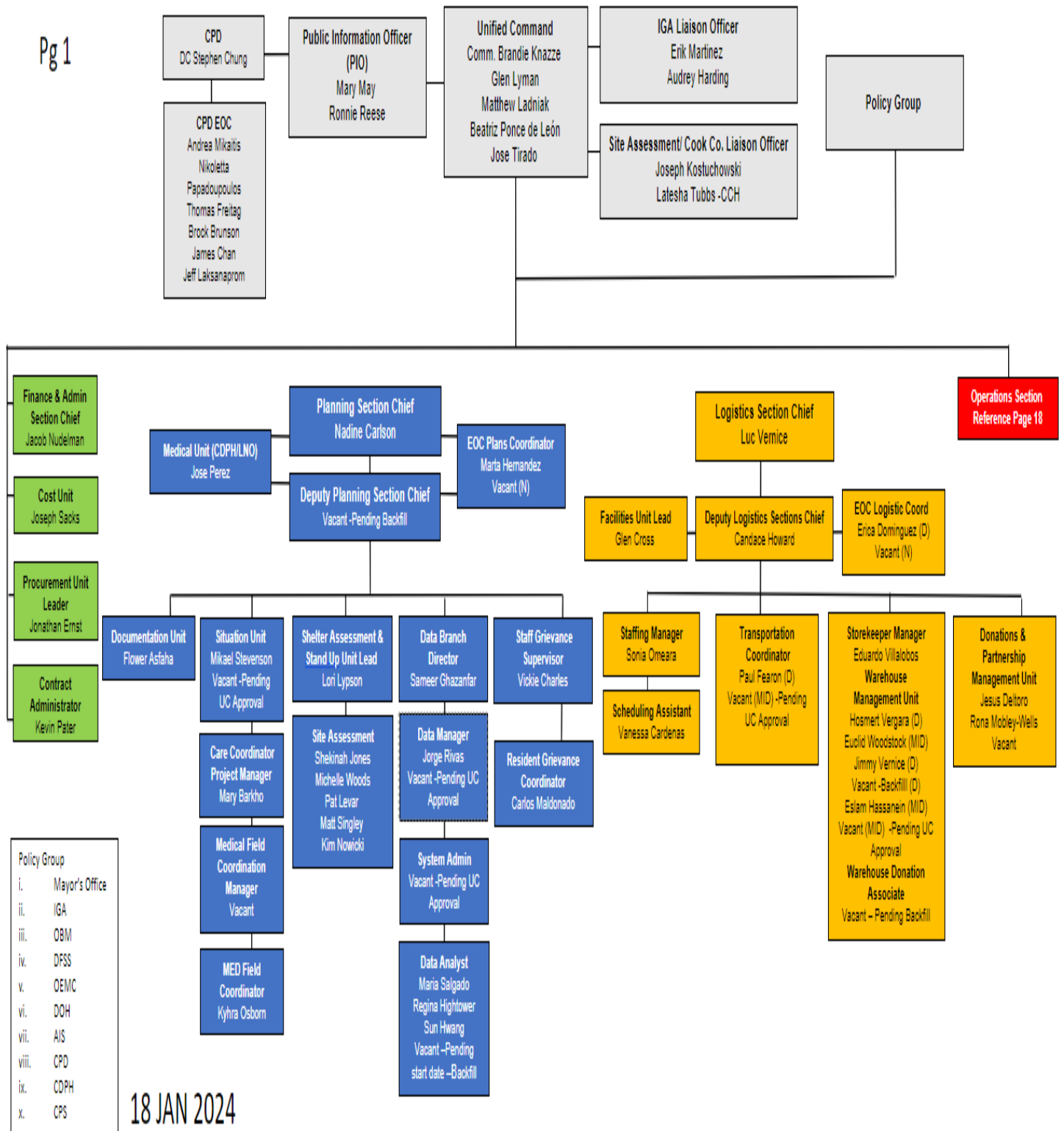
Commander(s)		
Incident Commander	CPDH	Michelle Funk, DVM, MPH
Commissioner	CPDH	Dr. Olusimbo Ige
Medical Director	CPDH	Stephanie Black
Medical Director	CPDH	Do Young Kim
EOC Liaison/Healthcare Coordinator	CPDH	Jose Perez
Public Information Officer	CPDH	Andrew Buchanan
Communication Products	CPDH	Jacob Martin
Operations		
Medical Director	CPDH	Jenny Hua
Behavioral Health/LCO	CPDH	Katherine Calderon
TB Investigation/Response	CPDH	Kathleen Ritger
Lab Unit Lead	CPDH	Alyse Kittner
Vaccine Branch Lead/ Medical Director	CPDH	Brian Borah
Rush Strike Team	CPDH	TBD
UIC Strike Team	CPDH	TBD
Non-Contracted HC Partners Lead	CPDH	TBD
Clinical Branch Lead/ Medical Director	CPDH	Alexander Sloboda
Hospital Preparedness	CPDH	Molly Gabaldo
MRC Coordination	CPDH	Andreea Lazaroiu
Planning Section		
Planning Section Chief	CDPH	Anne Schultz
Situational Awareness Lead	CDPH	Peter Dejonge
Therapeutics Technical Specialist	CDPH	TBD
Shelter Infection Prevention	CDPH	Marco Ciccio
MICAH Services	CDPH	TBD
Resource Unit Lead	CDPH	TBD
Finance		
Finance Section Chief	CDPH	TBD
Time Unit Lead	CDPH	Edward Moy
Procurement Unit Lead	CDPH	TBD
Advisors		
Senior Advisors	CDPH	Maribel Chavez-Torres
Senior Advisors	CDPH	David Kern
Senior Advisors	CDPH	Massimo Pacilli
Senior Advisors	CDPH	Matthew Richards
Senior Advisors	CDPH	Jennifer Vidis
Governmental Affairs Advisor	CDPH	Alfonso Martel
Legal Advisor	CDPH	Snigdha Acharya

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Organization Chart Assignment List (ICS 207)

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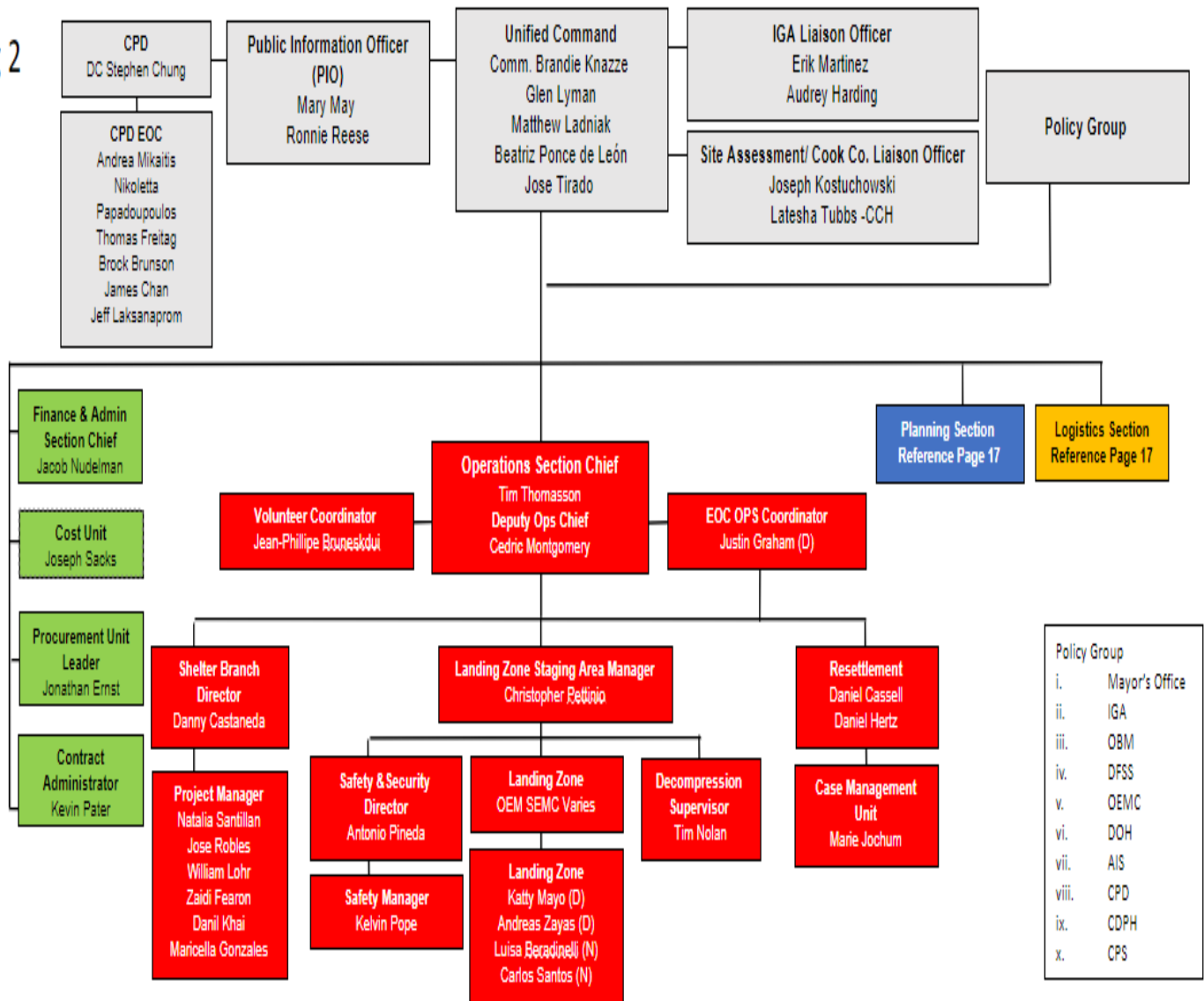


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Organization Chart Assignment List (ICS 207)

Pg 2

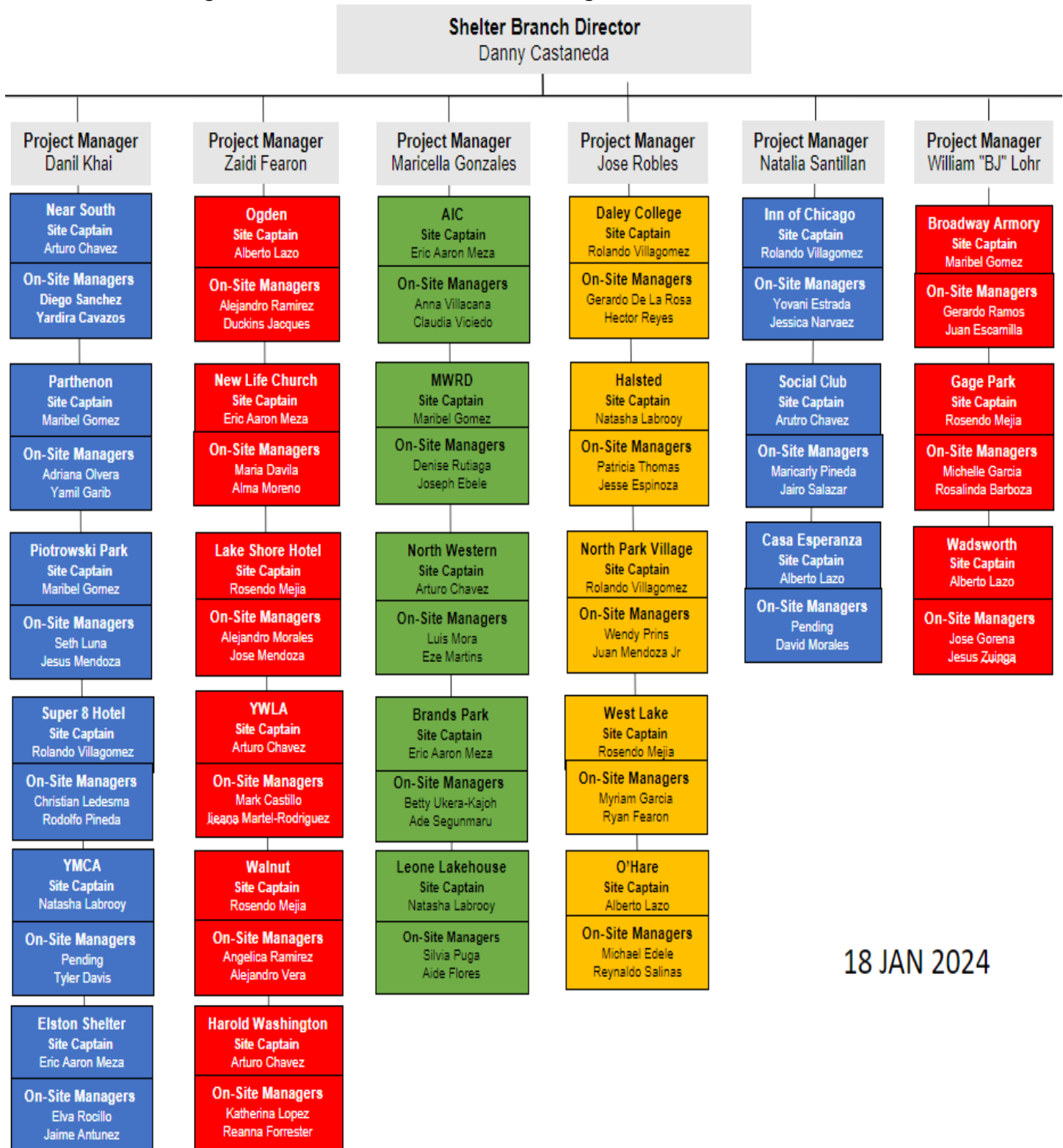


18 JAN 2024

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Organization Chart Sheltering Branch List (ICS 207)

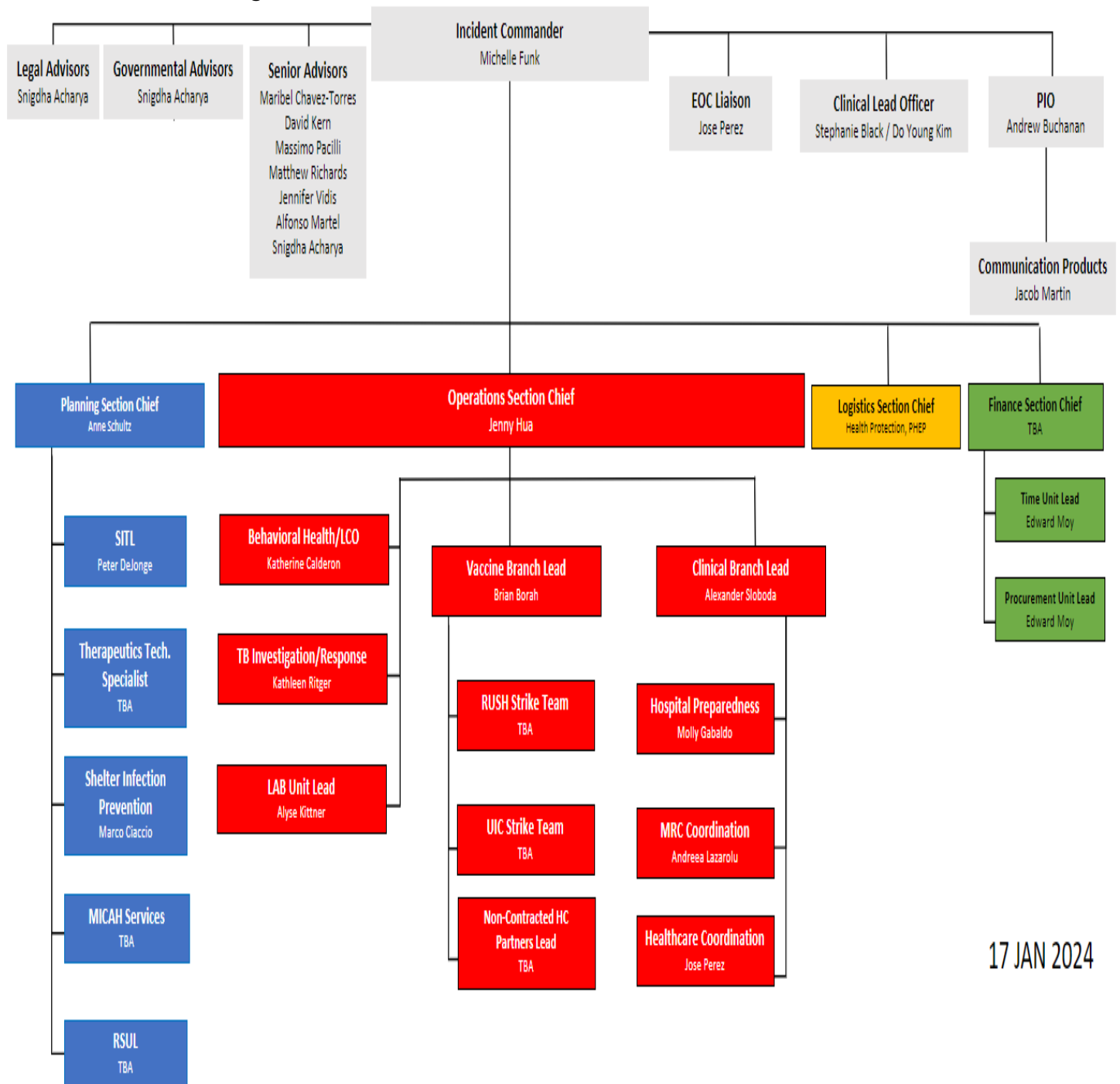


18 JAN 2024

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Organization Chart CDPH Branch List (ICS 207)



17 JAN 2024

Signature(s): Matthew Ladniak (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: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700
PLANNING SECTION		
Planning Section Chief: Nadine Carlson		Contact Numbers: [REDACTED]
Objectives: <ul style="list-style-type: none">Support the Unified Command (UC) objectives by reviewing, coordinating, producing and supporting documentation for the New Arrivals Mission.		
Tasks: <ol style="list-style-type: none">Coordinate, update and provide support for products, guidelines and policies established during the New ArrivalsReview policies and guidelines for departments and stakeholders to incorporate into total IAP and Mission SOGProvide documentation support including, sending, and receiving files or print and distribution from multiple sources on the New Arrivals MissionReview Incident Reports submitted by shelter districts and community<ul style="list-style-type: none">Include summaries to daily SITREPProvide roll up report of all daily IncidentsProvide escalation and documentation support for UC and executive leadershipProduce and send daily SITREPs via email to key departments and stakeholders.Facilitate daily, weekly meetings with departments, sections, stakeholders Monday through FridayManage changes and updates to conference calls for UC Group including recurring meetings0730 New Arrivals AM Placement Call, 0830 New Arrivals Daily Check-in, 0915 New Arrivals Operations Brief, 1530 New Arrivals EOC/DFSS Coordination Call-in, 1630 New Arrivals PM Placement CoordinationCoordinate and communicate with all departments and stakeholders to produce weekly Incident Action Plan (IAP) Thursday 0700 – Thursday 0700, 7 Day PeriodResearch, produce and manage outside events list to be sent weekly (every Wed.) in Spanish and English to CPD Districts and SheltersManage changes and updates to New Arrivals Missions contact sheets and organizational chartsCross train assigned personnel to assist with tasks within the Planning SectionStandardization of formats, naming conventions and file structures within Departments on TeamsSupport swing/overnight staff with planning tasks and escalationsDevelop Partner Agencies sheet for IAP -205A		
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Update Incident reporting notifications –Smartsheets, Email & PhoneUpdate Incident reporting SOPAudit of incident report filings –Additional categories addedRevision of Incident Report Tracker and Incident Report DashboardUpdate to grievance workflow –Resident & StaffUpdate to CVS Pulaski Grievance portalAddition of grievance email to QR codesUpdate to Grievance Dashboard and tracker –Resident & StaffUpdate of Job Aids for PlanningCoordinate Job Aids updates with LOGS & OPSIncorporate 60 day policy into projection model –New Date 1 FEB 2023Creation of Site Assessment database –Input and tie to projection model (Internal)Create and maintain team schedule for EOC/UCReview closeout for 311 SR# for Data –Import for Census Scurb & AnnexIdentify historical timeline of shelter operations including # of days per shelter –OBM & ProjectionsReview Head Lice, Bed Bug and Scabies Guidelines for Staging and LZ operations (MED/PLANS)		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



- Coordinate updates of 204,205A, 207 and 203 with CPDH IC and internal Med Team (*MED/CDPH/PLANS*)
- Identify workflow for integration of Medical Providers and partners into Shelter, LZ and Staging areas (*CDPH/MED/PLANS*)
- Incident Report and Resident Grievance Awareness presentation –In Progress (*PLANS/US/DFSS*)
- Revise SitRep format for additional inclusions of new shelter group
- Updates to daily slide to incorporate new mission posture - -includes bus drops outside city limits and outside of LZ and partner reporting

Resources Needed:

Resource Identifier	Planned Use	# Needed	Status
Deputy Planning Section Chief	EOC	1	Pending Backfill
EOC Coordinator (N)	EOC	1	Pending UC Approval
Medical Field Coordination Manager	EOC	1	Vacant - Pending UC Approval
Resource Identifier	Department/Organization Name	# Needed	Status
Laptop	Favorite	3	Requested – Favorite
Phone -Overnight	Logistics	1	Requested

Resource Equipment & Technology:

Resource Identifier	Resource Name	How Resource is Being Used
MI FI	1	Communication outside of EOC

Communications (Phone Numbers for Team):

Name	Function	Phone #	Email
Nadine Carlson	Planning Section Chief		
Marta Hernandez	EOC Plans Coordinator (D)		
Mary Barkho	Care Coordination Project Manager		
Kyhra Osborn	OPS Field Care Coordinator		
Flower Asfaha	Documentation Unit Lead		
Mikael Stevenson	Situation Unit Lead		
Vickie Charles	Staffing Grievance Supervisor		
Carlos Maldonado	Resident Grievance Coordinator		
Brandon Ladmiraault	Favorite LNO Onsite Representative Manager		

Current Gaps or Challenges:

Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 18 JAN 2024 – 25 JAN 2024

Donations & Partnership Liaison Assignment List (ICS 204)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Date From: 18 JAN 2024 0700	
		Date To: 25 JAN 2024 0700	
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 identify partners, organizations and agencies that want and could be Involved.• Continue to streamline liaison and outreach operations to be strategic and unified with all partner Chicago Departments informed and involved.• Continue Strategy meeting for Migrant Mission "Coat Drive."• Working on a communication strategy to amplify our current wins.• Securing funds to support the hiring of a volunteer coordinator manager at Chicago Cares (Chief Philanthropy Officer)			
Overview of Current Strategies, Processes, and Procedures Being Utilized: Forward Facing Data Sheet			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Operation Warm	Interested in donating 10,000 coats.	Unknown	Pending
Resources Assigned:			
Resource Identifier	Department/Organization Name	# of Staff	Resources
	CHI CARE	Unknown	177 boxes of fruits/veggies packs
Communications (Phone Numbers for Team)			
Name	Function	Phone #	Email
Jesus DelToro	Donations & Volunteer Management Unit	[REDACTED]	[REDACTED]
Rona Mobley	Donation & Partnership Coordinator	[REDACTED]	[REDACTED]
Vacant	Donation & Partnership Coordinator	Vacant	Vacant
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, mats, clothing, food, booster seats, cribs and shoes.• Mutual aid wants to be able to tap into the resources our warehouse collects either through Amazon Wishlist or other donations. We don't have a current plan in place.			

Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Finance/Procurement Section Assignment List (ICS 204)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Date From: 18 JAN 2024 0700	
		Date To: 25 JAN 2024 0700	
FINANCE SECTION		Division/Group Supervisor: Jacob Nudelman	
Name: Joseph Sacks		Contact Numbers: [REDACTED]	
Objectives: 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 & Admin Section Chief	[REDACTED]	
Joseph Sacks	Finance/Cost Unit		
Jonathan Ernst	Procurement Unit Lead		
Kevin Pater	Contract Administrates		
Ryan Nelligan	Procurement Unit -Legal		
Current Gaps or Challenges:			

Open Requests/Needs/Tasks		In Process	Delivered
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 type="checkbox"/>	<input checked="" 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: 18 JAN 2024	

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Medical Support Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700	
MEDICAL SUPPORT		Planning Section Chief: Nadine Carlson	
Objectives: Objective #1: Maintain the safety and security of staff, responders, and asylum seekers for the New Arrivals Mission through the operational period. Objective #2: Maintain and support DFSS with active emergency Shelter Locations to assist New Arrivals within the city limits. Objective #4: Ensure the precise and secure handling of mission-related data, integration across departments, ongoing enhancement, system support and communication with stakeholders. Objective #5: Continue preparation and response for Winter Weather Conditions throughout the New Arrivals Mission			
Tasks: <ul style="list-style-type: none">Identify New Arrivals in shelters & staging areas that have medical needs or concerns and provide support and coordination for continued care.Coordinate with shelters (DFSS) to identify bed space that is appropriate for the medical support for New Arrivals and their families (if applicable)Coordinate placement with transportation to identified bed space for New Arrivals with medical concerns.Provide care coordination with isolation concerns or other mid to long term medical needs for New Arrivals in shelters and staging area.Inform CDPH of any medical concerns or illnesses that are identified in CDPH and/or DFSS care guidelines.Coordinate & facilitate transportation of New Arrivals from hospitals or critical care locations to their previously identified shelter placement.Provide coordinated support to any additional medical providers operating within the shelters space and staging areas.Review strategies to provide initial appointments, checkups or follow ups with medical partners within shelters and staging areas.Provide updated schedules for vaccination clinics, including pop ups or mobile support to shelters, unified command and any stakeholders.Review Incident Reports with medical cases and provide updates and follow up support.Provide escalation support for medically based incident Reports to Unified Command and Executive Leadership & Stakeholders.Produce weekly summary of medical status to Mayoral Briefing.Produce daily medical summary and update SITREP with updates for last 24hrs of operation and ongoing escalated medical cases.Update Critical Case Tracker for ISO or other ongoing medical cases.Coordinate with DFSS Staff (Project Managers and Site Capitans) on adjusting medical needs within shelter space.Update medical partners POC information in IAP (204, 205, 206) when needed.Identify additional support and partnerships to enhance levels of care within New Arrivals Mission shelters.			
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">Care Coordination Manager is reaching out to partners to expand the mobile healthcare provider capacity.			
Resource Identifier	Dept/Org Name	# Needed	Status
Vacant	Favorite	1	OPS Field Care Project Manager
Resources Assigned:			
Resource Identifier	Agency Name	# of Staff	Resource
Mary Barkho	Favorite	1	Care Coordination Project Manager
Kyhra Osborn	Favorite	1	OPS Field Care Coordinator
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Medical Calendar Smartsheet	Data Team	Scheduling of partners	
Medical Van	LOGS	Shuttling Isolation Cases	
Smartsheet Medical Dashboard	EOC Team	Dashboard for triaging requests	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
Jose E. Perez	CDPH LNO		
Mary Barkho	Favorite		
Kyhra Osborn	OPS Field Care Coordinator		
Vacant	OPS Field Care Project Manager	Vacant	Vacant

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Current Gaps or Challenges:

-Lack of space within the shelter system increases challenges to place persons into shelters for initial
Healthcare and city support services.

Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (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: 18 JAN 2024 0700		
		Date To: 25 JAN 2024 0700		
MEDICAL ORGS		Planning Section Chief: Nadine Carlson		
Resources Assigned: Medical Organizations				
Resource Identifier	Healthcare Organization Type	Non- Profit	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	Link to the shelters is focused on providing non-clinical services through a community health worker framework. <u>These services include:</u> Patient navigation Peer support Linkage to care (if needed) US healthcare system navigation/enrollment Community education
Medical	Federally Qualified Health Centers (FQHCs)		Near North	
Medical	Cook County Health (CCH)		CCH	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. CCH staff that go on-site to City shelters are there to provide care coordination, help with scheduling appointments, follow-up appointments, and transportation.
Medical	Chicago Department of Public Health (CDPH)		CDPH	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.
Medical	Volunteer providers		Chicagoland Advocate	School physical Community Network connects to community resources
Medical	Volunteer providers		Loyola	Pediatric (school age) School physicals and vaccinations to prepare to register for school
Medical	Volunteer providers		UIC	Family Medicine Medication over-the-counter and prescription (funded), pickup and drop off

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



				On-site medical assessment
Medical	Volunteer providers		Healthonomics	Family
Medical	Volunteer providers		MRC	Family
Medical	Volunteer providers		NMH	None
Medical	Volunteer providers		Humboldt Park	Family Medicine Onsite (district) Family Medicine clinical services
Medical	Volunteer providers		BumbleBee Agency	Holistic care coordination of family Registering for Medicaid Procuring equipment Scheduling and advocating at specialists DME ordering Management of prescriptions Registration for school and IEP advocacy Care coordination meetings Accessible housing arrangements Connection to disability services like DSCC
Medical	Volunteer providers		Lurie Children's Mobile Unit	Children Medical Triage
Medical	Volunteer providers		Comer Mobile Unit	Pediatric/Adults Providing Medical Triage to new arrivals at various districts.
Medical	Volunteer providers		The University of Chicago Comer Pediatric Mobile Unit	Pediatric/Adults Providing Medical Triage to new arrivals at various districts.
Medical	Volunteer providers		NightMinistry	Family Medicine Case Management Medical Triage
Medical	Volunteer providers		IPHCA	Pregnancy Connect FOHCs to areas needed and provide other administrative services needed
Medical	Volunteer providers		Ronald McDonald care mobile at Advocate Children's Hospital,	Provide physicals, sports, and physical vaccines for children or students under age 18 who have Medicaid or no insurance; additionally, they provide lead and hemoglobin tests.

Work Assignments:

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)

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Name	Primary Contact	Email	Agency
Chris Peyret			ShowerUp
Maysoon Haleem			IMAN
Brittani James			IMAN
Michael Cleaveland			IMAN
Rami Nashashibi			IMAN
Ava Zeligson			CommunityHealth
Stephan Koruba			NightMinistry
Sylvia Hibbard			NightMinistry
Daniel Dolan			Chicago Street Medicine
Timothy Jostrand			Chicago Street Medicine
Jacinta Staples			Lurie Children's Mobile Unit
Michelle Coney			Lurie Children's Mobile Unit
Icy Bell			Comer Mobile Unit
Inesh Oor			University of Chicago Comer Pediatric Mobile Unit
Terry Gallagher			Rush
Eugenia Olison			Rush
Susan Finn			Loyola
Moir McQuillan			Healthonomics
Sara Izquierdo			UI Health and UIC
Sarah Medina			UI Health and UIC
Sara Cooper			UI Health and UIC
Alyson Lofthouse			UI Health and UIC
Bryan Layden			UI Health and UIC MANAGER
Rosanna Barrera			Humboldt Park
Dagoberto Camacho			Humboldt Park
Guillermo Beltran			Humboldt Park
Kristin Elich			MRC
Andrea LazaroIU			
Jacqueline Galloway			MRC Lead
Sarah Burke	NMH		
Elvis Munoz	NMH		
		Chicagoland Advocate	
Tarita Scurlock	Pending	Chicagoland Advocate	
Mary Rubenstein		BumbleBee Agency	
Michelle Sanchez		Birth and Postpartum Doula Collective	
Paula Campbell		IPHCA	

Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Data Branch Assignment List (ICS 204)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700
DATA BRANCH		Planning Section Chief: Nadine Carlson
Branch Director Name: Sameer Ghazanfar		Contact Numbers: (773) 901-5444

Objectives: These efforts are to meet the Objectives set by the Unified Command successfully

1. Data Collection and Integrity: Ensure all data related to the immigrant mission is collected accurately and consistently across all sources.
2. Analysis and Interpretation: Direct the processing and analysis of data to derive meaningful insights and patterns that can inform the mission's strategies and decisions.
3. Integration with Other Departments: Collaborate with other branches and departments to integrate their data needs and ensure a unified approach to data handling.
4. Reporting: Oversee the creation of regular reports and dashboards that highlight key metrics and trends to inform leadership and other stakeholders.
5. Data Security: Ensure that all data related to the mission is stored securely, maintaining the privacy and confidentiality of the immigrants and complying with any relevant regulations.
6. Resource Allocation: Ensure the Data Branch has the tools and resources to collect, process, and distribute data efficiently.
7. Training and Development: Ensure that all members of the Data Branch are trained and up to date with the latest data collection and analysis methodologies.
8. Feedback Loop Creation: Establish mechanisms to receive feedback from other branches and stakeholders about the data's relevance, accuracy, and effectiveness.
9. Continuous Improvement: Regularly review and refine the data collection and analysis processes to adapt to the changing needs of the mission.
10. Stakeholder Communication: Ensure clear communication lines with both internal teams and external stakeholders to address any data-related queries or needs.

Tasks:

1. Coordination efforts between DFSS, City of Chicago, and other stakeholders for accurate data collection and reporting.
2. Continuing assisting with import of data into the SR system in Salesforce to internal systems
3. Events Calendar/List (recurring weekly)
4. Smartsheet security, workspace organization, access streamlining (ongoing).
5. Aldermanic Brief (recurring weekly)
6. Mayoral Brief (recurring weekly)
7. Salamander migration to Smartsheet (proposed, will move to dev stage)
8. Logistics request tracking and inventory tracking
9. Power BI reporting and data collection (Ongoing)
10. Day-to-day enhancement requests in existing systems
11. Continue projection modeling development
12. Continue to develop Projection Modeling with other agencies. Pending additional database and software access.
13. Close out of SR# from District to Shelter transfers
14. Shelter Incident Reporting Training
15. Maintain existing database and work spaces

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

- Recurring check-in meetings (daily) to ensure the data team stays on task and coordinated.

Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
SharePoint Access	Backups, Knowledge Retention	1	Request submitted
Laptops	Data security	3	Request submitted
Data Project Manager	EOC	1	Pending UC/DFSS Approval
Data Analyst	EOC	1	Pending UC/DFSS Approval
Data Analyst	EOC	1	Pending start date -Backfill
System Administrator	EOC	1	Pending UC/DFSS Approval

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Resources Assigned:		
Resource Identifier	Department/Organization Name	# of Staff
Nadine Carlson	Planning Section Chief	1
Sameer Ghazanfar	Data Branch Director	1
Jorge Rivas	Data Branch Manager	1
Sun Hwang	Data Analyst	1
Maria Salgado (CCEMRS)	Data Analyst	1 (Temp thru 2/2)
Regina Hightower (DOA)	Data Analyst	1 (Temp thru 1/30)

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
ARC GIS License	ARG GIS	Reporting
Microsoft Power BI License	Power BI	Reporting

Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
Nadine Carlson	Planning Section Chief		
Sameer Ghazanfar	Data Branch Director		
Jorge Rivas	Data Branch Manager		
Maria Salgado (CCEMRS)	Data Analyst		
Regina Hightower (DOA)	Data Analyst		
Sun Hwang	Data Analyst		
Vacant	Data Analyst	Vacant	Pending UC Approval
Vacant	System Administrator	Vacant	Pending UC Approval

Current Gaps or Challenges:			
Form Prepared By:	Name: Sameer Ghazanfar	Department/Unit: Data Branch Director	Date: 18 JAN 2024

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Sheltering Branch Assignment List (ICS 204)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700	
STAFFING SECTION		Logistics Section Chief: Luc Vernice	
Name: Sonia OMeara		Contact Numbers: [REDACTED]	
<ul style="list-style-type: none">• Objective #2: Maintain and support DFSS with active emergency Shelter Locations to assist New Arrivals within the city limits.• Objective #3: Support resources needed to resettle households and individuals within New Arrivals Mission• Objective #4: Ensure the precise and secure handling of mission-related data, integration across departments, ongoing enhancement, system support and communication with stakeholders.			
Tasks: <ul style="list-style-type: none">• Oversee the roll out of 6/1 schedule for Casa Esperanza, Northwestern, Ogden, O'Hare, Parthenon, Walnut, West Lake, Social Club, Halsted and Lakeshore.• Data Collection and Integrity: Ensure that all data related to the mission is accurate by employing all necessary tools.• Analysis and Interpretation: Direct the processing and analysis of data to derive meaningful insights and patterns that can inform the mission's strategies and decisions.• Integration with DFSS: Collaborate with DFSS and other Favorite departments to provide relevant information.• Reporting: Oversee the creation of regular reports that highlight trends to inform leadership and other Stakeholders.• Feedback Loop: Maintain mechanisms to receive feedback from Residents, Staff and other Stakeholders and ensure timely resolutions are proposed.• Continuous Improvement: Regularly review and refine the data collection and analysis processes to adapt to the changing needs of the mission.• Stakeholder Communication: Ensure communication is relevant to the subject and is communicated clearly.• Continue to identify, assess, and activate shelter support staff for new and existing shelter support.• Continue to work with Corporate to identify and deploy suitable personnel to support mission needs.			
Overview of Current Strategies, Processes, and Procedures Being Utilized: <ul style="list-style-type: none">• Microsoft Office / Smartsheets			
Resources Assigned:			
Resource Identifier	Department/Organization Name	# of Staff	
Sonia OMeara	Staffing Branch Manager	1	
Vanessa Cardenas	Scheduling Assistant	1	
Resources Needed:			
Resource Identifier	Department/Organization Name	# Needed	Status
-	-	-	-
Resource Equipment & Technology:			
Resource Identifier	Resource Name	How Resource is Being Used	
Microsoft Office	Microsoft Office	Tracking / Analysis	
Smartsheets	Smartsheets	Tracking / Analysis	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
Sonia OMeara	Staffing Branch Manager	[REDACTED]	
Vanessa Cardenas	Scheduling Assistant		
Cymone Smith	Favorite LNO Field Operations Manager		
Amil Abdul Waller	Favorite LNO Data Specialist		
Shannon DeV Vaughn	Favorite LNO Field Trainer		
Nikki Washington	Favorite LNO Field Trainer	Unavailable	[REDACTED]

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



AIC Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
Shelter Location: 640 W. Irving Park Rd		Division/Group Supervisor: Maricella Gonzalez
Shelter Manager: Gabriel Nunez		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: 1300		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 updated at 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 to effectively identify bed availability.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 (<i>see notes</i>)		
Food Vendor: Seventy Seven		

Signature(s): Matthew Ladniak (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 Parks
			Provided By Other (<i>see notes</i>)
Name of Security Company: Armour Security			Company Phone Number:
Primary POC:			Primary Phone Number:
AIC Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
AIC Total Staff: 104			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Gonzalez, Maricella
Site Capitan	DFSS	1	Meza, Eric Aaron
Shelter Manager	Favorite	1	Nunez, Gabriel
Project Manager	Favorite	2	Villacana, Anna (D) Pending (N)
Supervisor	Favorite	6	Garza, Lisa Gonzalez, Paola Huerta, Elizabeth Maldonado, Mayra Medrano, Kevin Salazar, Miguel
Case Managers	Favorite	9	Churbe, Desiree Diaz, Jose Herrera, Ashley Marquez-Robles, Josue Miko Abang, Trinidad Montes, Yiniaris Quintanilla, Hazel Rodriguez, Maria Trujillo, Olga
Residential Aid	Favorite	51	Alexander, David Altuve, Luis Anez, Isamar Arreazola, Leticia Atkinson, Angelica Becerra Lozano, Diana Benitez, Frank Blanco Gil, Luis Brito, Yenddy Canelon, Moises Ceballos, Arcangel Cruz Perez, Julio Cesar Fernandez, Marien Flores, Saida Gabaldon, Carmen Garcia, Simon Garza, Ricardo Garza, Veronica Gonzalez, Ayskel Gonzalez, Maria Guerra, Leslie Hernandez, Amelia

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



			Herrera, Marvia Jackson, Sheniqua Leal, Paola Lombardo Spagnolo, Rosalba Lopez, Brenda Lopez, Keila Lozada, Aranza Martinez, Silvia Mejia, Elaine Molina, Rotciv Montes, Maria Moran, Mario Morfin, Vera Narvaez, Gustavo Noriega Medina, Daniel Eduardo Ocasio Alvarado, Ramon Ordonez, Carlos Ortiz Acosta, Luis Osorio, Mirna Pereira, Engy Ramirez, Danni Rodriguez Farias, Raul Saenz, Victoria Sala, Keren Vargas, Mary Vargas, Reiver Vera, Leonelbis Villa, Jeniree Yanez, Kryxena
Security	Favorite	28	Altuve, Neil Alubi, Waliezi Beltre, Peter Brun, Carme Carlos, Filiberto Chavez, Daniel Consuegra, Susana Cordovi, Carlos Espinoza, Erik Harris, Aliyah Hernandez, Fernando Jeudy, Saonarah Lopez, Jacqueline Marquez, Emilio Martinez, Miguel Matariyeh, Sabrina Moreno, Edgar Navarro, Luis Oropeza, Maikol Philigence, Rodney Pirela, Angel Polizzi, Salvatore Quintero, Alejandro Ramirez, Angel Sanchez, Daniel Sanchez, Victor Santana, Johnson Ugorji, Justina
Janitorial	Favorite	5	Fontes, Johnny Mayhone, Milauncre Milfort, Joshua Somma, Ana Vargas, Andres

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	
Smartsheet Calendar	Online	Scheduling of Partners	
Laptop Computers	1	Online Access	
Sign In / Sign Out Program	Online	Online - Smartsheet	
MiFi	1	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		
Maricella Gonzalez	Project Manager		
Gabriel Nunez	Shelter Manager		
Anna Villacana	Project Manager (D)		
Claudia Vicedo	Project Manager (N)		
Eric Aaron Meza	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 18 JAN 2024 – 25 JAN 2024

Brands Park Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700
Shelter Location: 3259 N. Elston Ave		Division/Group Supervisor: Maricella Gonzalez
Shelter Manager: Ana Perla Cardona		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 checked="" 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: 150		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: 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 updated at 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 to effectively identify bed availability.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: <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 type="checkbox"/> SAT		
Showers: <input checked="" 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 type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT		
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: Seventy Seven		

Signature(s): Matthew Ladniak (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 checked="" 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:			
Brands Park Total Staff: 22			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Gonzalez, Maricella
Site Capitan	DFSS	1	Meza, Eric Aaron
Shelter Manager	Favorite	1	Cardona, Ana
Project Manager	Favorite	2	Ukera-Kajoh, Betty (D) Segunmaru, Aderonke (N)
Supervisor	Favorite	1	Semere, Biniam
Case Managers	Favorite	1	Hernandez, Viridiana
Residential Aid	Favorite	7	Barrios, Marialejandra Brown, Martha Garcia, Estivens Gomez, Alberto Montes, Barbarita Rodriguez, Lina Urrutia Flores, Uramik
Security	Favorite	8	Betancourt, Youdiel Ferrer, Leonardo Gonzalez, Ana Marrero, Francia Men, Daniel Ruiz, Angel Urbina, Andres Vergelin, Davenerson
Janitorial	Favorite	3	Asfaw, Mikiyas Olatunde, Olusola Oluyole, Joseph
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	[REDACTED]	
Danny Casteneda	Shelter Branch Director		
Maricella Gonzalez	Project Manager		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Ana Cardona	Shelter Manager	
Aderonke Segunmaru (N)	Project Manager	
Javier Juarez (D)	Project Manager	
Eric Aaron Meza	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Broadway Armory Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
Shelter Location: 5917 N. Broadway		Division/Group Supervisor: William "BJ" Lohr
Shelter Manager: Blanca Gonzalez		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: 350		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: - Number of ISO Rooms: -
Objectives: Objective 1: Implement a re-enforced structure when it comes to Teamwork		
Tasks: Immediately inform DFSS Project Manager if any critical information requirement is met such as: <ul style="list-style-type: none">o death or injury of staff or resident,o domestic assault or assault and battery on resident or staffo credible threat to staff or other residentso major fire, evacuation, or shelter in placeo media on the Scene (Mary May), Politician on the scene (Erich IGA) <ul style="list-style-type: none">• 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">o Update the Incident Report when resolved and outline the resolution as additional information is provided.• Provide census reports using the Smartsheet ICS 209. Census updated at the end of every shift at 0700/1900<ul style="list-style-type: none">o Census increase or decrease during the day- please update your census within 1 hour to effectively identify bed availability. Also communicate bed availability to landing zone communicate with logistics on transportation needed and reponses.o Maintain communication with organizations to confirm needs and resources, missing or needing immediate assistance.• 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.		
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">o Death or Injury of staff or resident,o Domestic violence, assault or battery on resident or staffo Credible threat to staff or other residentso Major fire, evacuation, or shelter in placeo 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">o 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">o Census increase or decrease during the day- please update your census within 1 hour so Operations can fill more beds.		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



<ul style="list-style-type: none"> • 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. 			
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 (<i>see notes</i>)			
Food Vendor: Seventy Seven			
Broadway Armory Logistics Notes:			
Broadway Armory Security Section:			
Security	Provided By Facility Provided By AIS	Provided By Contract Not Applicable	Provided By City Provided By Other (<i>see notes</i>) Provided By Parks
Name of Security Company: Favorite Staffing		Company Phone Number:	
Primary POC: N/A		Primary Phone Number:	
Broadway Armory Security Notes:			
Resources Needed: Security Box			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Broadway Armory Total Staff: 30			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Lohr, William BJ
Site Capitan	DFSS	1	Gomez, Maribel
Shelter Manager	Favorite	1	Gonzalez, Blanca
Project Manager	Favorite	2	Ramos, Gerardo (D) Escamilla, Juan (N)
Supervisor	Favorite	3	Camps, Sabrina (D) Morales, Naoling (N) Gutierrez, Maribel (N)
Case Managers	Favorite	2	Lopez-Sanchez, Franchesca Esquivel, Ana
Residential Aid	Favorite	9	Alcantara, Zahira Carciente, Isaac Garcia, Polo Linares, Andres Ponce Crespo, Jonathan Rodriguez, Shawn Tahan, Joseph Vargas, Santiago White, Roquel
Security	Favorite	11	Alcocer, Lucero Desir, Keren Galue, Chiquinquirá Garcia, Santiago

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



			Guzman, Omar Lopez, Rafael Manzaneda, Julio Milla, Javier Rivera, Matthew Sangronis, Jara Velasquez, Jorge
Janitorial	Favorite	2	Nelson, Keimiya Olaleye, Olayemi

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
Broadway Armory	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
William "BJ" Lohr	DFSS Project Manager		
Maribel Gomez	Site Captain		
Blanca Gonzalez	Shelter Manager		
Gerardo Ramos (D)	Project Manager		
Escamilla, Juan (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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Casa Esperanza Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700
Shelter Location: 3551 W Roosevelt Rd		Division/Group Supervisor: Natalia Santillan
Shelter Manager: Pending		Contact Numbers: [REDACTED]
Shelter Demographic: <input type="checkbox"/> Family <input type="checkbox"/> Single Male <input type="checkbox"/> Single Female <input checked="" type="checkbox"/> Other * Pregnant with Family		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 <input checked="" type="checkbox"/> Other
Max Capacity: 60		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">• Objective 1: Reiterating shelter cleanliness in resident areas as well as dining area• Objective 2: Ensuring accurate census of the shelter weekly, to help ensure sufficient orders on our Inventories and consumptions		
Tasks: <p><u>Shelter Manager</u></p> <ul style="list-style-type: none">• Ensure that all information is given to staff according to SOG standards• Send clear messages to ensure staff is on the same page• Consistent walkthroughs to assure that residents are safe from any obstruction due to clutteredness• Implement proper management of Rules and Regulation according SOG <p><u>Project Manager</u></p> <ul style="list-style-type: none">• Implement feedbacks on how to ensure the safety of staff and resident• Implement the proper measures to assure proper ordering <p><u>Case Manager</u></p> <ul style="list-style-type: none">• Ensure complete clear communication with residents of what is expected as far as cleanliness• Reiterate rules as spoken during intake• Ensure proper census and Salamander updates, to make sure there is a proper count at any given time <p><u>Residential Aide</u></p> <ul style="list-style-type: none">• Reiterate cleanliness in the dining areas• Discuss how they should be cleaning after themselves and children after eating• Ensure the proper disbursement of food distribution and inventory <p><u>Security</u></p> <ul style="list-style-type: none">• Make sure only allotted baggage are implanted during intake to avoid clutter		
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 violence, assault or 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.		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



<ul style="list-style-type: none"> 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. 			
Casa Esperanza 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>)
Food Vendor:	14 Parrish		
Logistics Notes:			
Casa Esperanza 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: Favorite		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Pending Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Casa Esperanza Total Staff: 12			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Santillan, Natalia
Site Capitan	DFSS	1	Lazo, Alberto
Shelter Manager	Favorite	1	pending
Project Manager	Favorite	1	Morales, David
Supervisor	Favorite	1	Alexander, Alexis
Case Managers	Favorite	1	Aguirre, Cecilia
Residential Aid	Favorite	3	Gamboa, Hector Olvera, Marlene Revilla, Johnathan
Security	Favorite	2	Gomez Montes, Mario Gonzalez, George
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	

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



MiFi		Online Access	
Shelter Phone	1	Inbound/Outbound calls	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
Casa De La Esperanza	Staging Area Phone		
Daniel Castanenda	Shelter Branch Director		
Natalia Santillan	DFSS Project Manager		
Pending	Shelter Manager		
David Morales	Project Manager		
Alberto Lazo	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Daley College Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700
Shelter Location: 7500 S. Pulaski - Bldgs 500&600		Division/Group Supervisor: Jose Robles
Shelter Manager: Arlene Robles		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 checked="" type="checkbox"/> School <input type="checkbox"/> YMCA <input type="checkbox"/> City Building
Max Capacity: 405		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, asylum seekers, and responders for the New Arrivals mission through the Operational Period.• Ensure compliance with the updated rules: Have all families sign the updated rules.• Reinforce the two bags per person policy for personal belongings.• Update contact information for all residents.• Cook County Health (CCH) initial visit for the new families.		
Tasks: <ul style="list-style-type: none">• Conduct a comprehensive house meeting with all residents to communicate and explain the updated rules. Ensure that each adult resident signs the new rules as an acknowledgment of their commitment.• Facilitate the signing of the new, updated rules, including the two bags per person rule. Emphasize that signing these rules signifies residents' commitment to adhering to the two-bag policy for personal belongings.• Initiate communication by posting a message in the shelter group chat, directing all residents to engage with case management to update their contact information. Ensure that essential details such as phone numbers and email addresses are accurate and up-to-date.• Coordinate with the Logistics team and Sherman to schedule initial CCH visits at Belmont Cragin for new families when there is availability. Streamline the process to ensure efficient coordination and timely assistance for these families.		
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 updated at 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 to effectively identify bed availability.• 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		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



<ul style="list-style-type: none"> 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. 			
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: 14 Parrish			
Daley College Logistics Notes:			
Daley College 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:	
Daley College Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Daley College Total Staff: 52			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Robles, Jose
Site Capitan	DFSS	1	Villagomez, Rolando
Shelter Manager	Favorite	1	Robles, Arlene
Project Manager	Favorite	2	De La Rosa, Gerardo (D) Reyes, Hector (N)
Supervisor	Favorite	3	Ferrer, Karla (N) Matos, Julia (N) Tejeda, Brian (D)
Case Managers	Favorite	3	Antonorsi, Rafael Gonzalez, Saira Rodriguez, Maximiliano
Residential Aid	Favorite	24	Alberlo, Noraima Alvarez, Eunice Coward, Yolanda Esquivel, Sulema Ferrer Kristen, Leonardo Hayes, Kelly Hernandez, Gustavo Leal, Miguel Lugo, Genesis Maldonado, Roxanne Martinez, Manuel Mascorro, Nadia Mendez, Criselda Pimentel, Raul Reyes, Fernando Rivero, Maryuli

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 18 JAN 2024 – 25 JAN 2024

			Rodriguez, Alberto Romo, Isabel Ruiz, Evelyn Saldivar, Leonel Valenzuela, Marlene Villavicencio, Jorge West, Mariah Zuniga, Obed
Security	Favorite	14	Dreyer, Alexis Gomez, David Gomez, Rosa Hernandez, Veronica Louis Jeune, James Marquez, Miguel Perez, Roberto Polania, Jhon Romo, Roxanne Rubio, Alejandro Rubio, Ricardo Salinas, Angel Salinas, Jocelyn Tsui, Brian
Janitorial	Favorite	3	Burnett, Jasmine Osheku, Henry Watson, Otis

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
Daley College	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
Jose Robles	DFSS Project Manager		
Arlene Robles	Shelter Manager		
Hector Reyes	Project Manager		
Gerardo De La Rosa (D)	Project Manager		
Rolando Villagomez	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Elston Shelter Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700
Shelter Location: 1310 N Elston Ave		Division/Group Supervisor: Danil Khai
Shelter Manager: Cindy Sandiford		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: 1010		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, asylum seekers, and responders 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 updated at 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 to effectively identify bed availability.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.		
Elston Shelter 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: Seventy Seven		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Elston Shelter Logistics Notes:			
Elston Shelter 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: Favorite		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Elston Shelter Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Shelter Phone	1	Inbound/Outbound calls	Pending
Resources Assigned:			
Elston Shelter Total Staff: 44			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Danil, Khai
Site Capitan	DFSS	1	Meza, Eric Aaron
Shelter Manager	Favorite	1	Sandiford, Cindy
Project Manager	Favorite	2	Antunez, Jaime Rocillo, Elva
Supervisor	Favorite	4	Padilla, Jacqueline Prosper, Cassandra Rangel, Nancy Tellez, Patrick
Case Managers	Favorite	12	Avitia, Yasmin Cabello, Blanca Cano, Liping Carmona, Kelly De Los Reyes, Maria Diaz Jimenez, Modesto Escamilla, Adalberto Francis, Lecias Guzman, Judith Guzman, Melissa Luque, Isabel Meza, Robert
Residential Aid	Favorite	35	Bracho, Duval Bustillos, Ramon Cadenas, Laura Carrizo, Gilberto Cespedes, David Chacin Duque, Deyluc Chavez, Elvira Diaz, Desiree Ferdinand, Nerline Gonzales, Jesus Gonzalez, Arisbel Guerra, Rogers Guerrero, Daniel Hidalgo, Mary Jimenez, Alejandro Jimenez, Marcela Lanza, Gilcarima Lopez, Daniela Martinez, Doris Martinez, Elizamar Muton, Habbid Parra, Margoth

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 18 JAN 2024 – 25 JAN 2024

			Perozo, Catherine Ramos, Gloria Rivero, Maria Rodriguez, Brandon Rodriguez, Brian Rodriguez, Tulio Sanabria, Yulennys Solarte, Jose Soranno, Ana Torrealba, Edilio Torrealba, Kendher Torrealba, Tibisay Uccello, Salvador
Security	Favorite	23	Aguilera, Jorge Aguirre, Henry Alvarado, Hector Asim, Mohammed Betancourt, Younier Cantu, Juan Chilpa, Edgar Chourio, Alejandro Chourio, Yomar Colmenares, Adriel Donava, Monica Floyd, Oscaree Garcia, Andred Gonzalez, Jose Hernandez, Julieanna Hernandez, Leris Lopez- Borjas, Andrenia Molina, Miguel Moreno, Osiel Pinto, Herbert Robles, Jasmine Saintil, Yvelyne Sylvain, Natacha
Janitorial	Favorite	0	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
MiFi		Online Access

Communications (Phone Numbers for Team):

Name	Function	Phone #	Email
Elston Shelter	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
Danil Khai	DFSS Project Manager		
Cindy Sandiford	Shelter Manager		
Elva Rocillo	Project Manager		
Jaime Antunez	Project Manager		
Eric Aaron Meza	Site Captain		
	Resettlement Team		
Tim Thomasson	Operations		
Luc Vernice	Logistics		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



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.		

Signature(s): Matthew Ladniak (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: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
Shelter Location: 2411 W. 55 th St.		Division/Group Supervisor: BJ Lohr
Shelter Manager: Genaro Monge		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: 400		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, asylum seekers, and responders 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 updated at 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 to effectively identify bed availability.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.		
Gage 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 N/A		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (<i>see notes</i>)		
Food Vendor: 14 Parrish		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Gage Park Logistics Notes:			
Gage Park 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: Favorite		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Gage Park Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Gage Park Total Staff: 53			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Lohr, BJ
Site Capitan	DFSS	1	Mejia, Rosendo
Shelter Manager	Favorite	1	Monge, Genaro
Project Manager	Favorite	2	Barboza, Rosalinda (N) Garcia, Michelle (D)
Supervisor	Favorite	3	Altamirano, Michael Garza, Rena Martinez- Hernandez, Tomas
Case Managers	Favorite	4	Gonzalez, Irene Martinez, Idalis Pena, Javier Quinonez, Felix
Residential Aid	Favorite	24	Alchaer, Jose Barrios, Sergio Burgos, Adelsa Caballero, Christina Carvajal, Barbara Colina, Ender Colmenares, Leonardo Colmenarez, Adimar Garcia, Hector Hernandez, Franleryd Leon, Silvia Mangones, Elvira Medrano, Juan Montilla, Anthony Padron, Yendris Paez, Yalileth Polanco, Jesus Rios, Mireya Rodriguez, Arnold Rodriguez, Yulimar Sanchez, Angelica Tejada, Elayne Tobias, Bertha Trevino, Marvelia
Security	Favorite	16	Adarfo, Rafael Alchaer, Humberto Cantu, Clarissa Chourio, Diego De Leon Hernandez, Juan De Leon, Alan

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 18 JAN 2024 – 25 JAN 2024

			Escobar, Ana Garcia, Nery Gutierrez, Zaira Isaac, Bendavid Puentes, Anthony Quintero, Armando Ramos, Xavier Rodriguez, Manuel Rojo, Alejandro Tejera, Jose
Janitorial	Favorite	3	Akinpelu, Olabode Alabi, Oluwamatemi Carter, Donzell

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		
Abraham Reyes (N)	Project Manager		
Rosendo Mejia	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Halsted Shelter Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
Shelter Location: 2241 S Halsted		Division/Group Supervisor: Jose Robles
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 City Building
Max Capacity: 2550		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, asylum seekers, and responders 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 updated at 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 to effectively identify bed availability.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.Meet with Safety & Security on 18 JAN 2024 to discuss active shooter/fire drillEnsure our CBOs have the current list of our residents including access to 60-day notice data		
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		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



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>)				
Food Vendor: 14 Parrish												
Logistics Notes:												
Halsted Shelter 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:						
Pending Security Notes:												
Resources Needed:												
Resource Identifier		Planned Use		# Needed		Status						
Shelter Cell Phone						Requested from Logistics						
Resources Assigned:												
Halsted Shelter Total Staff: 122												
Resource Identifier		Agency Name		# of Staff		Resource						
DFSS Project Manager		DFSS		1		Robles, Jose						
Site Capitan		DFSS		1		Labrooy, Natasha						
Shelter Manager		Favorite		1		Soto, Jesus						
Project Manager		Favorite		2		Espinoza, Jesse Thomas, Patricia						
Supervisor		Favorite		8		Alcantara, Aaron Cabrera, Aime Flores, Israel Fuentes, Eduardo Garcia, Yaruani Medina, Judy Palencia, Wolfgang Perez, Eduardo Polanco, Rafael						
Case Managers		Favorite		19		Chisco, Milena Colce, Sebastian Delarosa, Angelica gomez, Kelvin Grullon, Magnolia Hakim, Mohamed Leana Morillon, Jennifer Loriano, Hailey Marquez, Paola Martinez, Bryan Martinez, Elsa Mejia Velasco, Jose Mesia, Eric Quijada Buenano, Ediliany Ramirez, Pedro Samudio Cano, Said Schlage, Kimberly Valle, Theodith Zuniga, Carmen						

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Residential Aid	Favorite	58	Alamo, Mya Alvarado, Andribeth Alvarez, Moraimys Arellano, Edith Avila, Martin Belandria, Omar Cabrices, Juan Campos, Luis Canstellano, Santiago Chacin, Manuel Chacon, Ingris Chapa, Laurie Conde, Mirna Cordero, Jose Coronado, Virginia Cuellar, Eva Duque, Deivy Espinoza, Marlene Franco , Oriana Gonzalez, Erio Gugliotta, Gabriela Gutierrez, Gabriela Hernandez, Diana Hernandez, Moises Kilzi, Teresa Labarca, Arianny Ledesma, Hilda Loukidis Alarcon, Nikolas Mackenzie, Peter Medina, Diego Medina, Elvia Melgar, Jesus Navarro, Susana Odreman Facenda, Otto Ortiz, Juneiza Paredes, Raul Peramas, Kimberly Peraza, Livia Pereda, Simon Perez, Diego Perez, Nancy Pina, Blanca Platz, Raymond Reyes, Ronald Rivas, Francisco Rodriguez, Angelica Rodriguez, Daniel Salinas, Samaeel Samano, Angela Sandia, Jorge Soto, Paola Talavera, Patricia Torres, Dariela Urribarri, Nilson Villa, Bianca
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



			Villalobos, Maria Zaour, Aijam
Security	Favorite	30	Argueta, William Arias, Viktor Belidor, Jim Cabeza, Karl Cadena, Cali Castillo, Santiago Chulo, Alexis Cruz, Angelo Darwich, Nissar Espinoza, Roberto Fernandes, Joelson Finol Gonzalez, Gilbert Franco, Ariel Garcia, Joseph Henderson, Nitina Hinestroza, Douglas Luna, Alma Medina, Anthony Montoya, Jose Neri, Richard Pina, Aurelio Placido, Angelo Portillo, Mario Prado, Marielis Raigoza, Raul Ramos, Orlando Reyero, Leandro Rincon, Camilo Salazar Daza, Tibisay Sanchez, Kenya
Janitorial	Favorite	7	Afolabi, Bamidele Akinsola, Moyosore Barrera, Ricardo Hailemichael, Bayu Ocando, Jesus Quintero, Alejandro Rios, Luis

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
Halsted Shelter	Staging Area Phone		
Daniel Castanenda	Shelter Branch Director		
Jose Robles	DFSS Project Manager		
Jesus Soto	Shelter Manager		
Melissa Mejia Rosas	Shelter Manager		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Patricia Thomas	Project Manager		
Jesse Espinoza	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:

- 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.

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 18 JAN 2024 – 25 JAN 2024

Harold Washington Library Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700
Shelter Location: 400 S State St		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 checked="" type="checkbox"/> City Building
Max Capacity: 115		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: 41 Number of ISO Rooms: 13
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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.		
HWL of Chicago Logistics:		
Laundry On Site: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		Laundry Service Vendor: Pending
Day(s) of Laundry Services: <input type="checkbox"/> SUN <input type="checkbox"/> MON <input checked="" type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT		
Showers: <input type="checkbox"/> Available On Site <input checked="" type="checkbox"/> Off Site Required		Offsite Shower Location: 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: 14 Parrish		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



HWL Logistics Notes:			
HWL 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: Favorite		Company Phone Number:	
Primary POC:		Primary Phone Number:	
HWL Security Notes:			
Resources Needed: Security Box			
Resource Identifier	Planned Use	# Needed	Status
Shelter Phone	Inbound/Outbound calls	1	Pending
Resources Assigned:			
HWL Total Staff: 19			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Fearon, Zaidi
Site Capitan	DFSS	1	Chavez, Arturo
Shelter Manager	Favorite	1	Juarez, Javier
Project Manager	Favorite	2	Forrester, Reanna Lopez, Katherine
Supervisor	Favorite	2	Forrester, Reanna Lopez, Katherine
Case Managers	Favorite	3	Cano, Liping Diaz Jimenez, Modesto Hernandez, altagracia
Residential Aid	Favorite	14	Bracho, Alexandra Contreras, Ritseli Gaitan, Gloria Gonzalez, Mariela Hernandez, Rebeca Lamas, Yofran Lopez, Daniela Pizano, Victoria Quintero, Herlis Rodriguez, Shawn Rosales, Maria Torrealba, Kendher Villalobos, Michael Yuncosa, Hernan
Security	Favorite	10	Arias, Fernando Betancourt, Youdiel Casillas, Fernando Cortes, Johan Flores, Brian Gamez, Cesar Hoban, Marcelo Morales, Laura Pinto, Herbert Taiwo, Peter
Janitorial	Favorite	2	Cooks, Kavosia Mayhone, Milaure
Resource Equipment & Technology:			
Resource Identifier	Number / QTY	How Resource is Being Used	

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Smartsheet Calendar	Online	Scheduling	
Sign In / Sign Out Program	Online	Online – Smartsheet/Excel	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
Harold Washington Library	Shelter Phone	TBD	
Danny Casteneda	Shelter Branch Director		
Zaidi Fearon	DFSS Project Manager		
Arturo Chavez	Site Captain		
Katherine Lopez	Project Manager		
Reanna Forrester	Project Manager		
	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.			

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 18 JAN 2024 – 25 JAN 2024

Inn of Chicago Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700
Shelter Location: 162 E. Ohio St.		Division/Group Supervisor: Natalia Santillan
Shelter Manager: Darling Santo		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 checked="" type="checkbox"/> Hotel <input type="checkbox"/> School <input type="checkbox"/> YMCA <input type="checkbox"/> City Building
Max Capacity: 1584		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: 29 Number of ISO Rooms: 9
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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.		
Inn of Chicago 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 checked="" type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT		
Showers: <input checked="" type="checkbox"/> Available On Site <input type="checkbox"/> Off Site Required		Offsite Shower Location: 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: Seventy Seven		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Inn of Chicago Logistics Notes:			
Inn of Chicago 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: Favorite			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:			
Inn of Chicago Total Staff: 99			
Resource Identifier	Agency Name	# of Staff	Resource
Inn of Chicago	Shelter Phone	(773) 519-2648	Innofchicago311@gmail.com
DFSS Project Manager	DFSS	1	Santillan, Natalia
Site Capitan	DFSS	1	Villagomez, Rolando
Shelter Manager	Favorite	1	Santos, Darling
Project Manager	Favorite	2	Estrada, Yovani Narvaez, Jessica
Supervisor	Favorite	6	Barrera, Nia Berdugo, Devis Fuentes, Paulina Jimenez, Isanel Province, Gabrielle Trejo, Edgar
Case Managers	Favorite	10	Berlingeri, Karina Garcia Sandoval, Adriana Gonzalez, Idalia Isnardy, Jude Iopez, ingrid Molina, Alvaro Munoz, Julio Munoz, Mariela Nevarez, Carlos Sanchez Roman, Alfredo
Residential Aid	Favorite	36	Aburto, manuel Acosta, Ibrahin Bottino, Jose Cazares, Joel Cespedes, Leonardo Chacon, Maria Davila, Francesco Figueroa, Maria Figueroa, Omayra Fitz, Maiyella Flukers, Tonja Garcia, Steven Gonzalez, Jean Guzman, Jennifer Lopez, Julian Makuba Suarez, Narcisa Matos, Roberto

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



			Medina, Angelica Montes, Ema Morales, Ana Morales, Jorge Niebla, Jorge Oberly, Selam Ochoa, Gerald Ortiz, Carlos Palacios, Beatrice Penates, Fidel Ruiz, Sandra Rutiaga, Natalie Saucedo, Joshua Serrano, Paulina Simoes-Woods, Elizabeth Socarras, Jose Sosa, Maria vasquez, Danieska Zequera Duran, Mariela
Security	Favorite	40	Abdala, Leslie Alvarado, Evelyn Aquino, Siul Argumedo, Pablo Balleza, Elizabeth Bermudez, Luz Caraballo, Dunia Castro, Monica Coto, Maryori Dorsonne, Sampson Ferrante - Gomez, Sorangela Fuentes Jr, George Garcia, Axel Garcia, Orallia Garza, Nilda Gonzalez, Jordan Jordan, Adacia Kazakidis, Philip Leon, Francisco Linares, Humberto Lopez, Alvaro Louis De La Rosa, Robert Mejia, Miguel Montgomery, Anthony Montiel Loukidis, Jesus Munoz, Angela Munoz, Santiago Munoz, Saul O'Rourke, Skyler Parra, Felipe Perez, Pedro Ramirez, Jorge Sanchez, Jorge Sogeke, Oluyinka Troconis, Milthon Valenzuela, Ruben Vassallo, Leandro Villalobos, Carlos Woodstock, Anthony Zamora, Jean
Janitorial	Favorite	0	
Resource Equipment & Technology:			

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



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
Inn of Chicago	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
Natalia Santillan	DFSS Project Manager		
Rolando Villagomez	Site Captain		
Darling Santos	Shelter Manager		
Yovani Estrada	Project Manager		
Jessica Narvaez	Project Manager		
	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 18 JAN 2024 – 25 JAN 2024

Lakeshore Hotel Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700
Shelter Location: 4900 S Lake Shore Dr.		Division/Group Supervisor: Zaidi Fearon
Shelter Manager: Guadalupe Serna		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 checked="" type="checkbox"/> Hotel <input type="checkbox"/> School <input type="checkbox"/> YMCA <input type="checkbox"/> City Building
Max Capacity: 640		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: N/A Number of ISO Rooms: N/A
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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.		
Lake Shore Hotel Logistics:		
Laundry On Site: <input type="checkbox"/> No <input checked="" 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 checked="" 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 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: 14 Parrish		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Chicago Lake Shore Hotel Logistics Notes:			
Lake Shore Hotel 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: Favorite			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:			
Lake Shore Total Staff: 42			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Fearon, Zaidi
Site Capitan	DFSS	1	Mejia, Rosendo
Shelter Manager	Favorite	1	Serna, Guadalupe
Project Manager	Favorite	2	Morales, Alejandro Mendoza, Jose
Supervisor	Favorite	3	Granadillo, Diego Morales, San Juanita Paredes, Michelle
Case Managers	Favorite	4	Meneses, Alfonso Pierre-Louis, Esnel Ramos, Rita Solis, Jesus
Residential Aid	Favorite	19	Andrade, Veronica Arenas, Ingrid Barrientos, Joselyn Bracho, Angel Bustos, Elizabeth Camarillo, James Dormilus, Odette Duin, Carlos Guerra, Duke Lugo, Juan Mascorro, Jacob Mendez, Alexis Navarro, Laura Nunez, Mayra Quintero, Roscelin Rodriguez, Isbelia Salazar, Geraldyn Suarez Perez, Elie Valenzuela, Maria
Security	Favorite	14	Almazan, Elsa Contreras, Rafael Garcia, Frida Gonzalez, Efrain

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



			Hernandez, Gisel Lopez, Katina Lopez, Jackson Lopez, Jocelin Perdomo, Andres Ramirez, Hector Richard, Karina Trevino, Ezekiel Valdez, Arturo Zumaya, Samantha
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
Lake Shore Hotel	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
Zaidi Fearon	DFSS Project Manager		
Guadalupe Serna	Shelter Manager		
Alejandro Morales	Project Manager		
Jose Mendoza	Project Manager		
Rosendo Mejia	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 18 JAN 2024 – 25 JAN 2024

Leone Boathouse Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700
Shelter Location: 1222 W. Touhy Ave		Division/Group Supervisor: Maricella Gonzales
Shelter Manager: Michaela Koehnke		Contact Numbers: [REDACTED]
Shelter Demographic: <input type="checkbox"/> Family <input type="checkbox"/> Single Male <input type="checkbox"/> Single Female <input checked="" type="checkbox"/> Other		Shelter Type: <input type="checkbox"/> Hostel <input type="checkbox"/> Motel <input type="checkbox"/> Airport <input checked="" 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: 100		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, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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 Boathouse 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 checked="" type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> N/A		
Showers: <input checked="" 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 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 (see notes)		
Food Vendor: Seventy Seven		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Leone Park Shelter Logistics Notes:			
Leone Boathouse Security Section:			
Security <input type="checkbox"/> Provided By Facility <input checked="" 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: Favorite		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:			
Leone Boathouse Total Staff: 16			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Gonzales, Maricella
Site Capitan	DFSS	1	Labrooy, Natasha
Shelter Manager	Favorite	1	Koehnke, Michaela
Project Manager	Favorite	2	Flores, Aide (N) Puga, Silvia (D)
Supervisor	Favorite	1	Flores, Aide
Case Managers	Favorite	1	Soto Torres, Oscar
Residential Aid	Favorite	4	Casillas, Yulianna Hernandez, Maira Perez, Maria Pina, Mirka
Security	Favorite	4	Gutierrez, Alejandro Ogunnaike, Abdulrasaq Rodriguez, Ruben Veloz, Julio
Janitorial	Favorite	1	Kelly, Staci
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		
Maricella Gonzales	DFSS Project Manager		
Michaela Koehnke	Shelter Manager		
Silvia Puga (D)	Project Manager		
Aide Flores (N)	Project Manager		
Natasha Labrooy	Site Captain		
	Resettlement Team		
Tim Thomasson	Operations		
Luc Vernice	Logistics		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024

Signature(s): Matthew Ladniak (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: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
Shelter Location: 3034 W Foster Ave		Division/Group Supervisor: Maricella Gonzales
Shelter Manager: Dean Nash		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: 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, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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.		
MWRD 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 EVERY OTHER DAY		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (<i>see notes</i>)		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Food Vendor: Seventy Seven			
Logistics Notes:			
MWRD 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: Favorite (6) & Page Security (2)		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:			
MWRD Total Staff: 44			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Gonzales, Maricella
Site Capitan	DFSS	1	Gomez, Maribel
Shelter Manager	Favorite	1	Dean, Nash
Project Manager	Favorite	2	Ebele, Joseph (D) Rutiaga, Denise (N)
Supervisor	Favorite	2	McCreary, Maria Villa Alvarez, Katia
Case Managers	Favorite	3	Gustave, Huguens Picazo, Silvia Rojas, Alexis
Residential Aid	Favorite	18	Cardoso, Yesenia Charlestin, Dachna Fagundez, Jairo Fernandez Arias, Eloimar Gaspard, Fernandez Gomez, Paul Gonzalez, Albert Guisao, Diamar Joseph, Sodny Marmolejo, Sonia Michel, Woodlin Mondesir, Kedeline Morales, Paloma Ojeda, Juan Ondo Mekuy, Rosalinda Pena, Edgar Rosales, Alejandra Sandoval, Jesus
Security	Favorite	12	Civil, Ricardo Civil, Monique Civil, Charlene Edogamhe, Osilama Gonzalez, Alexandra Jones, LaShundra Medina, Luis

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



			Metellus, Marie-Rosee Rowland, Phranklin Salazar, Jennifer Salinas, Gladys Vargas, Mario		
Janitorial	Favorite	4	Gee, Quartesus Greenlee, Jakinda Okerayi, Adebawale West, Cody		
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				
Maricella Gonzales	DFSS Project Manager				
Dean Nash	Shelter Manager				
Denise Rutiaga	Project Manager				
Joseph Ebele	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: <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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Near South Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
Shelter Location: 3252 S. Michigan		Division/Group Supervisor: Danil Khai
Shelter Manager: Mario Holguin		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, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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: 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: 14 Parrish		

Signature(s): Matthew Ladniak (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 checked="" 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: Favorite		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:			
Near South Total Staff: 27			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Khai, Danil
Site Capitan	DFSS	1	Chavez, Arturo
Shelter Manager	Favorite	1	Holguin, Mario
Project Manager	Favorite	2	Cavazos, Yadira (N) Sanchez, Diego (D)
Supervisor	Favorite	1	Ramirez, Edith
Case Managers	Favorite	1	Avila-Ortegon, Loyola
Residential Aid	Favorite	11	Fernandez Bocourt, Richard Gomez, Silvia Hernandez, Daniel Hernandez, Dionel Jimenez, Maria Jimenez, Mayra Juarez, Angelica Mendoza, Cesar Rivas, Surimary Ruiz, Orlando Soubllette, Marypili
Security	Favorite	6	Adedeji, Titilayo Fede, Gatsin Garza, Dianna Johnson, Erica Miramontes, Otoniel Thermidor, Julder
Janitorial	Favorite	3	Freeman, Sherita Ochoa, Manuel Shokunbi, Emmanuel
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		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Danny Casteneda	Shelter Branch Director	
Danil Khai	DFSS Project Manager	
Mario Holguin	Shelter Manager	
Yadira Cavazos (N)	Project Manager	
Diego Sanchez (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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



New Life Church Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700
Shelter Location: 2958 N Damen Ave.		Division/Group Supervisor: Zaidi Fearon
Shelter Manager: Maria Davila		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, asylum seekers, and responders 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 violence, 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 possible. <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 to effectively identify bed availability. 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. 		
New Life Church 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: 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): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Food Vendor: Seventy Seven			
New Life Church Logistics Notes:			
New Life Church Security Section:			
Security <input type="checkbox"/> Provided By Facility <input checked="" 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: Favorite		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:			
New Life Church Total Staff: 14			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Fearon, Zaidi
Site Capitan	DFSS	1	Meza, Eric Aaron
Shelter Manager	Favorite	1	Davila, Maria
Project Manager	Favorite	1	Moreno, Alma
Supervisor	Favorite	1	Hernandez, Heaven
Case Managers	Favorite	1	Perez, Donnelly
Residential Aid	Favorite	4	Brabbs, Ruby Monge, Carolyn Ramirez, Christopher Rojas, Idalia
Security	Favorite	4	Derival, Nicole Flores, Hector Lindor, Joassaint Nunez, Aldrin
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		
Zaidi Fearon	DFSS Project Manager		
Maria Davila	Shelter Manager		
Rosalinda Barboza	Supervisor		
Alma Moreno (N)	Project Manager		
TBD (D)	Project Manager		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Eric Aaron Meza	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 18 JAN 2024 – 25 JAN 2024

North Park Village Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
Shelter Location: 5801 N. Pulaski Rd.		Division/Group Supervisor: Jose Robles
Shelter Manager: Andrea Elizondo		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 checked="" type="checkbox"/> City Building
Max Capacity: 180		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: N/A Number of ISO Rooms: N/A
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, asylum seekers, and responders for the New Arrivals mission through the Operational Period.To ensure a proper tracking of residents that are entering and exiting the shelter.		
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 violence, 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 possible.<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 to effectively identify bed availability.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: <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 checked="" type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> N/A		
Showers: <input type="checkbox"/> Available On Site <input checked="" type="checkbox"/> Off Site Required		Offsite Shower Location: YMCA
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 (Pending dates)		
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>)		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Food Vendor: Seventy Seven			
North Park Village Logistics Notes:			
North Park Village Security Section:			
Security <input type="checkbox"/> Provided By Facility <input checked="" 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: AIS (1) & Favorite (1)		Company Phone Number:	
Primary POC:		Primary Phone Number:	
North Park Village Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
North Park Village Total Staff: 18			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Robles, Jose
Site Capitan	DFSS	1	Villagomez, Rolando
Shelter Manager	Favorite	1	Mendoza Jr, Juan
Project Manager	Favorite	2	Romo, Jennifer Prins, Wendy
Supervisor	Favorite	1	Sanchez, Jhonnathan
Case Managers	Favorite	2	Gonzalez, Stephanie Vega, Nautica
Residential Aid	Favorite	8	Barraza, Miguel Carrillo, Alma Gomez-Lopez, Iris Gonzalez, Stephanie Guzman, Judith Mendoza, Carlos Ortega, Jesus Ortiz, Norberto
Security	Favorite	2	Gonzalez, Maria Linares, Ena
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	[REDACTED]	
Danny Casteneda	Shelter Branch Director		
Jose Robles	DFSS Project Manager		
Andrea Elizondo	Shelter Manager		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Juan Mendoza Jr	Project Manager	
Wendy Prins	Project Manager	
Rolando Villagomez	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



North Western Shelter Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
Shelter Location: 526 N Western		Division/Group Supervisor: Maricella Gonzales
Shelter Manager: Eneria Noguera		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: 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, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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 Western Shelter 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: Shower Trailer
Day of Shower Services: SUN MON TUE WED THUR FRI SAT		
Food Provided at Location: Breakfast Lunch Dinner On-site Not Provided (see notes)		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Food Vendor: Seventy Seven			
Logistics Notes:			
North Western Shelter 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:	
Pending Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
North Western Street Total Staff: 28			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Gonzales, Maricella
Site Capitan	DFSS	1	Chavez, Arturo
Shelter Manager	Favorite	1	Noguera, Eneria
Project Manager	Favorite	2	Martins, Eze (N) Mora, Luis (D)
Supervisor	Favorite	1	Troche, Natividad
Case Managers	Favorite	2	Centeno, Miguel Navarrete, Maria
Residential Aid	Favorite	9	Blanco, Bianca Cuellar, Denise Duarte, Adrian Hamer, Cesar Martinez, Ruddy Morales, Oscar Nieves, Harlin Puertas, Mario Sainvilus, Kimberly
Security	Favorite	8	Autman, Raven Balogun, Sodiq Barajas, Yarleyns Barazarte, Erick Cortez, Brenda Ogunnaike, Kadijatu Penates, Daniel Torres, Juan
Janitorial	Favorite	2	Carter, Donnell Williams, Ramon
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		
Communications (Phone Numbers for Team):			

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Name	Function	Phone #	Email
Western Shelter	Staging Area Phone	pending	
Daniel Castanenda	Shelter Branch Director		
Maricella Gonzales	DFSS Project Manager		
Eneria Noguera	Shelter Manager		
Luis Mora (D)	Project Manager		
Eze Martins (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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Ogden Shelter Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
Shelter Location: 344 North Ogden		Division/Group Supervisor: Zaidi Fearon
Shelter Manager: Melissa Franco		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: 1140		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, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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: 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: Seventy Seven		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Logistics Notes:			
Ogden Shelter Security Section:			
Security	Provided By Facility	Provided By Contract	Provided By City
	Provided By AIS	Not Applicable	Provided By Parks
		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:			
Ogden Shelter Total Staff: 67			
Resource Identifier	Agency Name	# of Staff	
DFSS Project Manager	DFSS	1	Fearon, Zaidi
Site Capitan	DFSS	1	Lazo, Alberto
Shelter Manager	Favorite	1	Puentes, Lorena
Project Manager	Favorite	2	Jacques, Duckins Ramirez, Alejandro
Supervisor	Favorite	4	Garcia, Maria Gonzalez, Jose Ivan Gonzalez, Maria Ochoa, Mayoany
Case Managers	Favorite	8	Cano, Elizabeth Gonzalez, Anita Linares, Rocio Mena, Marco Morales Alvarado, Carlos Moreno, Mairin Olivares, Elsa Osiecki, Patricia
Residential Aid	Favorite	34	Albelo-Roman, Jonathan Asumu Maye, Maria Luisa Bottino, Merling Bracho, Heininner Carmen Hernandez, Maria del Chicas, Carlos Colina, Roxana De Freitas, Oriana Desulma, Nardine Fuentes, Luis Fuentes, Maria Galban, Landry Gamez, Ixayana Garcia, Angela Gutierrez, Blanca Hernandez, Norma Herrera, Ashley Irigoyen, Genesis Leal, Jorge

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



			Lombardo, Jean Munoz, Alexander Navarro, Daniela Nunez, Andrea Ocanto, Jose Ochoa, Chavelys Quiroz, Leonila Resendez Barrera, Daniela Rosales, Maive Salas Rivas, Regulo Salomon, Barbara Sanchez, Jose Vasquez, Nancy Vela, Alberto Vivas, Erik
Security	Favorite	22	Barrios, Esthefanie Carrillo, Edith Cuervo, Juan Dada, olajuwon Elizondo, Jessica Gomez, Patricia Hernandez, Asdrubal Martinez, Yonnys Michael, Joseph Michel, Emmanuel Ortiz, Joel Paez, Franklin Pena, Nora Pena, Veronica Perez, Jesus Romero, Yareli Saucedo, Jose Torres, Ricardo Valdez, Jesus Wilson Leyva, Jonathan Zapata, Brandon Zapata, Brian
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
Ogden Property	Shelter Phone		
Daniel Castanenda	Shelter Branch Director		
Zaidi Fearon	DFSS Project Manager		
Lorena Puentes	Shelter Manager		
Jose Ivan Gonzalez	Supervisor		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Ricardo Dorado	Project Manager	
Duckins Jacques	Project Manager	
Aberto Lazo	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 18 JAN 2024 – 25 JAN 2024

O'Hare Airport Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700
Staging Location: 10000 W Balmoral Ave		Division/Group Supervisor: Jose Robles
Staging Manager: Andrea Saenz		Contact Numbers: [REDACTED]
Staging Demographic: <input checked="" type="checkbox"/> Family <input checked="" type="checkbox"/> Single Male <input checked="" type="checkbox"/> Single Female <input type="checkbox"/> Other		Staging Type: <input type="checkbox"/> Hostel <input type="checkbox"/> Motel <input checked="" 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: N/A		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, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		Laundry Service Vendor: TBD
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 type="checkbox"/> Available On Site <input checked="" type="checkbox"/> Off Site Required		Offsite Shower Location: Park Services (2 Buses)
Day of Shower Services: <input type="checkbox"/> SUN <input checked="" type="checkbox"/> MON <input type="checkbox"/> TUE <input checked="" type="checkbox"/> WED <input type="checkbox"/> THUR <input checked="" type="checkbox"/> FRI <input type="checkbox"/> SAT EVERY OTHER DAY		
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 (see notes)		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Food Vendor: Seventy Seven			
O'Hare Airport Logistics Notes:			
O'Hare Airport Security Section:			
Security <input type="checkbox"/> Provided By Facility <input checked="" 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: Favorite (8) & O'Hare (2)		Company Phone Number:	
Primary POC:		Primary Phone Number:	
O'Hare Airport Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
O'Hare Airport Total Staff: 42			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Robles, Jose
Site Capitan	DFSS	1	Lazo, Alberto
Shelter Manager	Favorite	1	Saenz, Andrea
Project Manager	Favorite	2	Ebele, Michael (D) Salinas, Reynaldo (N)
Supervisor	Favorite	1	Mota-Carreon, Fabiola
Case Managers	Favorite	2	Navejar, Luis Ruiz, Zmary
Residential Aid	Favorite	6	Avila, Anghel Borge, Lorena Guerra, Judith Martire Lora, Jan-Marco Vasquez, Natalia Villegas, Osiris
Security	Favorite	6	Cabral, Michelle Carvajal, Nathaly Dupoite, Natasha Gonzalez, Luz Johnson, Christopher Uche, Reginald
Janitorial	Favorite	2	Chukwu, Charles Ijaoba, Babatunde
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	[REDACTED]	
Danny Casteneda	Shelter Branch Director		
Jose Robles	DFSS Project Manager		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Andrea Saenz	Shelter Manager	
Michael Ebele (D)	Project Manager	
Reynaldo Salinas (N)	Project Manager	
Fernandez Gaspard	Project Manager	
Alberto Lazo	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 18 JAN 2024 – 25 JAN 2024

Parthenon Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
Shelter Location: 310 S. Halsted St Chicago	Division/Group Supervisor: Danil Khai	
Shelter Manager: Maria Rivas	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 checked="" 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: 196	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, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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: <input type="checkbox"/> No <input checked="" 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 type="checkbox"/> SAT		
Showers: <input checked="" type="checkbox"/> Available On Site <input checked="" type="checkbox"/> Off Site Required	Offsite Shower Location: Park Services	
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 EVERY OTHER DAY		
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 (see notes)		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Food Vendor: 14 Parrish			
Parthenon Logistics Notes:			
Parthenon 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: Favorite		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:			
Parthenon Total Staff: 24			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Khai, Danil
Site Capitan	DFSS	1	Gomez, Maribel
Shelter Manager	Favorite	1	Soto, Martin
Project Manager	Favorite	2	Garib, Yamilé (N) Olvera, Adriana (D)
Supervisor	Favorite	1	Cortes, Alejandro
Case Managers	Favorite	2	Miller, Diana Rodriguez, David
Residential Aid	Favorite	9	Almanza, Ruliensi Andrade, Ricardo FuenMayo, Cristal Garcia, Gabriel Mejia JR, Ylluliany Morales, Gladys Ramirez, Mario Tuvinez, Alesiram Vera, Leonel
Security	Favorite	8	Adebayo, Shina Anaya, Edzon Brun, Ernest Gamez, Isaac Guevara Oropeza, Ashley Hernandez, Joannet Mejia, Jenny Sinophat, Alandy
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): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Parthenon Hostel	Staging Area Phone	
Danny Casteneda	Shelter Branch Director	
Danil Khai	DFSS Project Manager	
Martin Soto	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (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: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700
Shelter Location: 4247 W. 31 st St.		Division/Group Supervisor: Danil Khai
Shelter Manager: Amanda Araiza		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 checked="" 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: 200		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, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		Laundry Service Vendor: Drop & Dash
Day(s) of Laundry Services: <input type="checkbox"/> SUN <input checked="" type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT		
Showers: <input checked="" type="checkbox"/> Available On Site <input type="checkbox"/> Off Site Required		Offsite Shower Location: 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		
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: 14 Parrish		


Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Piotrowski Park Logistics Notes:			
Piotrowski Park Security Section:			
Security <input type="checkbox"/> Provided By Facility <input checked="" 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: Favorite		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Piotrowski Park Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Piotrowski Park Total Staff: 25			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Khai, Danil
Site Capitan	DFSS	1	Gomez, Maribel
Shelter Manager	Favorite	1	Araiza, Amanda
Project Manager	Favorite	2	Luna, Seth (D) Mendoza, Jesus (N)
Supervisor	Favorite	1	Nino Mendez, Sofia
Case Managers	Favorite	2	Gonzalez, Norali Saucedo, Maria
Residential Aid	Favorite	7	Bustamante, Natalia Carrillo, James Godoy, Leonardo Gonzalez, Luis Molina, Adrian Reyna, Raul Romero, Sonia
Security	Favorite	7	Acosta, Izora Alaniz, Eric Mendez, Precious Morffi, Ivette Orta, Jammy Valenzuela, Ruben Vaquera Rodriguez, San Juana
Janitorial	Favorite	3	Abdulwahab, Ikharo Dairo, Rasheed Dosunmu, Saheed
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
Piotrowski Park	Shelter Phone		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Danny Casteneda	Shelter Branch Director		
Danil Khai	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: <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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024

Signature(s): Matthew Ladniak (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: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700
Shelter Location: 320 S. Plymouth Ct.		Division/Group Supervisor: Natalia Santillan
Shelter Manager: Lena Collins		Contact Numbers: [REDACTED]
Shelter Demographic: <input type="checkbox"/> Family <input checked="" type="checkbox"/> Single Male <input checked="" 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 checked="" type="checkbox"/> Hotel <input type="checkbox"/> School <input type="checkbox"/> YMCA <input type="checkbox"/> City Building
Max Capacity: 1210		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: 21 Number of ISO Rooms: 11
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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.		
Social Club 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 checked="" type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT		
Showers: <input checked="" 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 type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT		
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 (see notes)		
Food Vendor: 14 Parrish		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



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: Favorite			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:			
Social Club Total Staff: 92			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Santillan, Natalia
Site Capitan	DFSS	1	Chavez, Arturo
Shelter Manager	Favorite	1	Araiza, Amanda
Project Manager	Favorite	3	Pineda Medina, Maricarly (D) Salazar, Jairo (N)
Supervisor	Favorite	4	Matos, Julia Mongen, Omar Rojas, Ryan Vargas, Alma
Case Managers	Favorite	12	Arbelaez, Angie Ayala, Albert Carmona, Reyna Enamorado, Johanna Escamilla, Adalberto Gomez, Nayely Gonzalez, Efraim Gustave, Huguens Leal, Maribel Ochoa, Grecia Restrepo, Jhon Saldana Ramos, Victor
Residential Aid	Favorite	38	Al Gburi, Ali Aldape, Martha Bonilla, Paulino Camarena, Sandra Castillo, Laura Chapa, Cassandra Colunga, Zuley De La Rosa, Brianna EtomoMaria, Carmen Faria, Marinelly Flores, Oscar Garcia Anchondo, Kevin Garza, Ivan Gonzalez, Kimberly Gonzalez, Maria Gonzalez, Martha Hughes, Cindy Jimenez, Jenny Lopez, Aide

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



			Lozano, Guadalupe Martinez, Williams Mesadieu, Evana Montes, Alejandro Moreno, Marisol Nava, Stephanie Ocasio Alvarado, Ramon Ochoa, Bianca Perez, Nancy PuentesAlezandra Ramirez, Pedro Reyes, Genaro Rivera. Angel Rodriguez. Rafael Rodriguez. Susana Rodriguez. Angelita Rubio. Marco Valdez, Issac Velasquez, Margot
Security	Favorite	32	Alao, Morakinyo Andino, Beatrice Barazarte, Jose Barrera, Gilberto Bontemps, Joseph Borjas, Naomi Ciccotti Castro, Leonardo Cruz, Fabian Donatien, Giscard Espinal, Hector Flores, Jacob Fortner, Clifford Hernandez, Gerardo Joseph, Philippe Lopez, Jose Michaelson, Ozzie Moreno, Santiago Moreno, Belen Muse, Matthew Perdomo, Angel Quintana, Eric Ramirez, Glafira Reyna, Lourdes Rivera, Frank Saintil, Yvelyne Salinas, Mark Salinas, Alejandro Samudio, Joseph Sanchez, Adan Tanguma, Miguel Valadez, Imelda Velazquez, David
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):			

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Name	Function	Phone #	Email
Social Club	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
Natalia Santillan	DFSS Project Manager		
Amanda Araiza	Shelter Manager		
Maricarly Pineda	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (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: 18 JAN 2024 1400 Date To: 18 JAN 2024 1400
Shelter Location: 7300 N. Sheridan		Division/Group Supervisor: Danil Khai
Shelter Manager: Eduardo Soto		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 checked="" type="checkbox"/> Hotel <input type="checkbox"/> School <input type="checkbox"/> YMCA <input type="checkbox"/> City Building
Max Capacity: 284		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: 6 Number of ISO Rooms: 2
Objectives: <ul style="list-style-type: none">Maintain the safety and security of staff, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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.		
Super 8 Hotel 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 checked="" type="checkbox"/> THUR <input checked="" type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> N/A		
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		
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: Seventy Seven		

Signature(s): Matthew Ladniak (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: Favorite			Company Phone Number:
Primary POC:			Primary Phone Number:
Super 8 Hotel Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Super 8 Total Staff: 26			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Khai, Danil
Site Capitan	DFSS	1	Villagomez, Rolando
Shelter Manager	Favorite	1	Soto, Eduardo
Project Managers	Favorite	2	Ledesma, Christian (D) Pineda, Rodolfo (N)
Supervisor	Favorite	1	Brittain, Mariah
Case Managers	Favorite	2	Arroyo, Barbara Flores, Israel
Residential Aid	Favorite	11	Alvarez, Maria Beria, Trina Carrisoza, Maria Cepeda, Edward De La Fuente, Jonathan Diaz, Yalbert Flores, Ivonne Garcia, Maigret Martinez, Melissa Rodriguez, Angelica Zamora, Jean
Security	Favorite	7	Cruz, Esteban Lopez, Ingrid Lugo, Leonard Macias, Jose Raigoza, Raul Rodriguez, David Solis, Jose
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

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Super 8	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
Danil Khai	DFSS Project Manager		
Rolando Villagomez	Site Captain		
Eduardo Soto	Shelter Manager		
Rodolfo Pineda (N)	Project Manager		
Christian Ledsma (D)	Project Manager		
	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Wadsworth Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
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: 645		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, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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.		
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: 14 Parrish		

Signature(s): Matthew Ladniak (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 Parks
			Provided By Other (<i>see notes</i>)
Name of Security Company: Skytech (3) Favorite (3)			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:			
Wadsworth Total Staff: 69			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Lohr, William BJ
Site Capitan	DFSS	1	Lazo, Alberto
Shelter Manager	Favorite	1	Pacheco, Louie
Project Manager	Favorite	2	Gorena, Jose (D) Zuniga, Jesus (N)
Supervisor	Favorite	4	De La Rosa, San Juanita Murillo De Flores, Monse Rocillo, Elva Salazar, Julio
Case Managers	Favorite	6	Castillo, David Garcia, Guadalupe Jasso, Jessica Lopez, Mariana Rodriguez, Steven Romo, Jennifer
Residential Aid	Favorite	29	Araujo, Jose Balderas, Jerardo Bernal, Judith Bracho, Karina Cabello, Frank Cardozo, Mery Chapa, Grayson Cisneros, Mary Diaz, Patricia Dragustinovis, Anissa Echavarria, Esteban Gamez, Mariela Garcia, Miriam Garcia, Israel Gonzalez, Ricardo Guerra, Julia Gutierrez, Maribel Guzman, Omar Lafosse, Barbara Lopez, Lilia Mendez, Cristina Morales, Naoling Omar Cotto Rivera, Edwin Ortiz, Carla Pizano, Victoria Porras, Valerie Robles Acosta, Jorge

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Operational Period: 18 JAN 2024 – 25 JAN 2024

			Vargas, Adriana Zamora, Estephania
Security	Favorite	22	Alarcon, Anemolif Brito, Victoriano Canto, Antonio Contreras, German Cruz, Daniel Ejiogu, Laurie Escobar, Maria Gray, Zowie Linares, Ena Luna, Juan Mendoza, Hector Molina, Jose Navarro Garcia, Luis Ramos, Diego Rios, Rosalinda Soto, Arturo Tellez, Patrick Tham, Bioubie Villeda, Tulia Villeda, Sagrario Wilson, Paula Zuniga, Carmen
Janitorial	Favorite	3	Chidozie, Ukah Griffin, Reggie Thompson, Rekeita

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		
Louie Pacheco	Shelter Manager		
Lorena Puentes (D)	Project Manager		
Jose Gorena (N)	Project Manager		
Alberto Lazo	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.

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Walnut Shelter Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
Shelter Location: 1640 W. Walnut		Division/Group Supervisor: Zaidi Fearon
Shelter Manager: Cindy Mendoza		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: 880		Resettlement Services Onsite: No Yes
Isolation Space: No Yes		Number of ISO Beds: Number of ISO Rooms:
Objectives: Maintain the safety and security of staff, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.• 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.		
Walnut 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>)		
Food Vendor: Seventy Seven		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Logistics Notes:			
Walnut 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:	
Favorite (5)(Days) Steiner (5) (Nights)			
Primary POC:		Primary Phone Number:	
Security Notes:			
Resources Needed: Security Box			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Walnut Total Staff: 51			
Resource Identifier	Agency Name	# of Staff	
DFSS Project Manager	DFSS	1	Fearon, Zaidi
Site Capitan	DFSS	1	Mejia, Rosendo
Shelter Manager	Favorite	1	Mendoza, Cindy
Project Manager	Favorite	2	Ramirez, Angelica Vera, Alejandro
Supervisor	Favorite	4	Alcantara, Aaron Medeles, Midian Rios, Jose Serna, Susan
Case Managers	Favorite	6	Cardenas, Guadalupe Cedeno, Maria Gonzalez, Anita Hibbert, Jermaine Jacome, Carlos Ramon, Jaretze
Residential Aid	Favorite	22	Almond, Sofia Alvarez, Eunice Astiazaran, Alberto Barcenas, Maria De Freitas, Oriana Dorelus, Rebecca Flores, Christina Gomez, Maria Joseph, Joel Lombardo, Alanna Morales, Gabriel Lopez Luna, Michelle Aguilar, Luz Luna Ramirez, Yesenia Martinez Medina, Dora Mendoza, Cesar Ndong Mba Mangue, Luciano Peramas, Erika Rosado, Jackelin Saavedra, Jessica Socarras, Hector

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



			Zuniga, Jose
Security	Favorite	10	Mendez, Andres Valentine, Chris Stewart, Deonte Torres, Eusebio Salas, Hector Garcia, Herman Torres, Jaime Balzan, Jesse Di Mauro Varela, Victor
Janitorial	Favorite	4	Adifagbola, Abolaji Buogha, Kenneth Dumo, Bereket Ogundumi, Olujinmi

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		
Rosendo Mejia	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



West Lake Street Shelter Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
Shelter Location: 939 W Lake		Division/Group Supervisor: Jose Robles
Shelter Manager: Elizabeth Rivera		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: 300		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, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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.		
West Lake Street Shelter 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: Shower Trailer		
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): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Food Vendor: 14 Parrish			
Logistics Notes:			
West Lake Street Shelter Security Section:			
Security	Provided By Facility	Provided By Contract	Provided By City
	Provided By AIS	Not Applicable	Provided By Parks
			Provided By Other (<i>see notes</i>)
Name of Security Company: Favorite & Skytech			Company Phone Number:
Primary POC: Donna Ward			Primary Phone Number: [REDACTED]
Pending Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Shelter Cell Phone			Requested from Logistics
Resources Assigned:			
West Lake Street Total Staff: 28			
Resource Identifier	Agency Name	# of Staff	Resource
DFSS Project Manager	DFSS	1	Robles, Jose
Site Capitan	DFSS	1	Mejia, Rosendo
Shelter Manager	Favorite	1	Rivera, Elizabeth
Project Manager	Favorite	2	Davis, Tyler Garcia, Myriam
Supervisor	Favorite	1	Daniel Gomez Lopez
Case Managers	Favorite	3	Kimberly Mora Nataly Moreno Edmilson Silva
Residential Aid	Favorite	9	Hugo Bracamonte Stephanie Chacin Betzaida Davila Jhoan Garcia Iris Melendez Andrea Negrón Frederick Nkrumah Maria Pamela Maive Rosales
Security	Favorite	8	Anthony Absoluto Maria Barrios Shatilya Collins Naromie Dorcelly Edgar Hernandez Tania Meza Joe Moreno Deibinson Sequera
Janitorial	Favorite	2	Adetunji Adenubi Jenith Jimenez
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	

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
West Lake Street Shelter	Staging Area Phone		
Daniel Castanenda	Shelter Branch Director		
Jose Robles	DFSS Project Manager		
Elizabeth Rivera	Shelter Manager		
Tyler Davis	Project Manager		
Myriam Garcia	Project Manager		
Rosendo Mejia	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



YMCA Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
Shelter Location: 2424 W Touhy Ave, 60645		Division/Group Supervisor: Danil Khai
Shelter Manager: Tyler Davis		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, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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: Seventy Seven		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



YMCA Logistics Notes: W/D Maintained by AIS			
YMCA Security Section:			
Security <input checked="" type="checkbox"/> Provided By Facility <input checked="" 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 checked="" type="checkbox"/> Provided By Other (<i>see notes</i>)			
Name of Security Company: P4 (2) & Favorite (2)		Company Phone Number:	
Primary POC:		Primary Phone Number:	
YMCA Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
YMCA Total Staff: 15			
Resource Identifier	Agency Name	# of Staff	Resource
YMCA	Shelter Phone		
DFSS Project Manager	DFSS	1	Khai, Danil
Site Capitan	DFSS	1	Labrooy, Natasha
Shelter Manager	Favorite	1	Davis, Tyler
Project Manager	Favorite	2	Eleko, Anthony Giordani, Dominique
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		
Danil Khai	DFSS Project Manager		
Tyler Davis	Shelter Manager		
Michael Moreno	Supervisor		
Anthony Eleko	Project Manager		
Dominique Giordani	Project Manager		
Natasha Labrooy	Site Captain		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



	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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



YWLA Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
Shelter Location: 2641 S. Calumet Ave.		Division/Group Supervisor: Zaidi Fearon
Shelter Manager: Richard Combs		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: 266		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, asylum seekers, and responders 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 violence, 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 possible.<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 to effectively identify bed availability.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: Portable Shower Onsite		
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: 14 Parrish		

Signature(s): Matthew Ladniak (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 checked="" type="checkbox"/> Provided By Other (<i>see notes</i>)			
Name of Security Company: Favorite (4) & Standard (1)		Company Phone Number:	
Primary POC:		Primary Phone Number:	
YWLA Security Notes:			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
YWLA Total Staff: 31			
Resource Identifier	Agency Name	# of Staff	Resource
YWLA	Shelter Phone		
DFSS Project Manager	DFSS	1	Fearon, Zaidi
Site Capitan	DFSS	1	Chavez, Arturo
Shelter Manager	Favorite	1	Combs, Richard
Project Manager	Favorite	2	Castillo, Mark Rodriguez, Illeana Martel
Supervisor	Favorite	1	Zavala, Jose
Case Managers	Favorite	3	Lopez, Jose Martinez, Olivia Mora, Luis
Residential Aid	Favorite	10	Cano, Deysi Cepero, Vanessa Flores, Jesus Francillon, Mayenga Jimenez, Elizabeth Merlano, Clayde Lopez Nerio, Jorge Rivera, Daniela Rodriguez, Melisa Santiago, Adriana
Security	Favorite	8	Alliance, Danel Dimas, Rosa Gomez, Antonio Herrera, Maria Socarras, Hector Tabron, Maurice Williams, Ivanita Zavala, Jose
Janitorial	Favorite	4	Torbert, Andrea Sanyaolu, Ayodele Morris, Jabari Okafor, Nzubechukwu
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	

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Shelter Phone	1	Inbound/Outbound calls	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
YWLA	Shelter Phone		
Danny Casteneda	Shelter Branch Director		
Zaidi Fearon	DFSS Project Manager		
Richard Combs	Shelter Manager		
Mark Castillo	Project Manager		
Illeana Martel Rodriguez	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: <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: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Little Village – Pulaski CVS (IDHS) Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
Shelter Location: 2634 S. Pulaski Road		Division/Group Supervisor: Natalia Santillan
Shelter Manager: Milagros Veloz		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: 226		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, asylum seekers, and responders 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 violence, 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 possible. <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 to effectively identify bed availability. 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. 		
Little Village – Pulaski CVS (IDHS) 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 (see notes)		
Food Vendor: Open Kitchens		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Little Village Pulaski CVS (IDHS) Logistics Notes:

Little Village Pulaski CVS (IDHS) 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: Favorite

Company Phone Number:

Primary POC:

Primary Phone Number:

Little Village – Pulaski CVS (IDHS) Security Notes:

Resources Needed: Security Box

Resource Identifier	Planned Use	# Needed	Status

Resources Assigned:

Little Village Pulaski CVS (IDHS) Total Staff:

Resource Identifier	Agency Name	# of Staff	Resource
Little Village Pulaski CVS	Shelter Phone		
DFSS Project Manager	DFSS	1	Santillan, Natalia
Site Capitan	IDHS	1	Collymore, Diana
Shelter Manager	IDHS	1	Velo, Milagros
Project Manager			Pending Updates
Supervisor			
Case Managers			
Residential Aid			
Security			
Janitorial			

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
Little Village Pulaski - CVS	Shelter Phone		
Natalia Santillan	DFSS Project Manager		
Diana Collymore	Site Captain		
Milagros Velo	Shelter Manager		

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.

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Hilton O'Hare (IDHS) Assignment List (ICS 204)

Incident Name: New Arrivals Operations	Operational Period (Weekly)	Date From: 18 JAN 2024 0700
		Date To: 25 JAN 2024 0700
Shelter Location:		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: n/a		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, asylum seekers, and responders 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 violence, 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 possible. <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 to effectively identify bed availability. 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. 		
Hilton O'Hare 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): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Hilton O'Hare Logistics Notes:			
Hilton O'Hare 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: Favorite		Company Phone Number:	
Primary POC:		Primary Phone Number:	
Hilton O'Hare Security Notes:			
Resources Needed: Security Box			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Hilton O'Hare Total Staff:			
Resource Identifier	Agency Name	# of Staff	Resource
Hilton O'Hare	Shelter Phone		Pending Updates
DFSS Project Manager			
Site Capitan			
Shelter Manager			
Project Manager			
Supervisor			
Case Managers			
Residential Aid			
Security			
Janitorial			
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
Hilton O'Hare	Shelter Phone		Pending Updates
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. 			

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Logistics Assignment List (ICS 204)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Date From: 18 JAN 2024 0700	Date To: 25 JAN 2024 0700
LOGISTICS SECTION			
Logistics Section Chief: Luc Vernice		Contact Numbers: [REDACTED]	
Deputy Logistics Section Chief: Candace Howard		Contact Numbers: [REDACTED]	
Objectives: Reduce processing errors by implementing a seamless communication flow and a streamlined process to assist in achieving organizational goals.			
Tasks: <ul style="list-style-type: none"> Develop logistical assignments Provide support for laundry services within shelters 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
AIC	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Brands Park	No current issues.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Broadway Armory	Malfunctioning lights in dining area, parks made aware.- fixed	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Casa Esperanza	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Daley College	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Elston Shelter	No current issues.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Gage Park	Bed bug issue- parks is aware. All dorms will receive treatment monday & laundry will be taken to wash	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Harold Washington Library	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Halsted Shelter	Tables are needed- reloshare was made aware	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Inn of Chicago	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Lake Shore Hotel	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Leone Boathouse	1 AC unit- parks advised	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
MWRD	Repairs continue to go on. 3 shower nob's missing in female shower- Fixed Garrett Metal Detector Installed.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Near South	No current issues	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
New Life Community Church	0No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
North Park Village	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
North Western Shelter	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Ogden Shelter	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
O'Hare Airport/Staging	Tables and chairs are needed.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Parthenon	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Piotrowski Park	Need additional table- 1 table is broken.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Social Club	No current issues. Garrett Metal Detector installed.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Super 8	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Wadsworth	Winter items delivered. Garrett Metal Detector installed.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Walnut Shelter	No current issues. Garrett Metal Detector installed.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



West Lake Shelter	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Western Shelter	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
YMCA	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
YWLA	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Landing Zone/Staging	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Little Village – Pulaski CVS	No current issues.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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

- Includes many strategic and intricate planning methods to coordinate efficiently with staff, and vendors for pickup and delivery of 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
EOC LOGS Coordinator (N)	EOC	1	Pending UC Approval
Transportation Coordinator (M)	EOC	1	Pending UC Approval
Warehouse Management Unit	Warehouse	1	Pending Backfill

Resources Assigned:

Resource Identifier	Department/Organization Name	# of Staff
Luc Vernice	Logistics Section Chief	1
Candace Howard	Deputy Logistics Section Chief	1
Erica Dominguez	Logistics Support Coordinator (D)	1
Paul Fearon	Transportation Coordinator (D)	1
Eduardo Villalobos	Storekeeper Manager	1
Jimmy Vernice (D)	Warehouse Management Unit	1
Hosmert Vergara (D)	Warehouse Management Unit	1
Euclid Woodstock (M)	Warehouse Management Unit	1
Eslam Hassanein (M)	Warehouse Management Unit	1
Glen Cross	Facilities Unit Leader -2FM	1
Johnathan Lam	IT Support Group -2FM	1
Marcus King	IT Support Group -2FM	1

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		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Candace Howard	Deputy Logistics Section Chief			va
Erica Dominguez	Logistics Support Coordinator (D)			
Paul Fearon	Transportation Coordinator (D)			
Eduardo Villalobos	Storekeeper Manager			
Jimmy Vernice (D)	Warehouse Management Unit			
Hosmert Vergara (D)	Warehouse Management Unit			
Euclid Woodstock (M)	Warehouse Management Unit			
Eslam Hassanein (M)	Warehouse Management Unit			
Vacant	Warehouse Management Unit	Favorite		Vacant –Pending backfill
Vacant	Warehouse Donations Associate	Favorite		Vacant –Pending backfill
Glen Cross	Facilities Unit Leader -2FM			
Johnathan Lam	IT Support Group -2FM			
Marcus King	IT Support Group -2FM			

Current Gaps or Challenges:

- Need for a more efficient system to address resource requests in a timely manner with a minimal approval wait time.
- Additional support staff for logistics allows timely visits per site and sufficient evaluation of inventory needs for each facility.
- Coordinate fuel and A/C
- Coordinate food to shelters
- Coordinate laundry to shelters

Form Prepared By:	Name: Luc Vernice	Department/Unit: Logistics	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



CPD Liaison Officer Assignment List (ICS 204)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700	
Name: Deputy Chief Stephen Chung		Contact: [REDACTED]	
Objectives: Objective #1: Continue to work with city partners on accommodating / facilitating walk-in requests from Police Districts. Objective #2: Safety and Special Attention for the community and New Arrivals in and around shelter sites. Objective #3: Monitor complaints of possible unlawful activity and forward to appropriate districts for follow-up. Objective #4: Monitor all maintenance related service requests.			
Tasks: <ul style="list-style-type: none">• Monitor influx of shelter seekers into CPD facilities and relocate New Arrival walk-ins to LZ. Ensure security is provided during large movements.• Assess safety plan daily for the community and New Arrivals in and around shelters sites.• Report illegal or threatening activities New Arrivals CPD desk.• Post CPD District specific warming locations flyer prominently in all CPD locations to aid unhoused and others to correct locations.• Provide accurate daily count of New Arrivals walk-ins from District locations to assist in coordination of shelter placement efforts.• Coordinate with Mutual Aid, Volunteers and New Arrivals support teams to aid in shelter placement efforts at Districts.			
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.• Coordinate with partner agencies for the transportation to more suitable shelters.• Notify partner agencies of New Arrival walk-ins.• Request or reassign CPD resources as needed to address safety and security concerns.			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
None	None	None	None
Resources Assigned:			
Resource Identifier	Department/Organization Name	# of Staff	
Deputy Chief Stephen Chung	CPD	1	
Sergeant Andrea Mikaitis	CPD	1	
Detective Thomas Freitag	CPD	1	
Police Officer James Chan	CPD	1	
Police Officer Jesada Laksanaprom	CPD	1	
Police Officer Brock Brunson	CPD	1	
Police Officer Nikoletta Papadopoulos	CPD	1	
Resource Identifier	Resource Name	How Resource is Being Used	
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	[REDACTED]	[REDACTED]
Sergeant Andrea Mikaitis	CPD	[REDACTED]	[REDACTED]
Detective Thomas Freitag	CPD	[REDACTED]	[REDACTED]
Police Officer James Chan	CPD	[REDACTED]	[REDACTED]
Police Officer Jesada Laksanaprom	CPD	[REDACTED]	[REDACTED]
Police Officer Brock Brunson	CPD	[REDACTED]	[REDACTED]
Police Officer Nikoletta Papadopoulos	CPD	[REDACTED]	[REDACTED]
Current Gaps or Challenges: -			

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Staging/Landing Zone Assignment List (ICS 204)

Incident Name: New Arrivals Mission	Operational Period: (Special)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700	
Decompression Division		Operations Section Chief: : Tim Thomasson	
Landing Zone Manager: Christopher Pettineo		Contact Numbers: [REDACTED]	
Objective #1: Maintain the safety and security of staff, responders and asylum seekers for the New Arrivals Mission through the operational period.			
Objective #2: Maintain and support DFSS with active emergency Shelter Locations to assist New Arrivals within the city limits.			
Tasks: <ul style="list-style-type: none">• Provide support the Landing Zone for buses arriving into Chicago• Maintain Landing Zone safety protocols• Communicate any on site concerns (Safety, media presence, facility issues, etc.) to OEMC sections• Coordinate Landing Zone personal schedules including assigned or tasked persons, volunteer or NGOs, OEMC employees• Provide accurate and timely reporting on number of persons, demographics and medical concerns via Landing Zone reporting tools• Identify and confirm destinations of New Arrivals – including number of persons and other demographics via Landing Zone reporting tools			
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	
Christopher Pettineo	Staging Area Manager	1	
Elizabeth Arroyo	OEMC Landing Zone Staff Lead	1	
Rosita Alicea-Zink	OEMC Landing Zone Staff	1	
Carrie Carlson	OEMC Landing Zone Staff	1	
Theresa Daniel	OEMC Landing Zone Staff	1	
Andres Zayas (D)	Favorite Landing Zone Staff	1	
Katty Mayo (D)	Favorite Landing Zone Staff	1	
Carlos Santos (N)	Favorite Landing Zone Staff	1	
Luisa Beradinelli (N)	Favorite Landing Zone Staff	1	
Tim Nolan	Decompression Division Supervisor	1	
Resource Equipment & Technology:			
Resource Identifier	Resource Name	How Resource is Being Used	
Internet Connector	WiFi device (1)	Online access	
Communications (Phone Numbers for Team):			
Name	Function	Phone #	Email
Christopher Pettineo	Staging Area Manager	[REDACTED]	[REDACTED]
Elizabeth Arroyo	OEMC Landing Zone Staff Lead		
Rosita Alicea-Zink	OEMC Landing Zone Staff		
Carrie Carlson	OEMC Landing Zone Staff		
Theresa Daniel	OEMC Landing Zone Staff		
Andres Zayas (D)	Favorite Landing Zone Staff		
Katty Mayo (D)	Favorite Landing Zone Staff		
Carlos Santos (N)	Favorite Landing Zone Staff		
Luisa Beradinelli (N)	Favorite Landing Zone Staff		
Tim Nolan	Decompression Division Supervisor		
Current Gaps or Challenges:			

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



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

Incident Name: New Arrivals Operations	Operational Period: (Weekly)	Date From: 18 JAN 2024 0700 Date To: 25 JAN 2024 0700	
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.Review 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
Site Assessment & Stand Up Unit Lead	Site Assessments	1	Pending UC Approval
Resources Assigned:			
Resource Identifier	Department/Organization Name	# of Staff	
Lori Lypson	Shelter Assessment & Stand-Up Unit Lead	1	
Shekinah Jones	Shelter Assessment Team	1	
Joseph Kostuchowski	Shelter Assessment Team	1	
Kim Nowicki	Shelter Assessment Team	1	
Martin Mercado	Shelter Assessment Team	1	
Elizabeth Arroyo	Shelter Assessment Team	1	
Michelle Woods	Shelter Assessment Team	1	
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 Unit Lead	[REDACTED]	
Shekinah Jones	Shelter Assessment Team		
Joseph Kostuchowski	Shelter Assessment Team		
Kim Nowicki	Shelter Assessment Team		
Martin Mercado	Shelter Assessment Team		
Elizabeth Arroyo	Shelter Assessment Team		
Michelle Woods	Shelter Assessment Team		

Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation Unit	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Safety and Security Assignment List (ICS 204)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	Date From: 18 JAN 2024 0700	
		Date To: 25 JAN 2024 0700	
Safety and Security		Operations Section Chief: Tim Thomasson	
Director: Antonio Pineda		Contact: [REDACTED]	
Objectives: <ul style="list-style-type: none">• Ensure and maintain compliance with OSHA and NFPA standards throughout the shelter environment.• Update EAP with new shelters coming online and discuss emergency plans with parties involved.• Disseminate relevant information pertaining to the project as a whole and in general.• Maintain high visibility in shelters.• Participate in meeting with local authorities and various agencies to discuss concerns and incidents throughout the project and corrective actions.			
Tasks: <ul style="list-style-type: none">• Identify and mitigate hazardous situations.• Ensure safety messages and briefings are conducted.• 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 and security.• 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.• Assist with setting up magnetometers at various shelters and ensure their appropriate/proper use.• Conduct weekly safety meeting with shelter management to discuss any concerns.			
Resources Needed:			
Resource Identifier	Planned Use	# Needed	Status
Resources Assigned:			
Resource Identifier	Department/Organization Name	# of Staff	
Antonio Pineda	Safety and Security Director	1	
Kelvin Pope	Safety Security Officer	1	
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]
Cedric Montgomery	Deputy Operations Chief	[REDACTED]	[REDACTED]
Antonio Pineda	Safety and Security Director	[REDACTED]	[REDACTED]
Kelvin Pope	Safety Security Officer	[REDACTED]	[REDACTED]
Current Gaps or Challenges:			

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Safety and Security Assignment List (ICS 204)

Site	Notes	Date of Walkthrough	Walkthrough	
AIC	Lights in stairwells are still dark and pending resolution. Reloshare has been informed. Fire extinguishers are up to date, inspected and placed throughout the shelter		Yes	No
Brands Park	No immediate safety concerns identified		Yes	No
Broadway Armory	No immediate safety concerns identified		Yes	No
Casa De La Esperanza	Walkthrough Completed No immediately safety issues identified		Yes	No
CVS	Pending opening		Yes	No
Daley College	Walkthrough In Progress No immediate safety issues identified		Yes	No
Elston Shelter	No immediate concerns identified		Yes	No
Gage Park	Walkthrough Completed No immediate safety issues identified		Yes	<input type="checkbox"/> No
Halsted Shelter	Fire escape inspection completed Emergency safety plan in progress for new expansion		Yes	No
HWL	No immediate issues identified		Yes	No
Inn of Chicago	Walkthrough Completed No immediate safety issues identified		Yes	No
Lakeshore Hotel	Walkthrough Completed		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Leone Boat Park	No immediate safety issues identified		Yes	No
MWRD	Switch between womens and mens restroom is still pending Water leak in the managements office and one room has been repaired		Yes	No
Near South	Walkthrough Completed No immediate issues identified		Yes	No
North Park Village	No issues or safety concerns identified Staff clean and arranged cots to keep walkways clear		Yes	No
New Life Church	No immediate safety concerns identified		Yes	No
O'Hare (Staging)	No immediate safety concerns identified		Yes	No
Ogden	Walkthrough completed No immediate issues or concerns to address at the moment		Yes	No
Parthenon	Walkthrough Completed		Yes	<input type="checkbox"/> No
Piotrowski Park	Walkthrough In Progress Checking on status of peephole/video cam at main entrance		Yes	No
Social Club	Walkthrough Completed North and South elevators still need servicing.		Yes	<input type="checkbox"/> No
Super 8	Mold issue, pending renovation for dry wall		Yes	No
Wadsworth	Walkthrough Completed		Yes	<input type="checkbox"/> No
Walnut Shelter	Walkthrough Completed		Yes	<input type="checkbox"/> No
West Lake Street Shelter	Walkthrough Completed		Yes	No

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Western Shelter	Walkthrough and assessment conducted by Tim Nolan		Yes	No
YMCA High Ridge	No issues or safety concerns identified		Yes	No
YWLA	Walkthrough Completed		Yes	<input type="checkbox"/> No
Landing Zonoe (Staging)	No immediate safety issues identified		Yes	<input type="checkbox"/> No
Little Village - Pulaski CVS (IDHS)	No immediate safety concerns identified		Yes	<input type="checkbox"/> No
Hilton O'Hare (IDHS)	No immediate safety concerns identified		Yes	<input type="checkbox"/> No

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



EOC / Unified Command - ICS 205A - Communication List

Position Assigned	Name	Agency	Email	Mobile
Unified Commander(s)				
Unified Incident Commander	Brandie Knazze	DFSS		
Unified Incident Commander	Glen Lyman	OEMC		
Unified Incident Commander	Matthew Ladniak	OEMC		
Unified Incident Commander	Beatriz Ponce De Leon	MO		
Unified Incident Commander	ED. Jose Tirado	OEMC		
PIO				
Public Information Officer	Mary May	OEMC		
Public Information Officer	Ronnie Reese	OEMC		
Liaison Officers				
IGA Liaison Officer	Erik Martinez	MO		
IGA Liaison Officer	Audrey Harding	MO		
Site Assessment /Cook Co. Liaison Officer	Joe Kostuchowski	DEMRS		
Cook Co. Liaison Officer	Latesha Tubbs	CCH LNO		
CPS Liaison Officer	Victoria Einfante	CPS		
CPD Liaison				
Deputy Chief CPD	Stephen Chung	CPD		
CPD Sergeant	Andrea Mikaitis	CPD		
CPD Sergeant	Nikoletta Papadoupoulos	CPD		
Chicago Police Officer Rep	Jesada Lakeanaprom	CPD		
Chicago Police Officer Rep	Thomas Freitag	CPD		
Chicago Police Officer Rep	Brock Brunson	CPD		
Chicago Police Officer Rep	James Chan	CPD		
Agency/Organization Representative/Policy				
Policy Group	Lori Lypson	MO		
Policy Group – DFSS	Maura McCauley	DFSS		
Policy Group	Rey Wences Najera	MO		
Policy Group	Cristina Pacione-Zayas	MO		
Policy Group	Sara Mathers	MO		
Policy Group – OEMC	Kaila Lariviere	OEMC		
Policy Group –Security	Garien Gatwood	MO		
Policy Group	Alyx Goodwin	CSCC/MO		
Planning Section				
Planning Section Chief	Nadine Carlson	Favorite		
Deputy Planning Section Chief	Vacant	Favorite		
EOC Plans Coordinator (Days)	Marta Hernandez	Favorite		
Situation Unit Lead	Mikael Stevenson	Favorite		
Documentation Unit Lead	Flower Asfaha	Favorite		
Grievance Team				
Staffing Grievance Supervisor	Vickie Charles	Favorite		
Resident Grievance Coordinator	Carlos Maldonado	Favorite		
Favorite LNO - Onsite Representative Manager	Brandon Ladmirault	Favorite		
Site Assessment				
Site Assessment & Stand Up Unit Lead	Lori Lypson	MO		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Site Assessment Identification Team	Shekinah Jones	OEMC		
Site Assessment Identification Team	Michelle Woods	AIS		
Site Assessment Identification Team	Patrick Levar	Parks		
Site Assessment Identification Team	Matt Singley	Reloshare		
Site Assessment Identification Team	Kim Nowicki	CC EMRS		
Medical Support				
CDPH LNO	Jose Perez	CDPH		
Care Coordinator Project Manager	Mary Barkho	Favorite		
Field Care Coordination Manager	Vacant	Favorite		
Field Care Coordinator	Kyhra Osborn	Favorite		
Data				
Data Branch Director	Sameer Ghazanfar	Favorite		
Data Branch Manager	Jorge Rivas	Favorite		
Data Branch Manager	Vacant	Favorite	Vacant-Pending UC Approval	Vacant
System Administrator	Vacant	Favorite	Vacant-Pending UC Approval	Vacant
System Administrator	Vacant	Favorite	Vacant-Pending UC Approval	Vacant
Data Analyst	Maria Salgado	CCDEMRS		
Data Analyst	Regina Hightower	DOA		
Data Analyst	Sun Hwang	Favorite		
Data Analyst	Vacant	Favorite		
Logistics Section				
Logistics Section Chief	Luc Vernice	Favorite		
Deputy Logistics Section Chief	Candace Howard	Favorite		
EOC Logistics Support Coordinator (D)	Erica Dominguez	Favorite		
EOC Logistics Support Coordinator (N)	Vacant	Favorite	Vacant-Pending UC Approval	Vacant
Transportation Coordinator (D)	Paul Fearon	Favorite		
Transportation Coordinator (M)	Vacant	Favorite		
Logistics Service Support	Vacant	Favorite	Vacant-Pending UC Approval	Vacant
2FM				
Facilities Unit Leader	Glen Cross	2FM		
IT Support Group	Johnathan Lam	2FM		
IT Support Group	Marcus King	2FM		
Donation & Partnerships				
Donations & Volunteer Management Unit	Jesus DelToro	MO		
Donations & Partnership Coordinator	Rona Mobley-Wells	DSS		
Donations & Partnership Coordinator	Vacant	Vacant	Vacant	Vacant
Warehouse				
Storekeeper Manager	Eduardo Villalobos	Favorite		
Warehouse Management Unit (D)	Hosmert Vergara	Favorite		
Warehouse Management Unit (M)	Euclid Woodstock	Favorite		
Warehouse Management Unit (D)	Jimmy Vernice	Favorite		
Warehouse Management Unit (M)	Eslam Hassanein	Favorite		
Warehouse Management Unit (D)	Vacant	Favorite	Vacant-Pending backfill	Vacant
Warehouse Management Unit (M)	Vacant	Favorite	Vacant-Pending backfill	Vacant
Warehouse Donations Associate	Vacant	Favorite	Vacant-Pending backfill	
Staffing Branch				
Staffing Manager	Sonia OMeara	Favorite		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Scheduling Assistant	Vanessa Cardenas	Favorite	
Favorite LNO - Field Operations Manager	Cymone Smith	Favorite	
Favorite LNO - Data Specialist	Amil Abdul Waller	Favorite	
Favorite LNO – Field Trainer	Shannon DeVaughn	Favorite	
Favorite LNO – Field Trainer	Nikki Washington	Favorite	Unavailable
Finance/Administration Section			
Finance & Admin Section Chief	Jacob Nudelman	OBM	
Cost Unit	Joseph Sacks	OBM	
Procurement Unit Lead	Jonathan Ernst	DFSS	
Procurement Unit - Legal	Ryan Nelligan	OEMC	
Contract Administrator	Kevin Pater	OPSA	
Operations Section			
Operations Section Chief	Timothy Thomasson	Favorite	
Deputy Operations Chief	Cedric Montgomery	Favorite	
EOC OPS Coordinator	Justin Graham	Favorite	
Volunteer Coordinator	Jean-Phillipe (Ski) Bruneskidvi	Favorite	
Sheltering Branch			
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	
Project Manager	Maricella Gonzales	DFSS	
Project Manager	Danil Khai	DFSS	
Staging Area/Landing Zone			
Staging Area Manager	Christopher Pettineo	OEMC	
Landing Zone Staff Lead	Elizabeth Arroyo	OEMC	
Landing Zone Staff Lead	Rosita Alicea-Zink	OEMC	
Landing Zone Staff	Carrie Carlson	OEMC	
Landing Zone Staff	Theresa Daniel	OEMC	
Landing Zone Staff (D)	Katty Mayo	Favorite	
Landing Zone Staff (D)	Andres Zayas	Favorite	
Landing Zone Staff (N)	Carlos Santos	Favorite	
Landing Zone Staff (N)	Luisa Beradinelli	Favorite	
Decompression Division Supervisor	Tim Nolan	Favorite	
Safety/Security			
Safety and Security Director	Antonio Pineda	Favorite	
Safety and Security Manager	Kelvin Pope	Favorite	
Resettlement/Housing			
Case Management Unit	Mare Jochum	Catholic Charities	
Housing Unit	Daniel Cassell	DOH	
Housing Unit	Daniel Hertz	DOH	

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Chicago Department of Public Health - ICS 205A - Communication List

Position Assigned	Name	Agency	Email	Mobile
Commander(s) and Command Staff				
Incident Commander	Michelle Funk, DVM, MPH	CPDH		
Commissioner	Dr. Olusimbo Ige	CPDH		
Medical Director	Stephanie Black	CPDH		
Medical Director	Do Young Kim	CPDH		
EOC Liaison/Healthcare Coordinator	Jose Perez	CPDH		
Public Information Officer	Andrew Buchanan	CPDH		
Communication Products	Jacob Martin	CPDH		
Operations				
Medical Director	Jenny Hua	CPDH		
Behavioral Health/LCO	Katherine Calderon	CPDH		
TB Investigation/Response	Kathleen Ritger	CPDH		
Lab Unit Lead	Alyse Kittner	CPDH		
Vaccine Branch Lead/ Medical Director	Brian Borah	CPDH		
Rush Strike Team	TBD	CPDH	TBD	TBD
UIC Strike Team	TBD	CPDH	TBD	TBD
Non-Contracted HC Partners Lead	TBD	CPDH	TBD	TBD
Clinical Branch Lead/ Medical Director	Alexander Sloboda	CPDH		
Hospital Preparedness	Molly Gabaldo	CPDH		
MRC Coordination	Andreea Lazaroiu	CPDH		
Planning Section				
Planning Section Chief	Anne Schultz	CDPH	TBD	TBD
Situational Awareness Lead	Peter Dejonge	CDPH		
Therapeutics Technical Specialist	TBD	CDPH	TBD	TBD
Shelter Infection Prevention	Marco Ciaccio	CDPH	(312) 744-7513	
MICAH Services	TBD	CDPH	TBD	TBD
Resource Unit Lead	TBD	CDPH	TBD	TBD
Finance				
Finance Section Chief	TBD	CDPH	TBD	TBD
Time Unit Lead	Edward Moy	CDPH		
Procurement Unit Lead	TBD	CDPH	TBD	TBD
Advisors				
Senior Advisors	Maribel Chavez-Torres	CDPH		
Senior Advisors	David Kern	CDPH		
Senior Advisors	Massimo Pacilli	CDPH		
Senior Advisors	Matthew Richards	CDPH		
Senior Advisors	Jennifer Vidis	CDPH		
Governmental Affairs Advisor	Alfonso Martel	CDPH		
Legal Advisor	Snigdha Acharya	CDPH		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Shelters/Staging - ICS 205A - Communication List

Shelter/Staging Contacts					
Site Name	Site Type	Site Address	Email	Demographic	Shelter Phone #
AIC	Shelter	640 W Irving Park Rd			
Brands Park	Shelter	3259 N. Elston Ave.			
Broadway Armory	Shelter	5917 N Broadway			
Casa Esperanza	Shelter	3551 W Roosevelt Rd			
Daley College	Shelter	7500 S Pulaski Building 500 & 600			
Elston Shelter	Shelter	1310 N Elston Ave			
Gage Park	Shelter	2411 W. 55th St.			
Halsted Shelter	Shelter	2241 S. Ogden			
Harold Washington Library	Shelter	400 S State St.			
Inn of Chicago	Shelter	162 E Ohio St.			
Lake Shore Hotel	Shelter	4900 S Lake Shore Dr.			
Leone Boathouse	Shelter	1222 W Touhy Ave			
MWRD	Shelter	3034 W Foster Ave			
Near South	Shelter	3252 S Michigan			
New Life Church	Shelter	2958 N Damen Ave			
North Park Village	Shelter	5801 N Pulaski Rd.			
North Western Shelter	Shelter	526 N Western			
Ogden Shelter	Shelter	344 N Ogden			
O'Hare Airport	Staging	Bus Shuttle Center			
Parthenon	Shelter	310 S. Halsted Street			
Pitrowski Park	Shelter	4247 W 31st St.			
Social Club	Shelter	320 S Plymouth Ct.			
Super 8 Hotel	Shelter	7300 N Sheridan			
West Lake Shelter	Shelter	939 W Lake St			
Wadsworth	Shelter	6420 S University Ave.			
Walnut Shelter	Shelter	1644 West Walnut			
YMCA High Ridge	Shelter	2424 W Touhy Ave.			
YWLA	Shelter	2641 S Calumet Ave.			
Landing Zone	Staging	800 S. Des Plaines St			
Primo (IDHS)	Shelter	62 S. Sangamon St			
Little Village – Pulaski CVS (IDHS)	Shelter	2634 S Pulaski Rd			

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Shelter/Staging Manager - ICS 205A - Communication List

Site Name	Shelter/Staging Manager	Shift	Phone #	Email
AIC	Anna Villacana	7A-730P		
Brands Park	Javier Juarez	7A-730P		
Broadway Armory	Gerardo Ramos	7A-730P		
Casa Esperanza	Adewmi Adedeji	7A-730P		
Daley College	Gerardo De La Rosa	7A-730P		
Elston Shelter	Elva Rocillo	7A-730P		
Gage Park	Michelle Garcia	7A-730P		
Halsted Shelter	Jesse Espinoza	7P-730A		
HWLC	Katherine Lopez	7A-730P		
Inn of Chicago	Yovani Estrada	7A-730P		
Lake Shore Hotel	Alejandro Morales	7A-730P		
Leone Boathouse	Silvia Puga	7A-730P		
MWRD	Denise Rutiaga	7A-730P		
Near South	Martin Soto	7A-730P		
New Life Church	Maria Davila	7A-730P		
North Park Village	Wendy Prins	7A-730P		
O'Hare Airport (Staging)	Michael Ebele	7A-730P		
Ogden Shelter	Alejandro Ramirez	7A-730P		
Parthenon	Adriana Olvera	7A-730P		
Piotrowski Park	Seth Luna	7A-730P		
Social Club	Maricarly Pineda	7A-730P		
Super 8 Hotel	Christian Ledesma	7A-730P		
West Lake Shelter	Myriam Garcia	7A-730P		
Wadsworth	Lorena Puentes	7A-730P		
Walnut Shelter	Angelica Ramirez	7A-730P		
North Western Shelter	Heverth Messa	7A-730P		
YMCA High Ridge	Anthony Eleko	7A-730P		
YWLA	Mark Castillo	7A-730P		
Landing Zone	Elizabeth Arroyo	7A-730P		
Primo (IDHS)	Beverly Williams (LNO POC)	7A-730P		
Little Village – Pulaski CVS (IDHS)	Milagros Veloz	7A-730P		

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Police Districts - ICS 205A - Communication List -Annex

Police Districts					
Region North, West, Central, South, East	District	Identifier	Area	Address	District Phone
CENTRAL	001	Central	3	1718 South State Street	
CENTRAL	009	Deering	1	3120 S. Halsted St.	
CENTRAL	012	Near West	3	1412 S. Blue Island	
FAR NORTH	019	Town Hall	3	850 West Addison St.	
FAR NORTH	020	Lincoln	3	5400 North Lincoln Avenue	
FAR NORTH	024	Rogers Park	3	6464 North Clark St	
FAR NORTH	018	Near North	3	1160 North Larrabee Ave	
FAR SOUTH	004	South Chicago	2	2255 East 103rd St	
FAR SOUTH	005	Calumet	2	727 East 111th St	
FAR SOUTH	006	Gresham	2	7808 South Halsted Street	
FAR SOUTH	022	Morgan Park	2	1900 West Monterey Ave	
NORTHWEST	017	Albany Park	5	4650 North Pulaski Rd	
NORTHWEST	016	Jefferson Park	5	5151 North Milwaukee Ave	
NORTHWEST	014	Shakespeare	5	2150 North California Ave	
NORTHWEST	025	Grand Central	5	5555 West Grand Ave	
SOUTH	002	Wentworth	1	5101 South Wentworth Avenue	
SOUTH	007	Englewood	1	1438 W. 63rd Street	
SOUTHEAST	003	Grand Crossing	1	7040 South Cottage Grove Ave	
SOUTHWEST	008	Chicago Lawn	1	3420 West 63rd St	
WEST	015	Austin	4	5701 West Madison St	
WEST	010	Ogden	4	3315 West Ogden Avenue	
WEST	011	Harrison	4	3151 West Harrison St	

Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Medical Plan (ICS 206)

Incident Name:	Operational Period:	Date From: 18 JAN 2024 0700
New Arrivals Mission	(Weekly)	Date To: 25 JAN 2024 0700
Medical Plan		Planning Section Chief: Nadine Carlson
CDPH LNO: Jose E. Perez		Contact Numbers: [REDACTED]

Mobile Medical Teams

Team	Primary Contact	Email	Phone	Status
ShowerUp	Chris Peyret	[REDACTED]	[REDACTED]	Active
Inner-City Muslim Action	Maysoon Haleem			Active
Inner-City Muslim Action	Brittani James			Active
Inner-City Muslim Action	Michael Cleaveland			Active
Inner-City Muslim Action	Rami Nashashibi			Active
Community Health	Ava Zeligson			Active
Night Ministry	Stephan Koruba			Active
Night Ministry	Sylvia Hibbard			Active
Chicago Street Medicine	Daniel Dolan			Active
Chicago Street Medicine	Timothy Jostrand			Active
Lurie Children's Mobile Unit	Jacinta Staples			Active
Lurie Children's Mobile Unit	Michelle Coney			Active
Comer Mobile Unit	Icy Bell			Active
University of Chicago Comer Pediatric Mobile Unit	Inesh Oor			Active
Rush	Terry Gallagher	[REDACTED]	[REDACTED]	Active
Rush	Eugenia Olison			Active
Loyola	Susan Finn			Active
Healthonomics	Moiria McQuillan			Active
UI Health and UIC	Sara Izquierdo			Active
UI Health and UIC	Sarah Medina			Active

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



UI Health and UIC	Sara Cooper			Active
UI Health and UIC	Alyson Lofthouse			Active
UI Health and UIC MANAGER	Bryan Layden			Active
Humboldt Park	Rosanna Barrera			Active
Humboldt Park	Dagoberto Camacho			Active
Humboldt Park	Guillermo Beltran			Active
Medical Reserve Corps	Kristin Elich		Pending	Active
Medical Reserve Corps Lead	Andrea LazaroIU			Active
Northwesten Memorial Hospital	Jacqueline Galloway			Active
Northweten Memorial Hospital	Sarah Burke			Active
Chicagoland Advocate	Elvis Munoz			Active
Chicagoland Advocate	Tarita Scurlock			Active
BumbleBee Agency	Mary Rubenstein			Active
Birth and Postpartum Doula Collective	Michelle Sanchez			Active
Ronald McDonald care mobile at Advocate Children's Hospital	Amy Moses			Active
Illinois Primary Health Care	Paula Campbell			Active

Special Medical Emergency Procedures or Information to Note:

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

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Hospitals			
FQHC's		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)	

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Safety Message/Plan (ICS 208)

Incident Name: New Arrivals Mission	Operational Period: (Weekly)	From: 18 JAN 2024 0700 To: 25 JAN 2024 0700
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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 shelter locations.
8. Remain aware of changing weather conditions as season changes
9. Increased flooding could have an impact on both CPD Districts and Shelters.
10. Cooler temperatures can impact persons sleeping outside in District locations.
11. Increased potential for violence following the Israel – Hamas conflict
12. Report any potential violence or protests to 911 and safety evacuate area

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).

Varicella

- CDPH has detected a large increase in varicella during 2023, esp. in the past four weeks.
- Most cases have been in people newly arrived from the U.S. Southern Border living in shelters.
- Use every opportunity to make sure patients are up to date on vaccinations, including varicella.
- All susceptible persons exposed to varicella should be offered post-exposure prophylaxis. Certain high-risk individuals with varicella infection should be offered antiviral treatment.
- Report all varicella cases to the Chicago Department of Public Health within 24 hours.
- Mask guidance for congregated setting

Form Prepared By:	Name: Flower Asfaha	Department/Unit: Planning/Documentation	Date: 18 JAN 2024
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Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Incident Status Summary (ICS 209)

Incident Name: New Arrivals Operations		Operational Period: (Weekly)		Date From: 18 JAN 2024 0700	
				Date To: 25 JAN 2024 0700	
New Arrivals			Shelter Staffing		
# Of New Arrivals	Previous Operational Period	Total # Currently	Staff Summary	Current Staffing for Operational Period	
@ Shelters	14,564	14,449	Favorite Staff	1,261	
			Ordered Staff	53	
@ Police Districts	8	4			
@ Airport(s) Midway & O'Hare	268	212			
Landing Zone	139	0			
Total New Arrivals	14,979	14,665	# of New Arrivals that completed housing assessments and/or walkthroughs	89	
Medical Treatment for New Arrivals			# that have moved to permanent housing	2,292	
# Open Health-Related Requests (From police districts)	32		# that have signed leases	822	
# in Isolation	147		Total number of Facilities Supporting New Arrivals		
Total Number of Buses in Last Operational Period					
Total Number of Buses that Arrived	0		Shelters	28	
<u>Current Life, Safety, and Health Concerns:</u> <ul style="list-style-type: none"> • Detrimental health impacts to individuals not sufficient in non-traditional shelter sites. • Overcrowding shelters present higher risk and spread of contagious illnesses. • Additional considerations related to rising temperatures should be ongoing through months. <ul style="list-style-type: none"> ○ Limit the amount of time working outdoors during this time. ○ Have access to water and wear loose-fitting clothing to stay cool. 					
<u>National Weather Service Advisories, Watches, and Warnings Resources:</u> Updates related to the active conditions can be found via the following resources. <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 					

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



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, 18 JAN 2024, 0700-1900)

- Continued deployment of new census tracking software (DATA/DFSS)
- 1/18/24 – CDPH health educational event @ Brands Park 0900-1130 (CDPH/MED/DFSS)
- 1/18/24 – CDPH health educational event @ Social Club 1300-1600 (CDPH/MED/DFSS)
- 1/18/24 – CDPH vaccine event @ Elston 0700-0900 (CDPH/MED/DFSS)
- Soft launch of the Transportation Tracking (DATA)
- Soft launch of the Meal Vendor Increase/Decrease tracking (DATA)
- Full launch of Incident Reports for IDHS/State Shelters (DATA)
- Full launch of 214s for IDHS/State Shelter (DATA)
- Meeting with Unity Initiative (DATA)
- Review plan for movement from HWL temp shelter back to LZ (LOGS/UC)
- **Night Ministry @ O'Hare 1200-1600 (MED/DFSS)**
- Meet with 14 Parrish on new contract (LOGS)
- Meet with Seventy Seven on new contract (LOGS)
- Pick of children coats donations and deliver to warehouse (LOGS)

24 hours: (THU, 18 JAN 2024 1900 to FRI, 19 JAN 0700)

- LZ safety plan review (SAFETY/UC/OPS)
- 1/19/24 – CDPH Vaccine @ Brands Park 0900-1130 (CDPH/MED)
- 1/19/24 – CDPH Vaccine @ O'Hare 0900-1100 (CDPH/MED)
- Distribute food handling information to Ogden & HWL shelter staff (SAFETY)
- Soft launch of the new LZ and Planes Dashboard, for consideration by the leadership (DATA)
- Soft launch of the system for Unity Initiative (DATA)
- Prepare for TMA scheduling and coordination to be implemented with District pickups to LZ and/or shelter space (LOGS/PLANS/OPS/TMA)

48 hours: (FRI, 19 JAN 2024, 0700 – SAT, 20 JAN 2024, 0700)

- Refit of SITREP layout (PLANS/DATA)
- Request (1) Data Analyst fill (UC/DATA/PLANS/DFSS)
- 1/19/2024 – CDPH vaccine event @ O'Hare 0900-1430 (CDPH/MED)
- 1/19/2024 – CDPH vaccine event @ Brands Park 1300-1700 (CDPH/MED)
- 1/19/2024 – CDPH vaccine event @ Elston 1300-1600 (CDPH/MED)
- Start of submissions of weekly 213s from Shelters (LOGS/DFSS)
- Complete updates to notifications for Incident Reporting (PLANS/DATA)
- Inclusion of 60 Day Policy updates to data portals and tracking (DATA/DFSS)
- Identify signage needed for Landing Zone and place order (SECURITY/LZ/PLANS)
- Follow up on standardized signage for shelters (PIO/LAW/PLANS/DFSS)
- Review of Lice guideline (MED/PLANS/CDPH)

72 hours: (SAT, 20 JAN 2024, 0700 – SUN, 21 JAN 2024, 0700)

- Begin deployment of new shelter census system @ 4 shelter locations (DATA/DFSS/DFSS)
- 1/22/2024 – CDPH health educational event @ Daley College 0900-1130 (CDPH/MED/DFSS)
- 1/24/2024 – CDPH vaccine event @ Daley College 0830-1630 (CDPH/MED/DFSS)
- 1/24/2024 – CDPH vaccine event @ YMCA High Ridge 1300-1600 (CDPH/MED/DFSS)
- Complete/review scabies guideline (MED/PLANS/CDPH)
- Monitor 6/1 schedule roll out for Social Club, Halsted and Lakeshore (STAFFING)
- Salamander inactive residents' records archiving (DATA)

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)



Anticipated after 72 hours: (SUN, 21 JAN 2024, 0700) <ul style="list-style-type: none">o Incident report expansion CPD Districts historical reporting (DATA/PLANS/CPD)o 60 Day Notice Projection Modeling review (DATA/PLANS/UC)o Pilot of Resettlement Support Development (DATA/PLANS)o Anticipated full launch of the new LZ and Planes Dashboard for consideration by the leadership (DATA)o Anticipated full launch of the system for Unity Initiative (DATA)o Update/review to Bed Bug Guidelines (MED/PLANS)o Complete POC list for hospital social workers to assist with transportation (MED) –Pending reviewo Review of Landing Zone SOP (Plans/LZ)o Recap of warming center standup (SITL/PLANS/UC)o Initiate Site Assessment portal for Smartsheets (DATA/PLANS)o Records archival for DOCL/SITL (PLANNING)o Draft LZ SOP/workflow (PLANS/OPS)
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 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.• Emergency Operations Center (EOC) support is activated as necessary.<ul style="list-style-type: none">o 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- Grace & Peace Church Organization- Salvation Army- IDPH- CDPH- IEMA

Signature(s): Matthew Ladniak (OEMC), Brandie Knazze (DFSS), Beatriz Ponce De Leon (MO)

