





Memorandum

TO: Kevin J. Jackson, Village Manager 

FROM: JT Terry, Deputy Fire Chief of EMS Operations/EOC Operations Section Chief 

FOR: Village President and Board of Trustees
Village Staff

DATE: December 7, 2023

SUBJECT: **Arrival of Asylum Seekers Without Notice in the Village of Oak Park**

As buses containing asylum seekers continue to make their way from the country's southern border to welcoming cities such as Chicago, those seeking assistance are being met with challenges. Recently, there have been buses arriving in other suburban municipalities without notice.

Should a "No Notice" bus of asylum seekers arrive in the Village of Oak Park, the Emergency Operations Center will adhere to the procedures set forth in this Memorandum. These procedures are intended to ensure that that these individuals and/or families are safely transported to their intended destination, which is the City of Chicago Landing Zone (800 S. Des Plaines Street, Chicago, IL 60607).

1. For the overall safety and to allow for further shelter coordination for the asylum seekers, Village staff shall not allow individuals to disembark from a bus.
2. Village staff shall advise the bus driver that current administrative procedures do not allow for the unloading of travelers in the Village of Oak Park. The driver should continue to the City of Chicago Landing Zone.
3. Village staff shall advise the travelers that Oak Park's shelters are at capacity with no sleeping arrangements or food services available.
4. In case of any questions regarding the above, Village staff shall contact Deputy Chief of EMS Operations JT Terry at 224.240.6902.
 - a. If DC Terry is not available, Village staff shall contact the Oak Park Police Department Watch Commander or the Oak Park Fire Department Shift Commander, who will contact the City of Chicago Office of Emergency

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Management and Communications (OEMC) at 312.746.9111, to advise the OEMC of a pending bus arrival.

5. If asylum seekers have already disembarked a bus, Village staff shall contact the City of Chicago OEMC at 312.746.9111) and request standby Chicago Transit Authority (CTA) vehicles be dispatched to Oak Park to assist with the transport and shelter of individuals.
6. If CTA vehicles are not able to respond, Village staff shall contact the West Suburban Consolidated Dispatch Center (WSCDC) at 708.771.9110 to request Pace Bus support.

Please contact JT Terry, Deputy Fire Chief of EMS Operations, at jterry@oak-park.us or 224.240.6902 with any questions.

cc: Lisa Shelley, Deputy Village Manager
Ahmad Zayyad, Deputy Village Manager
Christina M. Waters, Village Clerk
All Department Directors