

ILLINOIS REGISTER

ILLINOIS EMERGENCY MANAGEMENT AGENCY

NOTICE OF PROPOSED AMENDMENTS

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POLITICAL SUBDIVISION EMERGENCY SERVICES AND DISASTER AGENCIES

PART 301
POLITICAL SUBDIVISION EMERGENCY SERVICES AND DISASTER AGENCIES

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AUTHORITY: Implementing and authorized by Sections 5(f)(4), (5), (5.5), (5.10) and 10 of the Illinois Emergency Management Agency Act [20 ILCS 3305].

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SOURCE: Adopted at 26 Ill. Reg. 3036, effective February 26, 2002; amended at 31 Ill. Reg. 11565, effective July 26, 2007; amended at 42 Ill. Reg. 15933, effective July 31, 2018; emergency amendment at 44 Ill. Reg. 10814, effective June 8, 2020, for a maximum of 150 days; amended at 44 Ill. Reg. 17631, effective October 31, 2020; amended at 48 Ill. Reg. _____, effective _____.

SUBPART A: GENERAL PROVISIONS

Section 301.110 Purpose, Scope, Applicability

- a) In preparation for the State of Illinois to respond to disasters, preserve lives and property in the event of disasters, and to protect the public peace, health, and safety in the event of disasters, the purposes of this Part are:
 - 1) To encourage local policy makers and emergency management program administrators to plan and coordinate a comprehensive emergency management strategy to improve prevention, protection, response, recovery and mitigation capabilities at the local level; and
 - 2) To establish requirements for:
 - A) Emergency management programs;
 - B) Emergency operations and recovery plans;
 - C) Exercises of emergency operations and recovery plans;
 - D) Other required plans;
 - E) Accreditation of ESDAs;
 - F) Workers' compensation coverage and workers' occupational diseases coverage for volunteers; and
 - G) The Emergency Management Performance Grant program.
- b) The provisions of this Part apply to all emergency services and disaster agencies established pursuant to the Illinois Emergency Management Agency Act [20 ILCS 3305].

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(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.120 Definitions

All definitions set forth in this Section have the following meanings throughout this Part, unless specifically provided otherwise. Words and terms not defined have the meanings set forth in the Illinois Emergency Management Agency Act.

"Act" means the Illinois Emergency Management Agency Act [20 ILCS 3305].

"Accreditation" means recognition of an emergency services and disaster agency by the Agency, in accordance with the requirements of Section 301.510.

"After Action Report" or "AAR" means a document intended to capture observations of an exercise and make recommendations for post-exercise improvements. The final AAR and Improvement Plan (IP) are printed and distributed jointly as a single AAR/IP following an exercise.

"Agency" means the Illinois Emergency Management Agency and Office of Homeland Security (IEMA-OHS).

"Annex" means descriptions in the emergency operations plan of policies, processes, roles and responsibilities that agencies and departments carry out before, during and after any disaster or emergency. Annexes focus on critical operational functions and entities responsible for those functions.

"Assumptions" means the information, facts and data treated as true for development of the emergency operations plan.

"Concept of Operations" means the overall approach of the political subdivision to the management of a disaster, such as who directs response efforts, what should happen, and when it should happen, including, but not limited to, how the political subdivision will implement the concepts and procedures of a recognized incident command system.

"Coordinator" means the person appointed, in accordance with Section 10(i) of the Act, by the principal executive officer of a political subdivision with the duty of coordinating the emergency management programs of that political subdivision.

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"Damage Assessment" means appraising or determining the number of injuries and deaths, damage to public and private property, and status of key facilities and services (e.g., hospitals and other healthcare facilities, fire and police stations, communications networks, water and sanitation systems, utilities, transportation networks) resulting from a disaster.

"Director" means the director of the Illinois Emergency Management Agency and Office of Homeland Security.

"Disaster" means *an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any natural, or technological, or human cause, including but not limited to fire, flood, earthquake, wind, storm, hazardous materials spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of severe and inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, hostile military or paramilitary action, public health emergencies, cyber incidents, or acts of domestic terrorism.* [20 ILCS 3305/4]

"Emergency Management" means the efforts of the State and the political subdivisions to develop, plan, analyze, conduct, provide, implement, and maintain programs for disaster mitigation, preparedness, response, and recovery. [20 ILCS 3305/4]

"Emergency Operations Center" or "EOC" means a physical, virtual, or hybrid location in a permanent or temporary facility where policy and strategic management decisions are made during a disaster or disaster exercise.

"Emergency Operations Plan" or "EOP" means the written plan of the State and political subdivisions describing the organization, mission, and functions of the government and supporting services for responding to and recovering from disasters and shall include plans that take into account the needs of those individuals with household pets and service animals following a major disaster or emergency. [20 ILCS 3305/4]

"Emergency Planning and Community Right-to-Know Act" or "EPCRA" means federal EPCRA (42 USC 11001) and Illinois EPCRA (430 ILCS 100).

"Emergency Services and Disaster Agency" or "ESDA" means *the agency by this*

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name, by the name Emergency Management Agency, or by any other name that is established by ordinance within a political subdivision to coordinate the emergency management program within that political subdivision and with private organizations, other political subdivisions, the State and federal governments. [20 ILCS 3305/4]

"Emergency Support Functions Annex" or "ESF Annex" means the grouping of governmental and private sector entities and resources into an organizational structure to provide capabilities and services during a disaster.

"Exercise" means an event or activity delivered through discussion or action to develop, assess, or validate capabilities to achieve planned objectives.

"FEMA" means the Federal Emergency Management Agency.

"Functional Annex" means individual sections focused on missions (e.g., communications, damage assessment, private sector coordination). These annexes describe the organizations that support the function and their actions, roles and responsibilities, and the resources, capabilities, and authorities that each organization brings to the response. Functional annexes describe how the political subdivision manages the function before, during, and after a disaster.

"Goals" means a general statement that indicates the intended solution to an identified problem.

"Homeland Security Exercise and Evaluation Program" or "HSEEP" means a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning. Further information regarding HSEEP may be found on FEMA's website at <https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>.

"Improvement Plan" or "IP" means a document that includes a consolidated list of corrective actions, responsible parties, and a timeline for completion.

"Incident Action Plan" or "Action Plan" means an oral or written plan containing the objectives established by the incident commander or unified command and

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addressing tactics and support activities for the planned operational period, generally 12 to 24 hours.

"Incident Command" means responsibility for the overall management of an incident. A single Incident Commander or Unified Command conducts the command function on an incident. Command and General Staff support the incident command to meet the incident's needs.

"Integrated Preparedness Plan" or "IPP" means a documented continuous process of planning that ESDAs use to address organizing/equipping, training, exercising, and evaluating/improving emergency management capabilities that ensures the regular examination of everchanging threats, hazards, and risks. Preparedness priorities are developed to ensure that the needed preparedness elements are incorporated through this continual and reliable approach to achieve whole community preparedness.

"Local Emergency Planning Committee" or "LEPC" means the committee appointed in each emergency planning district by the State Emergency Response Commission pursuant to EPCRA.

"Mandated Emergency Services and Disaster Agency" or "Mandated ESDA" means each ESDA required to be established pursuant to Section 10 of the Act including each multiple county ESDA established in accordance with Section 301.140.

"Mitigation" means activities providing a critical foundation to reduce the loss of life and property from natural and/or human-caused disasters.

"Non-Mandated Emergency Services and Disaster Agency" or "Non-Mandated ESDA" means an ESDA not required to be established pursuant to the Act, but established by ordinance of the political subdivision it serves.

"Objectives" mean specific and identifiable actions to be carried out during the operation. They facilitate the achievement of response goals and determine the goals that participants in the operation should accomplish. Translating these objectives into goals leads to the development of courses of action as well as the capability estimate.

"Out-of-Sequence Event" means a specific demonstration that is accomplished

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prior to or after the scheduled exercise.

"Political Subdivision" means *any county, city, village, or incorporated town or township if the township is in a county having a population of more than 2,000,000.* [20 ILCS 3305/4]

"Preparedness" means a continuous process of planning, organizing, equipping, training, exercising, evaluating, and taking corrective action in preparation for a disaster.

"Principal Executive Officer" means *chair of the county board, supervisor of a township if the township is in a county having a population of more than 2,000,000, mayor of a city or incorporated town, president of a village, or in their absence or disability, the interim successor as established under Section 7 of the Emergency Interim Executive Succession Act* [5 ILCS 275]. [20 ILCS 3305/4]

"Recovery" means the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a disaster.

"Response" means capabilities necessary to save lives, protect property and the environment, or meet basic human needs after a disaster has occurred.

"State Emergency Response Commission" or "SERC" means the Illinois Emergency Management Agency and Office of Homeland Security in accordance with Illinois EPCRA.

"Support Annex" means identification of agencies that play supporting roles during disasters and describe or address the strategies that the supporting agencies implement. In this way, support annexes describe other mechanisms that private sector, nonprofit organizations, and government partners use to organize support. Support annexes describe essential supporting processes and considerations common to most disasters.

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"Threat and Hazard Identification and Risk Assessment" or "THIRA" means a three-step risk assessment process that helps communities understand their risks and what they need to do to address those risks.

"Whole Community Approach" means the process by which residents, emergency management practitioners, organizational and community leaders, and government officials collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests.

"Work Plan" means a narrative description of the ESDA's specific actions to be accomplished.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.125 Waivers, Exemptions, and Exceptions

The Agency may, upon application or upon its own initiative, grant such waivers, exemptions or exceptions from the requirements of this Part as it determines are authorized by law and will not result in undue hazard to public health and safety or property. Waivers, exemptions, or exceptions may only be granted for situations that arise from, or relate to, a federally-declared emergency or a federal, State, or local disaster, or other circumstance beyond the control of the entity seeking the waiver, exemption, or exception.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.140 Multiple County ESDA Consolidation

The Agency may authorize a multiple county ESDA consolidation, if all of the following requirements are met:

- a) At least one of the counties to be consolidated has been determined by the Agency to have an inability to comply with the ESDA requirements of the Act and of this Part, including, but not limited to, the EOP and exercise requirements, that can be remedied by consolidation or all the counties that are to be consolidated determine that the consolidation would better serve the interest of life-safety and protection of property and the environment;
- b) The counties to be consolidated are geographically connected; and

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- c) The counties seeking to consolidate submit to the Agency a signed intergovernmental agreement between the counties seeking to consolidate ESDAs that provides at a minimum:
- 1) Evidence of consolidation approval and authorization by each of the county boards involved;
 - 2) Mechanisms for amending, terminating, or extending the agreement, including both an effective date and termination date;
 - 3) A description of how the county boards will divide or distribute authority for the consolidated ESDA in a way that will ensure that the emergency management interests of the affected counties are adequately addressed and of how issues will be addressed by the counties, such as funding and budget issues and legal representation for ESDA issues, including tort and workers' compensation issues; and
 - 4) A description of how the consolidated ESDA will achieve command and control, as well as coordinate response and recovery in a situation of concurrent disasters in each of the consolidated counties.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.170 Program Requirements

- a) The responsible ESDA shall have a documented emergency management program that should be consistent with the FEMA Comprehensive Preparedness Guide (FEMA CPG), including program administration and evaluation; the use of advisory committees and coordination processes; administrative and financial processes and procedures; completion of a hazard identification risk assessment (HIRA) and threat and hazard identification risk assessment (THIRA); hazard mitigation; implementation of prevention processes and programs; operational planning for emergency operations, recovery, continuity of operations and continuity of government plans; incident management; resource management and logistics; mutual aid; communications and warning capabilities; implementation and maintenance of operational procedures; the use and testing of facilities; implementation of training and exercise programs; and public information, crisis communications, and education programs.

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- b) ESDAs shall develop and submit the following essential program documents to the Agency:
 - 1) Integrated Preparedness Plan (IPP) which shall address a full three year preparedness strategy. ESDAs may use the IPP format provided by the Agency or a similar document;
 - 2) Threat and Hazard Identification and Risk Assessment (THIRA) in accordance with Section 301.220; and
 - 3) Emergency Operations Plan (EOP) that meets the requirements in Section 301.230.
- c) ESDAs shall submit the IPP and THIRA to the Agency with updates on February 1 and August 1 every year.
- d) ESDAs shall submit an EOP to the Agency every three years, starting on March 15, 2026.
- e) IEMA-OHS will provide ESDAs with technical assistance for the development of emergency management programs, plans, and assessments.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

SUBPART B: EMERGENCY OPERATIONS PLAN REQUIREMENTS

Section 301.210 ESDA Jurisdiction

- a) In accordance with requirements of Section 10(g) of the Act, each ESDA established pursuant to the Act shall prepare an emergency operations plan for its geographic boundaries that complies with the planning, review and approval standards set forth in this Part.
- b) If the corporate boundaries of a municipality fall within the boundaries of more than one county jurisdiction, the principal executive officer of the municipality may choose which county jurisdiction to be included for planning and exercise purposes after the following:

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- 1) The chosen county jurisdiction agrees to be responsible for the entire municipality for planning and exercise purposes through an intergovernmental agreement or equivalent legally binding document. The intergovernmental agreement or equivalent legally binding document shall set the term of the agreement;

AGENCY NOTE: If an agreement cannot be reached between the municipality and county jurisdictions involved, the county jurisdiction where the primary business address for the municipality is located shall be responsible for the planning and exercise requirements of this Part for the municipality.

- 2) Notice is given to all county emergency management jurisdictions affected by the decision, including all other jurisdictions in which population of the municipality lies; and
 - 3) Notice is given to the Agency and the Agency has provided written acknowledgement prior to any change in responsibility. The intergovernmental agreement or equivalent legally binding document indicating agreement of the county in accordance with subsection (b)(1) shall be provided to the Agency.
- c) The responsible county jurisdiction under subsection (b)(1) shall provide all county emergency management jurisdictions affected by subsection (b) a copy of the EOP and copies of exercise and training records for the municipality.
 - d) Nothing in this Section shall require a municipality to choose only one county nor shall it prevent more than one county from sharing responsibility for planning and exercise purposes. In addition, nothing in this Section shall require a county to accept full responsibility for a municipality unless it has agreed to do so under subsection (b)(1).

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.220 Analysis and Assessment

- a) When updating or creating a new EOP, a whole community approach shall be utilized. The ESDA shall coordinate with representatives of the political subdivision and community organizations involved with emergency response to

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collect and update the essential data specified in subsection (b). Release of security-sensitive information should be in accordance with the Freedom of Information Act and other applicable federal, state, local laws.

- b) Essential data shall include:
 - 1) A hazard identification and risk assessment for the political subdivision including:
 - A) Identification of hazards, including natural, technological, and human-caused;
 - B) Hazard profiles that include risk and vulnerability assessments and consequence analysis; and
 - C) Documentation of the comparison and prioritization of the risks of the hazards identified.
 - 2) Development of a profile of the political subdivision:
 - A) Collection of demographic data. This should include daily population patterns, traffic patterns, seasonal population changes, and populations with access and functional needs obtained from public and private sources to determine potential consequences of identified hazards for people and community functions.
 - B) Collection of structural inventory data. This should include data on critical facilities, residential, commercial, and industrial structures, lifelines, and transportation to determine potential consequences of identified hazards for community functions, property, and sites of potential secondary hazards.
- d) The essential data outlined in subsection (b) shall be documented and updated as appropriate in the assessment tool provided by the Agency.
- e) ESDAs shall use the assessment tool to identify shortfalls in the core capabilities identified by the Agency. The assessment tool will assist the ESDA with documenting strategies to alleviate shortfalls in planning, organization, equipment, training, and exercises for the identified core capabilities.

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- f) ESDAs shall update the assessment tool, EOP, and applicable support plans whenever there is a major change in the political subdivision's THIRA.
- g) ESDAs shall ensure the assessment tool is updated no later than February 1, 2026, August 1, 2026, and annually by February 1st and August 1st thereafter, for the information to be included in the State's THIRA and identification by the Agency for potential training opportunities.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.230 Emergency Operations Plan (EOP)

- a) Pursuant to subsection 10(g) of the Act, all ESDAs shall prepare an EOP for their geographic boundaries that complies with the planning, review, and approval standards of this Part and is consistent with the guidance in FEMA CPG.
- b) All ESDAs shall submit their EOP using the Function-Focused format (i.e., functional annexes or emergency support functions). Requirements for annexes can be found in Section 301.240.
- c) All EOPs shall have a Base Plan that includes the requirements in Section 301.APPENDIX A.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.240 Functional Annex Requirements

- a) Functional Annexes. Functional annexes can either be developed using the traditional narrative or table format. At a minimum, an EOP shall have the functional annexes and information identified in Section 301.APPENDIX B.
- b) Emergency Support Function (ESF) Annexes. At a minimum an EOP shall have the ESF annexes and information identified in Section 301.APPENDIX C.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.250 Hazard or Threat Specific Annexes

- a) ESDAs shall develop either a Hazard or Threat Specific Annex or a Hazard

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Identification Card for all hazards or threats identified in the assessment tool in Section 301.220.

- b) EOPs due on March 15, 2026, shall include a Hazard or Threat Specific Annex or a Hazard Identification Card for the highest five vulnerabilities listed using the assessment tool.
- c) EOPs due on March 15, 2029, shall include a Hazard or Threat Specific Annex or a Hazard Identification Card for the remaining vulnerabilities listed using the assessment tool.
- d) Additional annex requirements.
 - 1) All ESDAs shall include a Hazard or Threat Specific Annex for hazardous material releases. ESDAs may use the Chemical Safety Contingency Plan created by the Local Emergency Planning Committee (LEPC) as the annex as long as the plan has been updated as required in 29 Ill. Adm. Code 620.80.
 - 2) Based upon United States Geological Survey calculations of probable areas subject to earthquake damage, the Agency has determined that the EOPs of the following county ESDAs and of political subdivision ESDAs located within the following counties shall include a Hazard or Threat Specific Earthquake annex. The counties include Alexander, Calhoun, Crawford, Edwards, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jefferson, Jersey, Johnson, Lawrence, Madison, Massac, Monroe, Perry, Pope, Pulaski, Randolph, Richland, Saline, St. Clair, Union, Wabash, Washington, Wayne, White, and Williamson.
- e) A Hazard or Threat Specific Annex or Hazard Identification Card shall include:
 - 1) Identification of risk areas and information regarding evacuation routes and special warnings to the public;
 - 2) A Concept of Operations including:
 - A) Assessment and control of the hazard;
 - B) Prevention and infrastructure protection activities;

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- C) Selection and implementation of protective actions;
- D) Short-term stabilization actions; and
- E) Recovery actions;
- 3) Logistics including resources by type and quantity, purpose, and source for resource;
- 4) Safety Considerations and Warnings;
- 5) Training and exercise opportunities to either mitigate against the hazard or threat or to respond to the hazard or threat; and
- 6) Annex or card development and maintenance.
- 7) The annex or card may also include:
 - A) Maps including key information such as public safety locations, shelters, and medical treatment facilities;
 - B) Job Aids and checklists; and
 - C) Diagrams and graphics such as sandbag and sand computations, the proper way to install flash boarding, wind chill temperature guides, and debris estimation tables.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.280 Supporting Plans

- a) **Recovery Plan.** ESDAs shall have a recovery plan that addresses short- and long-term recovery priorities and provides guidance for restoration of critical community functions, services, vital resources, facilities, programs, and infrastructure to the affected area. Required elements of the Recovery Plan are provided in Section 301.APPENDIX D.
- b) **Continuity of Operations (COOP) Plan.** ESDAs shall have a COOP plan that describes how the ESDA's essential functions will be continued and recovered in

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a disaster. The plan should identify essential positions and lines of succession and provide for the protection or safeguarding of critical applications, communications resources, vital records/databases, process and functions that must be maintained during response activities and identify and prioritize applications, records, processes and functions to be recovered if lost.

- c) Continuity of Government (COG) Plan. ESDAs shall have a COG plan that identifies the political subdivision's leadership succession authorities and addresses how the ESDA will support the preservation, maintenance, or reconstitution of the political subdivision's constitutional responsibilities. The plan shall include identification of succession of leadership, delegation of emergency authority, and command and control.
- d) The plans required in subsections (a) through (c) may be separate plans, included within the base plan, or contained in annexes.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

SUBPART C: EMERGENCY OPERATIONS PLAN
SUBMISSION AND REVIEW REQUIREMENTS

Section 301.310 EOP Submission and Review Requirements for Mandated ESDAs and ESDAs Seeking Accreditation

- a) Each mandated ESDA and each ESDA eligible for and seeking accreditation pursuant to Section 301.510 shall submit to the Agency, for review and approval, an emergency operations plan for their geographic boundaries that complies with the planning standards of this Part and is consistent with FEMA CPG. The ESDA shall also submit a completed Planning Document Review (PDR) with the EOP. This submission shall be reviewed by the Agency and approved if it complies with the requirements of this Part.
- b) The principal executive officer of the political subdivision and the ESDA coordinator shall review and approve the EOP submission prior to the submission to the Agency. The EOP submission shall include a statement, signed by the principal executive officer and the ESDA coordinator, that the plan has been reviewed and approved by all departments or organizations with assigned responsibilities during a disaster.

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- c) Each ESDA should review and update its EOP at least annually. A review and update should be considered by the ESDA at a lesser interval for any circumstances that impact the political subdivision and the functions described in the EOP and require an update to the assessment tool pursuant to Section 301.220(f).
- d) Each ESDA shall submit a copy of its EOP to the Agency in accordance with Section 301.170(d).
 - 1) ESDAs may submit a draft EOP to the Agency pending final local approval in order to begin the review process if the final local approval is anticipated to take more than 30 but less than 90 business days to obtain.
 - 2) For accreditation purposes the EOP needs to be approved by the ESDA, the principal executive officer of the political subdivision, and the Agency.
 - 3) Written notification shall be given to the Agency of any revisions to the EOP made during those periods of time where the ESDA's EOP is not due for review by the Agency.
- e) The Agency shall review the plan and give written notification to the ESDA of Agency approval or disapproval of the EOP in accordance with the planning standards set forth in this Part and the FEMA CPG.
- f) If the EOP is disapproved, the Agency shall provide a written list of deficiencies to the ESDA. The ESDA has 60 calendar days after receipt of the disapproval to remediate the plan and resubmit it to the Agency. IEMA may arrange for technical assistance in remediating the plan.
- g) The Agency shall notify the ESDA of its final determination of approval or disapproval.
- h) Upon approval of the EOP, the Agency will retain a copy of the approved plan in the respective regional office.

(Source: Amended at 42 Ill. Reg. 15933, effective July 31, 2018)

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Section 301.320 EOP Submission for Non-Mandated ESDAs

- a) Except for those non-mandated ESDAs eligible for and seeking accreditation pursuant to Section 301.510, each non-mandated ESDA shall triennially submit to the county or multiple county ESDA serving the county in which the non-mandated ESDA is located, for acceptance by the county or multiple county ESDA, an EOP for its geographic boundaries that complies with the planning standards of this Part. The county or multiple county ESDA shall send a letter of acceptance or non-acceptance to the non-mandated ESDA.
- b) For non-mandated ESDAs eligible for and seeking accreditation pursuant to Section 301.510, the EOP submission and review requirements of Section 301.310 shall apply.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

SUBPART D: EXERCISE REQUIREMENTS

Section 301.410 Exercise Requirements for the Emergency Operations Plan

- a) Each mandated ESDA and ESDAs seeking accreditation shall have a documented multi-year exercise program for its EOP and conduct or participate in Agency-approved exercises to support the following requirements.
 - 1) ESDAs shall coordinate evaluated exercises of the EOP and the threats/hazards among the highest overall vulnerabilities identified in the assessment tool described in Section 301.220, along with the associated core capabilities.
 - 2) At a minimum, ESDAs shall complete the following:
 - A) One discussion-based exercise during the 3-year cycle of the approved EOP;
 - B) One operations-based exercise during the 3-year cycle of the approved EOP; and
 - C) A full-scale exercise at least once every 6 years.

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AGENCY NOTE: It is recommended ESDAs use a progressive exercise planning approach as defined in the FEMA Homeland Security Exercise and Evaluation Program (HSEEP).

- 3) ESDAs may combine hazards and core capabilities into one or more exercises and shall submit required documentation to the Agency for approval pursuant to Section 301.430.
- 4) ESDAs may use a combined exercise with other ESDAs to meet the requirements of this subsection.
- b) The ESDA shall have a process for corrective actions to prioritize and track the resolution of deficiencies in exercise events through the After-Action Report (AAR) and Improvement Plan (IP). The AAR/IP shall be submitted to the Agency and corrective actions identified in the process shall be used to revise relevant plans.
- c) ESDAs shall submit the AAR/IP to the Agency within 60 days of the completion of the exercise.

AGENCY NOTE: For combined exercises, an AAR/IP can be written individually by each ESDA involved or, if the ESDAs choose to combine the AAR/IP, each ESDA shall include an addendum detailing how the exercise objectives tested each of the political subdivision's EOPs.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.420 Exercise Planning

- a) The ESDA coordinator shall select an exercise design team and exercise design team leader for each exercise.
- b) The ESDA coordinator should submit to the Agency a request for exercise design approval. The request form may be found on the Agency's Training & Exercises webpage and shall be submitted at least 30 days in advance of the exercise, or 60 days if State assistance is being requested.
- c) The exercise design team and exercise design team leader may use out-of-sequence events to assist in achieving exercise goals and objectives.

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- 1) Out-of-sequence events shall be completed either 30 calendar days pre-exercise or 30 calendar days post-exercise. Within 60 calendar days from the completion of all associated exercise events, ESDAs shall submit the AAR/IP to the Agency.
- 2) If out-of-sequence events are part of the evaluated exercise, the ESDA shall include it in the request for exercise design approval, including:
 - A) A description of the demonstration being performed out-of-sequence;
 - B) The location of the demonstration; and
 - C) The date and time of the out-of-sequence events.
- 3) Unplanned out-of-sequence events may be documented in the AAR/IP for consideration of exercise credit.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.430 Exercise Approval for Mandated ESDAs and Accredited ESDAs

- a) The Agency shall review exercise documentation for mandated and accredited ESDAs seeking exercise credit.
- b) The Agency shall determine if the exercise design form complies with HSEEP guiding principles and issue to the ESDA written notice of the determination of Agency approval within 21 days.
- c) If the Agency determines that the exercise design form does not meet HSEEP guiding principles, the ESDA shall, within 45 calendar days after receipt of the Agency's determination, submit corrected documentation for review.
- d) If the ESDA does not receive Agency approval pursuant to this section, the ESDA will not receive exercise credit.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.440 Exercise Evaluation and Acceptance for Non-Mandated ESDAs

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(REPEALED)

(Source: Repealed at 48 Ill. Reg. _____, effective _____)

Section 301.450 Alternative Exercise Credit

- a) An ESDA may submit a written request for exercise credit to the Agency for an actual disaster response pursuant to subsection (b), a significant pre-planned event pursuant to subsection (c), or an exercise conducted pursuant to the Illinois Plan for Radiological Accidents in accordance with subsection (d).
- b) Disaster response. To receive exercise credit for disasters that occur during an ESDA's three-year exercise cycle, in addition to the written request required in subsection (a), ESDAs shall submit the following applicable documentation no later than 60 calendar days after response activities have ended:
 - 1) An AAR/IP; and
 - 2) A sampling of the following:
 - A) Community lifeline situation reports;
 - B) Press releases; and
 - C) Action Plans.

AGENCY NOTE: Prior to an ESDA submitting the required documents for exercise credit, the Agency and ESDA coordinator shall determine which core capabilities will be evaluated to meet the exercise requirement.

- c) Significant pre-planned event. If a political subdivision has a significant pre-planned event during the three-year exercise cycle, the ESDA may submit a written request to the Agency for exercise credit.
 - 1) The request must be received by the Agency at least 60 business days prior to the event and include:
 - A) The request for exercise design approval form;

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- B) A description of how the event is equivalent to an actual disaster response;
 - C) Information for when and how the Incident Command Post, the emergency operations center, or both will be activated;
 - D) A description of the importance to the local and state communities; and
 - E) A description of the local, mutual aid, and State partners engaged in the planning process and those that will be activated during the event;
- 2) Within 60 business days after the event, the ESDA shall develop and submit the following:
- A) Incident Action Plan/Action Plan;
 - B) Public information/press releases provided during the event;
 - C) Community lifeline situation reports;
 - D) Any additional plans created, e.g., communications, evacuation, safety, demobilization; and
 - E) AAR/IP.
- d) Illinois Plan for Radiological Accidents (IPRA). If an ESDA participates in an exercise for IPRA during the three-year exercise cycle, the ESDA may submit a written request to the Agency for exercise credit.
- 1) The request must be received at least 60 business days prior to the IPRA exercise; and
 - 2) Within 60 business days after the receipt of the FEMA evaluation, the ESDA shall submit an AAR/IP for the exercise to the Agency.
- e) For subsections (b) and (c), the Agency shall determine if the documentation

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submitted is consistent with HSEEP guiding principles and issue to the ESDA written notice of the determination of Agency approval for exercise credit.

- f) For subsection (d), the Agency shall determine if the AAR/IP is consistent with HSEEP guiding principles and issue to the ESDA written notice of the determination of Agency approval for exercise credit.
- g) If the Agency determines that the documentation submitted is not consistent with HSEEP guiding principles, the ESDA shall, within 45 business days after receipt of the Agency's determination, submit corrected documentation to the Agency for review.
- h) If the ESDA does not receive Agency approval pursuant to this section, the ESDA will not receive exercise credit.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

SUBPART E: ACCREDITATION AND CERTIFICATION OF ESDAS

Section 301.510 Accreditation of ESDAs

- a) The following ESDAs are eligible to apply for accreditation:
 - 1) Mandated ESDAs; and
 - 2) Non-mandated ESDAs determined every three years by the Director, or his/her designee, to have demonstrated justification for accreditation eligibility based on the following political subdivision criteria. The non-mandated ESDA shall submit a written request for eligibility specifically providing:
 - A) A description of the ESDA structure
 - B) A description of the emergency management needs of the political subdivision not currently being met and how accreditation will assist with those needs;

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- C) A discussion of the disaster vulnerability of the political subdivision;
- D) The resources of the political subdivision (e.g., personnel, facilities, equipment) that are available to respond to the defined hazards identified in the EOP and assessment tool in Section 301.220;
- E) The following documentation:
 - i) EOP approval letter from the Agency;
 - ii) Threat Hazard Identification and Risk Assessment (THIRA);
 - iii) Core capability Assessment; and
 - iv) Integrated Preparedness Plan;
- b) For accreditation, eligible applicants, determined in accordance with subsection (a), shall satisfy all of the following requirements:
 - 1) Submit a copy of the political subdivision ordinance creating the ESDA affixed with the official seal by the clerk of the political subdivision.
 - 2) Submit documentation of the ESDA coordinator's Notice of Appointment card.
 - 3) Submit evidence that the political subdivision supports a paid emergency management work effort of at least 50% of the political subdivision's standard full-time work week, not including exercise hours.
 - 4) Submit documentation that:
 - A) An ESDA coordinator appointed after January 1, 2002 has completed, within 12 months after the date of appointment, the Agency's Coordinators Workshop Course.
 - B) The ESDA Coordinator has completed, within the previous six

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years, the Agency's Coordinators Workshop Course as refresher training.

- C) The ESDA Coordinator and whole community partners have collectively completed a total of 240 hours (80 hours per year maximum) of professional development training triennially.
- i) The ESDA shall demonstrate that all training is in support of the priorities established in the Integrated Preparedness Plan developed based on the results from the assessment tool in Section 301.220 or otherwise demonstrate building capability.
 - ii) The ESDA Coordinator or designee shall attend at least thirty hours of Agency-sponsored training, e.g., regional meetings, workshops, Agency training courses, or the Agency Training Summit.
 - iii) Fifty hours of professional development training shall be completed by the ESDA or whole community partners, i.e., any training based on the core capabilities and aligned with the Integrated Preparedness Plan or training that strengthens the emergency management capabilities of the political subdivision.
 - iv) The ESDA shall compile and submit training documentation with the accreditation application to its Agency regional office. Evidence of completion of training may be sign-in sheets or certificates of completion.
 - v) Training hour credit is not compounded by multiple individuals from the same jurisdiction/discipline attending the same professional development opportunity. For example, if an ESDA hosts an 8-hour class and the training has 10 participants from that same jurisdiction/discipline, the ESDA will receive 8 hours of credit. If the ESDA hosts an 8-hour class and has 10 participants from differing jurisdictions/disciplines, then that ESDA will receive 8 hours of credit for each jurisdiction/discipline participant.

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- 5) Complete an EOP that meets the requirements of Subparts B and C.
 - 6) Conduct an exercise in accordance with the requirements of Subpart D.
 - 7) Complete and submit all current National Incident Management System (NIMS) compliance documents as established by the Agency.
- c) The current accreditation period expiring on June 30, 2025, shall be extended to June 30, 2026. Beginning June 30, 2026, the term of accreditation shall be at least three years with beginning and ending dates indicated on the accreditation document issued by the Agency. Beginning June 30, 2026, the Agency may extend an existing term of accreditation as long as the total term of accreditation does not exceed four years. Eligible ESDA applicants may seek accreditation renewal by satisfying the requirements of subsection (b).
- d) The Agency shall issue an accreditation document, including extensions of an existing term of accreditation, under signature of the Director.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.520 Certification of Non-Mandated ESDAs (REPEALED)

(Source: Repealed at 48 Ill. Reg. _____, effective _____)

SUBPART F: WORKERS' COMPENSATION ACT AND WORKERS' OCCUPATIONAL DISEASES ACT COVERAGE FOR VOLUNTEERS

Section 301.620 Eligibility

Only a volunteer meeting all of the following requirements is eligible for State coverage under the Workers' Compensation Act or Workers' Occupational Diseases Act:

- a) Volunteer, age 18 and above, of the Agency or of an ESDA accredited pursuant to Section 301.510;
- b) Volunteer not compensated;
- c) Duly qualified through appointment by the Agency or the ESDA to perform

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disaster response functions consistent with the Act and the political subdivision's ESDA ordinance;

- d) Enrolled (sworn in) in accordance with Section 20 of the Act; and
- e) Suffering disease, injury or death while participating in any of the following:
 - 1) Disaster response if:
 - A) The Agency is notified at the time of disaster response by contacting the Agency's Operations Center at 1-800-782-7860; and
 - B) The coverage request, on a form prescribed by the Agency, is received by the Agency within 10 calendar days after the disaster response has ended.
 - 2) Disaster exercise or training if:
 - A) The exercise or training is related to the EOP of the Agency or the political subdivision;
 - B) The exercise or training is specifically and expressly pre-approved in writing by the Agency for a specific date; and
 - C) The coverage request, on a form prescribed by the Agency, is received by the Agency at least 5 calendar days, but not more than 30 calendar days, in advance of the planned exercise or training and is placed on the State Exercise or Training Calendar.
 - 3) Search-and-rescue team response if:
 - A) The search-and-rescue team response is to an occurrence or threat of injury or loss of life that is beyond local response capabilities;
 - B) The search-and-rescue team response is specifically and expressly requested by the Agency or by the ESDA that appointed and enrolled the search-and-rescue team volunteer and is specifically and expressly approved by the Agency prior to the search-and-rescue team response. The Director shall determine the termination of the approval period. The Agency shall document its

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- approval and termination; and
- C) Each search-and-rescue team volunteer used in the response has completed training appropriate to the function he or she performs during the search-and-rescue team response.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.630 Procedures for Filing A Claim

- a) Upon being notified of a volunteer's disease or injury, the accredited ESDA that appointed and enrolled the volunteer shall submit to the Agency's Human Resources Office, in a timely manner, all of the following:
- 1) Evidence that the notification or pre-approval requirements of Section 301.620(e) have been satisfied for the disaster response, disaster exercise, training, or search-and-rescue team response;
 - 2) Information provided by the volunteer including:
 - A) Evidence of whether the volunteer immediately notified the volunteer's supervisor of the disease or injury;
 - B) Evidence that the volunteer, or a supervisor in the event the volunteer is seriously injured or incapacitated, contacted the early intervention partner prescribed by the Illinois Department of Central Management Services (CMS) at 800-773-3221 immediately after suffering the disease or injury;
 - C) Completed documentation on the forms prescribed by CMS (available at <http://www2.illinois.gov/cms/Employees/benefits/rm/Pages/WorkersCompensation.aspx>), including, but not limited to:
 - i) The Employee's Notice of Injury;
 - ii) The Initial Workers' Compensation Medical Report;
 - iii) An Information Release Authorization; and

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- iv) The Demands of the Job;
 - 3) A Workers Compensation Coverage Request, on a form prescribed by the Agency, submitted by the ESDA coordinator;
 - 4) A copy of the sworn oath taken by the volunteer in accordance with Section 20 of the Act, signed and dated by the volunteer;
 - 5) A Supervisor's Report of Injury or Illness, on a form prescribed by CMS that may be found on the CMS website; and
 - 6) The Workers' Compensation Witness Report, on a form prescribed by CMS that may be found on the CMS website.
- b) Completed claims shall be forwarded to CMS for compensation determinations in accordance with requirements of the Workers' Compensation Act and the Workers' Occupational Diseases Act.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

SUBPART G: REQUIREMENTS FOR THE EMERGENCY
MANAGEMENT PERFORMANCE GRANT PROGRAM

Section 301.710 Purpose

The Agency administers the Emergency Management Performance Grant (EMPG) program using federal funds to aid in the administration of effective emergency management in the political subdivisions. Through the program grantees may receive contributions of up to 50 percent of the political subdivision's necessary and essential emergency preparedness ESDA personnel and administrative expenses.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.720 Eligible Applicants

- a) ESDAs accredited by the Agency pursuant to Section 301.510 are eligible to apply for EMPG funds.
- b) EMPG funding may be delayed or suspended if one of the following conditions exist:

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- 1) Failure to meet a deliverable identified in the grant agreement with the Agency;
 - 2) Failure to submit documents by the deadlines required in this Part; or
 - 3) Failure to correct incomplete or inaccurate information after notification from the Agency.
- c) ESDAs that lose eligibility to receive EMPG funding in accordance with subsection (b) may reapply for funding when the next three-year cycle of accreditation begins.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.730 Application Procedures

- a) Applicants seeking EMPG funds shall submit, within 30 days after notification from the Agency, a completed EMA application packet, in the format prescribed by the Agency, that includes the following:
 - 1) Documentation of current accreditation to satisfy the eligibility requirement stated in Section 301.720;
 - 2) A completed application form, as prescribed by the Agency, that includes the budget of the applicant's eligible personnel and administrative expenses and an annual work plan; and
 - 3) The requested grant amount.
- b) The Agency shall notify applicants of their EMPG program acceptance or rejection within 45 days after the application deadline. Accepted applicants are grantees.
- c) Grantees for the EMPG program shall enter into a Grant Agreement with the Agency setting forth the terms of the grant, including the grantee's agreement to satisfy all grant related assurances and certifications required by the State of Illinois and by the United States Government.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.740 Allocation Determination

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- a) The Director shall annually determine the amount of funding available for the EMPG program prior to the award of any grants, based on the level of funding provided by FEMA. Such amount shall be allocated by the Agency annually to grantees equal to 50 percent of the grantee's political subdivision's eligible expenses, in accordance with the requirements of this Section.
- b) To assist ESDAs in accomplishing the basic preparedness requirements of the Act (ESDA coordinators' organization, administration, training, and operation of the ESDA and ESDA development and exercise of the EOP, exclusive of contractor fees), the following EMPG fund allocations shall be made:
 - 1) **Basic Amount.** A basic amount of funding, as established annually by the Director, equal to at least 50 percent of the total annual amount available for the EMPG program determined pursuant to subsection (a), shall annually be allocated equally among all grantees. However, if a grantee's basic amount allocation exceeds the amount requested in the grantee's application, the application amount shall be used as the basic amount allocation for that grantee.
 - 2) **Population Share.** The remaining EMPG funding, after the allocations in subsection (b)(1) have been made, shall annually be allocated among all grantees who have requested an eligible grant amount in excess of the basic amount allocation, on a per capita basis according to the most recent census data available through the Illinois Secretary of State's office or, if unavailable, through the U.S. Department of Commerce, Bureau of the Census. Grantees whose geographic borders encompass another grantee's jurisdiction shall have their per capita figures reduced accordingly. If a grantee's basic amount allocation plus population allocation exceeds the total amount requested in the grantee's application, the application amount shall be used as the final allocation for that grantee.
- c) **Additional Program Needs** – The total EMPG amount remaining, after the allocations in subsection (b) have been made, shall annually be allocated for ESDA additional program needs. This amount shall be completely allocated among all grantees who have requested an eligible grant amount in excess of the base amount plus population allocation, on a per capita basis according to the most recent census data available through the Illinois Secretary of State's office or, if unavailable, through the U.S. Department of Commerce, Bureau of the Census. Grantees whose geographic borders encompass another grantee's

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jurisdiction shall have their per capita figures reduced accordingly. However, for an additional program needs allocation, the grantee shall present documentation justifying the additional needs request for necessary and essential local emergency preparedness ESDA personnel and administrative purposes including, but not limited to:

- 1) Additional exercises beyond the required EOP exercises;
 - 2) Personnel costs beyond those required for basic preparedness and recovery;
 - 3) Mitigation planning and awareness; and
 - 4) Emergency management public awareness efforts.
- d) If the grantee's allocation amount calculated under this Section exceeds the amount requested in the application, the application amount shall be used as the final grant amount.
- e) The Agency shall monitor the expenditure of allocated EMPG funds and may reallocate unobligated funds, among all grantees who have requested an eligible grant amount in excess of the allocation determined in accordance with subsections (b) and (c), on a per capita basis according to the most recent census data available through the Illinois Secretary of State's office or, if unavailable, through the U.S. Department of Commerce, Bureau of the Census. Grantees whose geographic borders encompass another grantee's jurisdiction shall have their per capita figures reduced accordingly.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.750 Reimbursement Procedures

- a) Reimbursement for eligible expenses is available to grantees up to the amount set forth in the Grant Agreement. However, reimbursements under the EMPG program shall not exceed 50 percent of the dollar amount spent on the requested reimbursement by the grantee's political subdivision. Prior approval from the Agency is required for requested reimbursement expenses not included in the political subdivision budget submitted in the grantee's original application pursuant to Section 301.730.

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- b) Eligible expenses for reimbursement are reasonable expenses in the categories listed on the Eligible Expenses form prescribed by the Agency as eligible expenses and any other reasonable expenses approved by the Agency through the application and allocation process of this Subpart. However, none of the ineligible expenses on the ineligible expense form prescribed by the Agency are reimbursable.
- c) Grantees who have a signed grant agreement with the Agency may request reimbursement of eligible expenses on a quarterly basis and pursuant to the grant agreement by submitting to the Agency, no later than 30 calendar days after the last day of the preceding quarter, unless an extension has been pre-approved by the Agency, the following:
 - 1) A list and documentation of incurred expenses for which reimbursement is being requested in a format prescribed or authorized by the Agency. the Agency may request additional documentation to validate the claim.
 - 2) A narrative quarterly report describing the ESDA's specific actions accomplished during the quarter for which reimbursement is being requested.
- d) The Agency may deny a reimbursement request if the grantee fails to comply with any of the requirements of this Part or of the grant agreement. If denying a reimbursement request, the Agency shall notify the grantee in the grants management system or successor systems.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.760 Reconsideration of Reimbursement Denial

- a) A grantee may request reconsideration of a reimbursement denial by sending a written reconsideration request to the EMPG program within 15 days after the reimbursement denial. The reconsideration request shall include:
 - 1) Specific identification of the item or submission for which reimbursement was denied;
 - 2) The basis for the requested reconsideration; and
 - 3) Documentation or exhibits to support the requested reconsideration.

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- b) Upon receipt of the reconsideration request, the EMPG program shall review the original decision, the reconsideration request and all relevant documentation or exhibits. The EMPG program shall notify the grantee in writing of the reconsideration decision and rationale.
- c) If the grantee seeks further review of the reimbursement decision, the grantee may request a final reconsideration by the Director by sending a written reconsideration request to the Director within 15 days after receipt of the EMPG program's decision in subsection (b). The Director shall issue a final reimbursement decision.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 301.APPENDIX A Base Plan Requirements

An EOP base plan shall include the following information:

- a) Introductory Material
 - 1) Legal Authority. Provides legal authorities of each responsible agency/department/organization to perform their assigned tasks included in the EOP. Identifies the agency's/department's/organization's procedures, policies, and guidelines that will govern the training, exercises, and plan maintenance related to their assigned tasks in the EOP.
 - 2) Signatures. Signatures of political subdivision officials authorized to sign on behalf of their agency/department/organization indicating they agree to the responsibilities assigned to their respective agency/department/organization in the EOP.
 - 3) Implementation. Provides the purpose, scope, and applicability of the EOP, a statement indicating that all previous EOPs and other relevant plans are superseded, and the circumstances under which modifications may be made.
 - 4) Record of Changes. Documents each change to the EOP including change number, date of change, name of individual making the change, and a summary of the change.

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- 5) Record of Distribution; and
 - 6) Table of Contents.
- b) Situation Overview and Planning Assumptions
- 1) Situation Overview. This information may be obtained in the assessment tool identified in Section 301.220(d) and shall include:
 - A) Hazard Analysis Summary;
 - B) Capability Assessment; and
 - C) Mitigation Overview.
 - 2) Planning Assumptions. Identify assumptions of facts for planning purposes. These assumptions will be adjusted as the facts of an incident become known.
 - 3) Concept of Operations (CONOPS). CONOPS shall:
 - A) Identify the individual or individuals with authority to activate the EOP (e.g., ESDA coordinator, chief executive officer, fire/police chief);
 - B) Describe the process for declaring a disaster and resolving legal questions/issues;
 - C) Describe the coordination between the emergency management agency and all partner agencies, boards, and divisions;
 - D) Address the needs of individuals who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality;
 - E) Demonstrate planning considerations for children, elderly, individuals with disabilities, access and functional needs, and limited English proficiency, and pets, service animals, and livestock;
 - F) Identify other response/support agency plans that directly support

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the implementation of the EOP (e.g., hospital, school emergency, facility plans);

- 4) Organization and Assignment of Responsibilities.
 - A) Identify the responsibilities assigned to each individual/organization, including, but not limited to:
 - i) The local senior elected or appointed officials;
 - ii) Local agencies, regardless of incident type;
 - iii) Private sector and voluntary organizations (e.g., organizations that assist with sheltering, feeding, and reunification services).
 - B) Describe prevention roles and responsibilities, including linkages with fusion centers where applicable;
 - C) Describe roles and responsibilities for critical infrastructure protection and restoration.
 - D) Describe roles and responsibilities for unaffiliated volunteers and how to incorporate them into the emergency operation.
 - E) Identify mutual aid agreements or memorandums of understanding. A representative from each party to the agreements and memorandums shall sign the agreements.
 - F) Include a current list of available NIMS-typed resources and credentialed personnel.
 - G) Describe the maintenance of notification rosters, standard operating procedures and guidelines, and checklists to carry out assigned tasks.
- 5) Direction, Control and Coordination. Identify individuals/organizations with tactical and operational control of response assets and describe multi-jurisdictional coordination systems and processes to be used during a disaster.
- 6) Information Collection, Analysis and Dissemination.

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- A) Describe information dissemination methods (e.g., verbal, electronic, graphics) and protocols;
- B) Describe critical information needs and collection priorities;
- C) Describe strategies for collecting, analyzing, and sharing information about the condition of community lifelines;
- D) Describe long-term information collection, analysis, and dissemination strategies; and
- E) Describe collaboration with the general public in the collection, analysis, and dissemination of information, to include elements of the whole community as well as sector-specific watch programs.

AGENCY NOTE: The contents of subsection (b)(6) may be organized as a table.

- 7) Communications.
 - A) Describe the framework for delivering communications support and integration into the regional or national disaster communications network.
 - B) Identify and summarize separate interoperable communications plans (e.g., Tactical Interoperable Communications Plan (TICP)).
- 8) Administration, Finance, and Logistics.
 - A) Include references to intrastate and interstate mutual aid agreements.
 - B) Describe the process for utilization of employees and solicitation of volunteers to assist with disaster response. This section should provide descriptions for liability and immunity coverage.
 - C) Reference policies in place for maintaining financial records, reporting financial expenditures, tracking resource needs and the source and use of resources.
- 9) Plan Development and Maintenance.
 - A) Describe the planning process, participants in that process and how

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planners coordinate development and revision of different levels of the EOP (e.g., base plan, annexes and SOPs/SOGs).

B) Assign responsibility for the overall planning and coordination to a specific title/position.

C) Describe the process for evaluating, reviewing, and updating the EOP and establish a regular cycle of training on the EOP. The description should encompass collaboration with each organization/agency that has a responsibility in the EOP.

10) Authorities and References. Include lists of laws, statutes, regulations, ordinances, executive orders, and formal agreements relevant to disasters

(Source: Added at 48 Ill. Reg. _____, effective _____)

Section 301.APPENDIX B Functional Annex Format

a) EOPs using the functional annex format shall include the following functions:

- 1) Communications;
- 2) Direction, Control and Coordination including Protective Actions and Energy
- 3) Logistics and Resource Management;
- 4) Mass Care including Transportation and Evacuee Movement;
- 5) Mutual Aid;
- 6) Public Alert, Information and Warning;
- 7) Public Health and Medical Services;
- 8) Public Works and Infrastructure Restoration including Transportation; and
- 9) Volunteer and Donations Management including Private Sector Coordination.

b) Each functional annex shall include:

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- 1) Functional related goals and objectives;
- 2) Community lifeline association;
- 3) Preparedness, response, and recovery responsibilities; and
- 4) Recommended Training.

(Source: Added at 48 Ill. Reg. _____, effective _____)

Section 301.APPENDIX C Emergency Support Function Annex Format

- a) EOPs using the emergency support function annex format shall include the following emergency support functions (ESF):
 - 1) ESF #1 – Transportation;
 - 2) ESF #2 – Communications;
 - 3) ESF #3 – Public Works and Engineering;
 - 4) ESF #4 – Firefighting;
 - 5) ESF #5 – Emergency Management;
 - 6) ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services;
 - 7) ESF #7 – Logistics Management and Resource Support;
 - 8) ESF #8 – Public Health, Healthcare, EMS, and Behavioral Health;
 - 9) ESF #9 – Search and Rescue;
 - 10) ESF #10 – Oil and Hazardous Material Response;
 - 11) ESF #11 – Agriculture and Natural Resources;
 - 12) ESF #12 – Energy;

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- 13) ESF #13 – Public Safety and Security;
 - 14) ESF #14 – Cross-Sector Business and Infrastructure; and
 - 15) ESF #15 – External Affairs.
- b) Each ESF annex shall include:
- 1) Identification of the ESF Lead Agency;
 - 2) Identification of the ESF Supporting Agencies;
 - 3) Purpose statement; and
 - 4) A summary of ESF activities taken for prevention and preparedness, response; recovery; and mitigation.
- c) EOPs utilizing ESF annexes shall include, at a minimum, the following support annexes:
- 1) Financial Management;
 - 2) Mutual Aid/Multi-Jurisdictional Coordination;
 - 3) Population Protection;
 - 4) Prevention and Protection;
 - 5) Private Sector Coordination;
 - 6) Volunteer and Donation Management;
 - 7) Warning; and
 - 8) Worker Safety and Health.
- d) Each support annex shall include:
- 1) Identification of the Coordinating Agency;

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- 2) Identification of Cooperating Agencies;
- 3) Introduction including purpose, scope, and policies;
- 4) Concept of the Operation including general, organization, and responsibilities for the coordinating agency and cooperating agencies.

(Source: Added at 48 Ill. Reg. _____, effective _____)

Section 301.APPENDIX D Recovery Plan

ESDAs shall have a recovery plan that includes the following information:

- a) Purpose;
- b) Recovery goals;
- c) Identification of partners representing the whole community including the establishment of a long-term recovery committee (LTRC) in order to address all recovery core capabilities and integrate socioeconomic, demographic, accessibility, and risk assessment considerations in the development of recovery strategies;
- d) Provide the maintenance strategy for the LTRC
 - 1) Membership composition: identify the process for ensuring the LTRC is diverse and reflects the demographics of the political subdivision;
 - 2) Recruitment process: identify the process that will be used to recruit members for the LTRC;
 - 3) Meeting cadence and communication: identify meeting schedule and internal communication protocols; and
 - 4) On-going community engagement: identify expected communication efforts with the public (e.g., Public Information Officer, surveys, workgroups, and partnerships);

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- e) Concept of operations that should include the following assignments of recovery operational tasks:
 - 1) Short-term recovery operations (0-14 days):
 - A) Public information. Management of community recovery expectations throughout the recovery process and ensure that information about recovery is accessible to the whole community, including individuals with access and functional needs;
 - B) Conducting damage assessments and economic impact analyses;
 - C) Submission of Public Assistance/Individual Assistance (PA/IA) and Small Business Administration (SBA) requests, if applicable;
 - D) Debris management. Strategies focused on clearing primary routes for transportation and safety;
 - E) Temporary or interim infrastructure. Management of efforts to support businesses reopening;
 - F) Medical services. Providing essential community services such as basic medical services and emergency/temporary medical care;
 - G) Housing needs. Preliminary assessments of housing impacts and needs; and,
 - H) Sheltering needs. Support sheltering and feeding of displaced citizens and begin the transition of shelter occupants out of shelters.
 - 2) Intermediate recovery operations (2-8 weeks):
 - A) Clean and clear debris from affected communities;
 - B) Address interim housing needs and define a timeline for achieving a resilient, accessible, and sustainable housing market;

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- C) Plan for immediate infrastructure repair and restoration where possible, with special consideration for critical infrastructure systems;
 - D) Provide ongoing medical care including continuity of care for damaged healthcare facilities;
 - E) Engage the community and stakeholders in developing strategies to build back stronger, identify mitigation opportunities, and community resilience strategies; and,
 - F) Support the rebuild, reestablishment, and return of businesses.
- 3) Long-term recovery operations (2 months – 3 years):
- A) Identify and support the resilient and sustainable permanent housing needs of the community, including accessible housing;
 - B) Reestablish and create resilient health care facilities;
 - C) Implement mitigation projects and funding strategies including infrastructure systems and natural and cultural resources;
 - D) Coordinate with whole community partners and other organizations to support community needs; and,
 - E) Implement economic revitalization strategies and facilitate assistance to rebuild resilient businesses.
- f) Demobilization of recovery; and
 - g) Plan development and maintenance.

(Source: Added at 48 Ill. Reg. _____, effective _____)