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ILLINOIS EMERGENCY MANAGEMENT AGENCY

NOTICE OF PROPOSED AMENDMENTS

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SUBCHAPTER c: ADMINISTRATION AND ORGANIZATION OF
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].

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~~ ~~serving the IEMA mandate to prepare~~ the State of Illinois to ~~respond to~~ ~~deal with~~ disasters, ~~to~~ preserve ~~the~~ lives and property ~~in the event of disasters, of the people of this State~~ and to protect the public peace, health, and safety in the event of ~~disasters~~ ~~a disaster~~, 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 ~~and certification~~ of ESDAs;
 - F) Workers' compensation coverage and workers' occupational diseases coverage for volunteers; and
 - G) The Emergency Management Performance Grant ~~emergency~~

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~~management assistance 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].

(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 ~~Illinois Emergency Management~~ 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.

~~"Certification" means recognition of a non-mandated emergency services and disaster agency by an accredited county or multiple-county emergency services~~

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~~and disaster agency in conjunction with the Illinois Emergency Management Agency, or by the Illinois Emergency Management Agency in the event that no accredited county or multiple county emergency services and disaster agency serves the county in which the non-mandated emergency services and disaster agency is located, in accordance with Section 301.520.~~

"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 ~~staff assistant to, or 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.

"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, an appraisal or determination of the effects of the disaster on physical, economic and natural resources and on human life.~~

~~"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

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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 ~~political subdivision~~ 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 "~~federal~~-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 name, by the name Emergency Management Agency ~~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. ~~a planned event realistically simulating a disaster, conducted for the purpose of evaluating the political subdivision's coordinated emergency management capabilities, including, but not limited to, testing emergency operations plans.~~ [20 ILCS 3305/4]

~~"Exercise Design Team" means the people selected in accordance with Section 301.420(a) to develop and coordinate the exercise and the team from which a~~

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~~team member is designated to be the design team leader.~~

"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, mean concepts adopted by strategic decision makers to give overall direction to disaster response and recovery, derived from one or more emergency management functions of the emergency operations plan and accomplished through decision makers of the emergency operations center and incident command system.~~

~~"Homeland Security Exercise and Evaluation Program" or "HSEEP" means a set of guiding set of fundamental principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning, through which exercise program managers can develop, execute, and evaluate exercises that address the priorities established by a jurisdiction's/organization's senior leaders. It provides a method for jurisdictions/organizations to shape planning, assess and validate capabilities, and address areas for improvement in their emergency management programs.~~
Further information regarding HSEEP may be found on FEMA's website at <https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>.

~~"IEMA" means the Illinois Emergency Management Agency.~~

~~"Illinois Emergency Planning and Community Right to Know Act" or "Illinois EPCRA" means 430 ILCS 100.~~

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

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"Incident Action Plan" or "Action Plan" means an oral or written plan containing the objectives established by the incident commander or unified command and 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, a system that combines facilities, equipment, personnel, procedures, and communications to operate within a common organizational structure and that designates responsibility for the management of assigned resources to effectively accomplish stated goals and objectives.

"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 ~~federal EPCRA and Illinois~~-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.;

~~Each county ESDA, unless multiple county ESDA consolidation is authorized by IEMA with the consent of the respective counties in accordance with Section 301.140;~~

~~Each multiple county ESDA authorized in accordance with Section 301.140;~~

~~Each ESDA in a municipality with a population of over 500,000; and~~

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~~Each ESDA determined by the Governor to be required for a municipal corporation pursuant to Section 10(d) of the Act.~~

"Mitigation" means ~~activities providing a critical foundation to reduce the loss of life and property from natural and/or human-caused disasters, actions taken to eliminate or reduce the degree of risk to life and property from hazards, either prior to or following a disaster.~~

~~"National Standard" means the version of the Emergency Management Standard developed by the Emergency Management Accreditation Program and accepted by IEMA. The National Standard can be obtained at <https://www.emap.org> or by contacting an IEMA regional office (<https://www2.illinois.gov/iema/Contacts/Pages/Contacts-Regional.aspx>).~~

"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. definable and measurable concepts adopted by tactical decision makers to accomplish the goals of disaster response and recovery; usually derived from one or more emergency management functions of the emergency operations plan.~~

~~"Out-of-Sequence Event" means a specific demonstration that is accomplished 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. actions taken and programs and systems developed prior to a disaster to~~

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~~support and enhance response to and recovery from 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.
~~restoration actions and programs.~~

"Response" means capabilities necessary to save lives, protect property and the environment, or meet basic human needs after a disaster has occurred.
~~the actions taken to address the immediate and short-term effects of a disaster.~~

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

~~"Strategic Decisions" means policy decisions that determine the goals of disaster response and recovery, usually made by elected officials or by designees appointed by ordinance, law, or emergency operations plan to act on behalf of elected officials during a disaster.~~

"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.

~~"Tactical Decisions" means decisions that determine the objectives to satisfy the goals set by strategic decision makers, usually made by designees of the strategic decision makers, including command or general staff within the incident command system.~~

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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/EMA 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/EMA 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/EMA 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;

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- b) The counties to be consolidated are geographically connected; and
- c) The counties seeking to consolidate ~~submit to the Agency~~~~present to IEMA~~ 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~~~~A beginning and ending date to the term of the consolidation agreement;~~
 - 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) national standard~~, including program administration and evaluation; the use of advisory ~~committees~~~~committee~~ and coordination processes; administrative and financial processes and procedures; ~~processes for requesting changes to ordinances and authorities~~; 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

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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.

- 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 Authority

- 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.

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- 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:
- 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~~ the Agency IEMA and ~~the Agency~~ the Agency IEMA has provided written ~~acknowledgement approval~~ 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~~ the Agency IEMA.
- 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 _____)

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Section 301.220 ~~Initial~~ 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 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.

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- 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.
- 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.

~~To begin the planning process and in conjunction with EOP updates, representatives of the political subdivision organizations involved with emergency response shall jointly conduct all of the following tasks:~~

- a) ~~Conduct a hazard identification and risk assessment for the political subdivision:~~
 - 1) ~~Identify hazards, including natural, technological and human-caused;~~
 - 2) ~~Hazard profiles shall include risk and vulnerability assessments and consequence analysis; and~~
 - 3) ~~Compare, prioritize and document risks of the hazards identified.~~
- b) ~~Develop a profile of the political subdivision:~~
 - 1) ~~Collect demographic data (such as daily population patterns, traffic patterns, seasonal population changes, populations with functional and access needs) from public and private sources to determine potential consequences of identified hazards for people and community functions.~~
 - 2) ~~Collect structural inventory data (including data on critical facilities, residential, commercial, and industrial structures, lifelines, and transportation) to determine potential consequences of identified hazards~~

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~~for community functions, property and sites of potential secondary hazards.~~

- e) ~~Complete a Threat and Hazard Identification Risk Assessment to assess all core capabilities for prevention, protection, response, recovery and mitigation mission areas of the political subdivision, identify shortfalls in core capabilities and develop strategies to alleviate shortfalls in planning, organization, equipment, training and exercises.~~

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

Section 301.230 Emergency Operations Plan (EOP) Basic Plan Requirements

- 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.~~
- ca) ~~All EOPs~~The EOP shall have a Base Plan~~basic plan~~ that includes the requirements in Section 301.APPENDIX A.:
- ~~1) A document signed and dated by the principal executive officer of the political subdivision approving the plan.~~
 - ~~2) A register for recording changes and entering change dates.~~
 - ~~3) For non-mandated ESDAs, except those accredited pursuant to Section 301.510, evidence that each county or multiple county ESDA coordinator serving the county in which the non-mandated ESDA is located, other than the county or multiple county ESDA reviewing the EOP for acceptance pursuant to Section 301.320, concurs with the portions of the plan applicable to the ESDA they represent.~~
 - ~~4) A table of contents listing all sections of the plan.~~

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- b) ~~Each ESDA shall have an EOP that individually addresses:~~
- 1) ~~The EOP's purpose and:~~
 - A) ~~scope; or~~
 - B) ~~goals and objectives;~~
 - 2) ~~Authority;~~
 - 3) ~~Situation and assumptions;~~
 - 4) ~~Functional roles and responsibilities for internal and external agencies, organizations, departments and positions;~~
 - 5) ~~Logistical support and resource requirements necessary to implement the EOP;~~
 - 6) ~~The concept of operations for the EOP; and~~
 - 7) ~~Assignment of responsibility for EOP maintenance, review and updating.~~
- e) ~~The EOP shall identify and assign specific areas of responsibility for performing functions in response to an emergency or disaster.~~
- d) ~~The EOP shall contain a list of formal mutual aid agreements, memoranda of understanding (MOUs), and other written agreements affecting the emergency response and recovery functions of the political subdivision.~~
- e) ~~The EOP shall delineate processes for the political subdivision to supplement resources provided through MOUs.~~
- f) ~~For EOPs due for review on or after September 1, 2020, ESDAs shall include in the EOP how the political subdivision will perform each of the following functions, and identify and assign specific areas of responsibility for performing the functions in response to an emergency or disaster:~~
- 1) ~~administration and finance;~~

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- 2) ~~agriculture and natural resources;~~
- 3) ~~critical infrastructure and key resource restoration;~~
- 4) ~~debris management;~~
- 5) ~~detection and monitoring;~~
- 6) ~~donation management;~~
- 7) ~~energy and utilities services;~~
- 8) ~~firefighting/fire protection;~~
- 9) ~~human services (including food, water and commodities distribution);~~
- 10) ~~incident and needs assessment;~~
- 11) ~~information collection, analysis, and dissemination;~~
- 12) ~~law enforcement;~~
- 13) ~~mutual aid;~~
- 14) ~~private sector coordination;~~
- 15) ~~public works and engineering;~~
- 16) ~~search and rescue;~~
- 17) ~~transportation systems and resources; and~~
- 18) ~~volunteer management~~

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

Section 301.240 Functional Annex Requirements

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- 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.
- a) For EOPs due for review on or after September 1, 2020, ESDAs shall include in the EOP annexes addressing how the political subdivision will perform each of the following functions:
 - 1) Direction, Control and Coordination—The means the political subdivision will use to establish and maintain a unified and coordinated operational structure and process to direct and control activities throughout response and recovery that integrates all critical stakeholders and supports the execution of strategies, priorities and functional roles and responsibilities.
 - 2) Communications—The means, organizations and processes by which the political subdivision will communicate among and between affected communities and organizations involved in response and recovery in support of situational awareness and operations.
 - 3) Warning/Emergency Information—The means, organizations and processes by which officials will coordinate the delivery of alerts and warning that provide the public with life-saving information and instructions on actions to be taken for potential or actual emergencies.
 - 4) Public Information—The means, organizations and processes by which a political subdivision will coordinate the delivery of prompt, reliable and actionable information to the whole community through the use of clear, consistent, accessible and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.
 - 5) Disaster Intelligence/Damage Assessment—The means the political subdivision will use to coordinate timely, accurate and actionable information resulting from the identification, planning, collection,

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~~processing, analysis, evaluation and dissemination of information among government or private sector entities, as appropriate.~~

- ~~6) Evacuation and Population Protection—The means the political subdivision will use to coordinate the evacuation and movement of people to a safe area, or instruct the public to shelter in place, when conditions require immediate protection for potential or actual emergencies.~~
- ~~7) Mass Care or Population Related Disaster Services—The means the political subdivision will use to coordinate life sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies and other essential life support needs to people displaced from their homes because of a disaster situation.~~
- ~~8) Health and Medical—The means the political subdivision will use to coordinate lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical and behavioral health support and products to all affected populations in emergencies and disasters.~~
- ~~9) Mortuary Services or Fatality Management—The means the political subdivision will use to coordinate fatality management services, including:
 - ~~A) decedent remains recovery and victim identification;~~
 - ~~B) inventorying and protecting deceased's personal effects;~~
 - ~~C) working with local, State and federal authorities to provide mortuary processes, temporary storage or permanent internment solutions;~~
 - ~~D) sharing information with mass care services for the purpose of locating and notifying the next of kin and reunifying family members and caregivers with missing persons/remains; and~~
 - ~~E) providing counseling to the bereaved.~~~~
- ~~10) Resource Management or Logistics—The process the political subdivision~~

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~~will use to coordinate resources and material to satisfy the needs generated by a disaster through the delivery of essential commodities, equipment, services and personnel in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples.~~

- b) ~~Each functional annex required by subsection (a) shall individually address:~~
- 1) ~~The annex's purpose and:~~
 - A) ~~scope; or~~
 - B) ~~goals and objectives;~~
 - 2) ~~Authority;~~
 - 3) ~~Situation and assumptions;~~
 - 4) ~~Identification of and functional roles and responsibilities for internal and external agencies, organizations, departments and positions;~~
 - 5) ~~Logistical support and resource requirements necessary to implement the annex;~~
 - 6) ~~A description of situations that trigger implementation of the annex;~~
 - 7) ~~A description of assumptions that apply to the annex;~~
 - 8) ~~The concept of operations for the annex; and~~
 - 9) ~~Assignment of responsibility for annex maintenance, review and updating.~~
- c) ~~In addition to the above requirements of subsections (a) and (b), each annex may include functional appendices, tabs, check lists and job aids.~~
- d) ~~The ESDA may include additional annexes in the EOP as determined by the ESDA to be necessary for the emergency management efforts of the political subdivision in the event of a disaster. IEMA may require the ESDA to include~~

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~~additional annexes in the EOP, if IEMA determines that those annexes are necessary preparation for protection of the public peace, health and safety in the event of a disaster.~~

- e) ~~The ESDA may use traditional, functional, core capability or Emergency Support Function (ESF) annexes in the EOP as determined by the ESDA to be necessary for the emergency management efforts of the political subdivision in the event of a disaster.~~

(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 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,

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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;
 - 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

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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.

~~a) Each hazard specific annex of the EOP shall individually address:~~

~~1) The annex's purpose and:~~

~~A) scope; or~~

~~B) goals and objectives;~~

~~2) Authority;~~

~~3) Situation and assumptions;~~

~~4) Identification of and functional roles and responsibilities for internal and external agencies, organizations, departments and positions;~~

~~5) Logistical support and resource requirements necessary to implement the annex;~~

~~6) The concept of operations for the hazard specific annex; and~~

~~7) Assignment of responsibility for annex maintenance, review and updating.~~

~~b) In addition to the above requirements of subsection (a), each hazard specific annex of the EOP may include functional appendices, tabs, check lists and job aids.~~

~~e) The EOP shall include, as a Hazardous Materials annex, all applicable portions of an LEPC chemical emergency response plan for the political subdivision, developed in accordance with the requirements of the Illinois EPCRA. The SERC shall appoint an ESDA coordinator from within the LEPC's emergency planning district to serve as a member of the LEPC in the development of the LEPC chemical emergency response plan.~~

~~d) Based upon United States Geological Survey calculations of probable areas~~

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~~subject to earthquake damage, IEMA has determined that the EOPs of the following county ESDAs and of political subdivision ESDAs located within the following counties shall include an Earthquake annex: 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. In addition to addressing the requirements of subsection (a), the Earthquake annex shall address, at a minimum:~~

- ~~1) For Direction and Control purposes:
 - ~~A) The use of ground or aerial surveys, or both, to determine the scope of the damage, casualties, and the status of critical facilities.~~
 - ~~B) The use of damage assessment information to identify the facilities and areas where urban search and rescue operations are to be conducted and to establish priorities for search and rescue operations.
 - ~~i) Provisions to control access into and out of damaged areas.~~
 - ~~ii) The inspection of buildings and other structures to determine habitability or the need for condemnation or demolition and how such determinations will be marked.~~~~~~
- ~~2) For Public Information purposes:
 - ~~A) The development and distribution of survival tips on what to do during and immediately after an earthquake.~~
 - ~~B) The distribution of warnings and advice on the continuing threats of fire, unsafe areas, building collapse, aftershocks, and other hazards.~~
 - ~~C) Public notification of emergency assistance locations, such as shelter, medical services, and food and water.~~~~
- ~~3) For Evacuation purposes, provisions for moving residents of custodial~~

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~~facilities, including, but not limited to, hospitals and jails, following an earthquake due to structural damage from the earthquake or projected aftershocks.~~

- 4) ~~For Mass Care purposes:~~
- A) ~~Identification of mass care facilities in low seismic risk areas that are away from secondary effect threats.~~
 - B) ~~Identification of mass care facilities that are structurally sound, well retrofitted, or built to code, based on the knowledge of a structural engineer.~~
 - C) ~~A ranking of the mass care facilities based on the amount of earthquake resistance protection offered.~~

- e) ~~An ESDA may include additional Hazard Specific annexes for threats and hazards identified through the process set forth in Section 301.220. IEMA may require the ESDA to include additional Hazard Specific annexes in the EOP, if IEMA determines that those annexes are necessary preparation for protection of the public peace, health and safety in the event of a disaster.~~

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

Section 301.280 Supporting Plans

- a) ~~Recovery Plan. For EOPs due for review on or after September 1, 2020,~~ 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. For EOPs due for review on or after September 1, 2020,~~ ESDAs shall have a ~~continuity of operations plan (COOP) plan~~ that describes how the ESDA's essential functions will be continued and recovered in ~~a an emergency or~~ disaster. The plan ~~should~~ identify essential positions and lines of succession, and provide for the protection or safeguarding

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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. For EOPs due for review on or after September 1, 2020,~~ ESDAs shall have a ~~continuity of government (COG)~~ plan that identifies the ~~political subdivision's jurisdiction's~~ leadership succession authorities and addresses how the ESDA will support the preservation, maintenance, or reconstitution of the ~~political subdivision's jurisdiction'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~~ ~~basie~~ 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 ~~Accredited~~ 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, IEMA~~ 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.

~~AGENCY NOTE: For review of EOPs, "approval" means that IEMA has determined that the requirements specified in this Part have been included in the plan.~~

- b) The principal executive officer of the political subdivision and the ESDA coordinator shall review and approve the EOP submission prior to the submission

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to the Agency~~IEMA~~. 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 emergency responsibilities during a disaster.

- c) Each ESDA should review and update its EOP at least annually _, except the ESDA shall review and update the Hazardous Materials annex to the EOP based on changes provided by the LEPC as a result of the LEPC's annual review of its chemical emergency response plan. A review and update should be considered by the ESDA at a lesser interval for any circumstances that impact the political subdivision~~jurisdiction~~ 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)~~IEMA in accordance with the review schedule established by IEMA~~.
- 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.

~~AGENCY NOTE: Written notification shall be given to IEMA of any revisions to the EOP made during those periods of time where the ESDA's EOP is not due for review by IEMA.~~

- e) The Agency~~IEMA~~ shall review the plan and give written notification to the ESDA of Agency~~IEMA~~ 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~~IEMA~~ shall provide a written list of deficiencies and suggested means of remediation to the ESDA. The ESDA has 60

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calendar days after receipt of the disapproval to remediate the plan and resubmit it to ~~the Agency~~IEMA. IEMA may arrange for technical assistance in remediating the plan.

- g) ~~The Agency~~IEMA shall notify the ESDA ~~and the principal executive officer of the political subdivision~~ of its final determination of approval or disapproval.
- h) Upon approval of the EOP, ~~the Agency~~IEMA will retain a copy of the approved plan in the ~~respective~~IEMA regional office.

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

Section 301.320 EOP Submission ~~and Review Requirements~~ 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~~biennially 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 The mandated ESDA and~~ ESDAs ~~seeking accreditation~~ shall have a documented ~~multi-year~~ exercise program for its EOP and conduct or participate in ~~an Agency-approved exercises to support the following requirements. IEMA-approved exercise for hazards identified through the processes set forth in Section 301.220, and exercise all core capabilities, within a four year cycle beginning with IEMA's approval of the EOP, including at least one full scale exercise.~~

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- 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.

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 ~~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

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AAR/IP, each ESDA shall include an addendum detailing how the exercise objectives tested each of the political subdivision's EOPs.

- e) ~~The ESDA may combine hazards and core capabilities into one or more exercises and must submit required documentation to IEMA for approval pursuant to Sections 301.420 and 301.430.~~

(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~~IEMA 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, ~~in advance of the exercise, a description of:~~
- ~~1) The type of exercise and exercise date;~~
 - ~~2) The exercise scenario;~~
 - ~~3) The scope of participation;~~
 - ~~4) The exercise objectives, meaning the ends toward which exercise efforts are directed; and~~
 - ~~5) The EOP functional areas and core capabilities being tested.~~
- c) The exercise design team and exercise design team leader may use out-of-sequence events to assist in achieving exercise goals and objectives.
- 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.

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- 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 ~~Evaluation and~~ Approval for Mandated ESDAs and Accredited ESDAs

- a) The Agency ~~IEMA~~ shall review exercise documentation for mandated and accredited ESDAs seeking exercise credit. ~~coordinate the evaluation of the exercise for mandated ESDAs and for accredited ESDAs.~~
- b) The Agency ~~IEMA~~ shall determine if the exercise design form complies with HSEEP guiding principles ~~is approved in accordance with FEMA's Homeland Security Exercise and Evaluation Program (HSEEP)~~ and issue to the ESDA written notice of the determination of Agency approval within 2144 days.
- c) If the Agency determines that the exercise design form does not meet HSEEP guiding principles ~~is not approved~~, the ESDA shall, within 45 calendar days after receipt of the Agency's ~~IEMA~~ determination ~~of disapproval~~, submit corrected documentation for review.:
 - 1) Plan a suitable corrective exercise to correct the deficiencies identified by the evaluation;
 - 2) Notify IEMA no less than 10 days in advance of the corrective exercise; and
 - 3) Have IEMA coordinate the evaluation of the corrective exercise.

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- d) ~~IEMA shall determine if the corrective exercise is approved in accordance with HSEEP and shall issue the final IEMA determination by written notice, within 45 days after completion of the corrective exercise, to the ESDA and to the principal executive officer of the political subdivision.~~
- de) ~~If the ESDA does not receive Agency approval pursuant to this section, the ESDA will not receive exercise credit. In the event that the ESDA fails to obtain IEMA approval of an exercise within the time frames established in this Subpart, IEMA may coordinate the planning and conducting of an exercise that complies with the exercise requirements of this Part in order to fulfill the IEMA mission of ensuring statewide disaster preparedness.~~

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

Section 301.440 Exercise Evaluation and Acceptance for Non-Mandated ESDAs
(REPEALED)

- a) ~~Except for those non-mandated ESDAs eligible for and seeking accreditation pursuant to Section 301.510, each non-mandated ESDA shall:~~
- 1) ~~Coordinate the approval and evaluation of the exercise in accordance with FEMA's Homeland Security Exercise and Evaluation Program (HSEEP); and~~
 - 2) ~~Submit documentation at least 45 days in advance of the exercise and evaluation 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. The county or multiple county ESDA shall send a letter of acceptance or non-acceptance to the non-mandated ESDA. If the exercise and evaluation is not accepted by the county or multiple county ESDA, and upon request of the non-mandated ESDA, IEMA may provide professional and technical exercise assistance, through the county or multiple county ESDA serving the county in which the non-mandated ESDA is located.~~
- b) ~~For non-mandated ESDAs eligible for and seeking accreditation pursuant to Section 301.510, the exercise evaluation and approval requirements of Section~~

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~~301.430 shall apply.~~

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

Section 301.450 Alternative Exercise Credit~~Waiver of Exercise Requirement~~

- 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).~~
- ba) ~~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), if an actual disaster occurs during a jurisdiction's four-year exercise cycle, IEMA, or the county for non-mandated unaccredited ESDAs, has the discretion to waive the requirements of this Subpart. In addition to a letter requesting a waiver, ESDAs shall submit the following applicable documentation as directed by IEMA or the county, but no later than 60 calendar days after response activities have ended prior to the application for accreditation or certification:~~
- 1) ~~An AAR/IP; and Mandated ESDAs and non-mandated accredited ESDAs shall submit an After Action Report (AAR) and a Corrective Action/Improvement Plan to their IEMA regional office. In addition, for information purposes only, non-mandated accredited ESDAs shall also submit the AAR and Corrective Action/Improvement Plan to the county in which they reside.~~
 - 2) ~~A sampling of the following: Except for those non-mandated ESDAs accredited pursuant to Section 301.510, non-mandated ESDAs shall submit an AAR and a Corrective Action/Improvement Plan to the county in which they reside.~~
 - A) Community lifeline situation reports;
 - B) Press releases; and
 - C) Action Plans.

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AGENCY NOTE: Prior to an ESDA submitting the required documents for exercise credit ~~waiver~~, the Agency and ESDA coordinator ~~EMA or the county~~, as appropriate, 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;
 - 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;

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- 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 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.
- b) The IEMA State Exercise Officer, in conjunction with the respective Regional Coordinator, shall be responsible for evaluating waiver requests for mandated and non-mandated accredited ESDAs. Counties shall be responsible for evaluating waiver requests for non-mandated unaccredited ESDAs. The AAR and Corrective Action/Improvement Plan shall be evaluated for consistency with HSEEP. The ESDA shall be granted a waiver if its AAR and Corrective Action/Improvement Plan are approved for the core capabilities determined by IEMA or the county, as

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~~appropriate, for the specific disaster.~~

- e) ~~The IEMA State Exercise Officer and counties shall provide approvals of waiver requests in writing.~~

(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 ~~IEMA~~ accreditation:
- 1) Mandated ESDAs; and
 - 2) Non-mandated ESDAs determined ~~every three years~~ biennially by the ~~IEMA~~ Director, or his/her designee, to have demonstrated justification ~~to IEMA~~ 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 ~~Heightened, greater than average disaster vulnerability;~~
 - B) A description of the emergency management needs of the political subdivision not currently being met and how accreditation will assist with those needs; An increased need for ESDA services in the political subdivision due to all of the following:
 - i) Population size and concentration;
 - ii) Insufficiency of county ESDA resources to meet the emergency management needs of the political subdivision; and
 - iii) A high concentration of emergency management resources in the political subdivision existing prior to the accreditation eligibility review;

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C) A discussion of the disaster vulnerability of the political subdivision; Evidence that the ESDA coordinator provides to the political subdivision a paid emergency management work effort as coordinator of at least 50% of the political subdivision's standard full-time work week, not including exercise hours; and

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; Documentation of the emergency management services provided to the political subdivision by the ESDA, including, but not limited to, documentation of emergency operations plans, training, exercises, and actual responses, during a minimum of the past 5 years.

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 ~~HEMA~~ 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

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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 IEMA New Coordinators Workshop Course and the Principles of Emergency Management Course or courses determined by IEMA to be consistent with or at least as stringent as these courses; and
 - B) The ESDA Coordinator has completed, within the previous six years, the Agency's Coordinators Workshop Course as refresher training. After the first year of appointment, or for ESDA coordinators appointed prior to January 1, 2002, the ESDA coordinator has biennially completed 48 hours of professional development training, of which a minimum of 24 hours is IEMA-sponsored professional development training. The IEMA-sponsored professional development training program shall, at a minimum, be consistent with and at least as stringent as the FEMA Professional Development Series. Coordinators may receive credit for up to 24 hours of non IEMA-sponsored professional development training, including, but not limited to, emergency management conferences, independent study courses, college courses or internet courses, but only if such training is consistent with or at least as stringent as training in the IEMA-sponsored professional development training program and is pre-approved for a specific number of credit hours in writing by IEMA prior to the 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

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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.

- 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/EMA.

- c) The current accreditation period expiring on June 30, 2025, shall be extended to June 30, 2026. Beginning June 30, 2026, the~~The~~ term of accreditation shall be at

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least ~~threetwo~~ years ~~but not longer than four years~~, with beginning and ending dates indicated on the accreditation document issued by ~~the Agency~~IEMA. ~~Beginning June 30, 2026, the Agency~~IEMA 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~~ IEMA shall issue an accreditation document, including extensions of an existing term of accreditation, under signature of the ~~IEMA~~ Director.

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

Section 301.520 Certification of Non-Mandated ESDAs (REPEALED)

- a) ~~Except for those non-mandated ESDAs accredited in accordance with Section 301.510, non-mandated ESDAs may apply to an accredited county or multiple county ESDA serving the county in which the non-mandated ESDA is located, for certification, or to IEMA in the event that no accredited county or multiple county ESDA serves the county in which the non-mandated ESDA is located. Each accredited county or multiple county ESDA, or IEMA in the event that no accredited county or multiple county ESDA serves the county in which the non-mandated ESDA is located, may issue certification to non-mandated ESDAs located within its geographic boundaries, if the non-mandated ESDAs satisfy 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 documentation that:~~

- A) ~~An ESDA coordinator appointed after January 1, 2002, has completed, within 12 months after the date of appointment, the IEMA New Coordinators Workshop Course and the Principles of Emergency Management Course or courses determined by IEMA to be consistent with or at least as stringent as these courses; and~~

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- B) ~~After the first year of appointment, or for ESDA coordinators appointed prior to January 1, 2002, the ESDA coordinator has biennially completed 48 hours of professional development training, of which a minimum of 24 hours is IEMA-sponsored professional development training. The IEMA-sponsored professional development training program shall, at a minimum, be consistent with and at least as stringent as the FEMA Professional Development Series. Coordinators may receive credit for up to 24 hours of non-IEMA-sponsored professional development training, including, but not limited to, emergency management conferences, independent study courses, college courses or internet courses, but only if such training is consistent with or at least as stringent as training in the IEMA-sponsored professional development training program and is pre-approved for a specific number of credit hours in writing by IEMA prior to the training.~~
- 4) ~~Complete an EOP that meets the requirements of Subparts B and C that is reviewed and accepted by the county or multiple county ESDA in accordance with Section 301.320.~~
- 5) ~~Conduct an exercise in accordance with the requirements of Subpart D.~~
- b) ~~The certification term shall be at least two years, but no longer than four years, with beginning and ending dates indicated on the certificate issued by the accredited county or multiple county ESDA under signature of the appropriate jurisdiction. The existing certification may be extended by the appropriate jurisdiction as long as the total certification does not exceed four years. The non-mandated ESDA may seek renewal of its certification.~~

(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

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the Workers' Compensation Act or Workers' Occupational Diseases Act:

- a) Volunteer, age 18 and above, of the Agency IEMA or of an ESDA accredited pursuant to Section 301.510;
- b) Volunteer not compensated;
- c) Duly qualified through appointment by the Agency IEMA or the ESDA to perform disaster response functions consistent with the IEMA 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 IEMA is notified at the time of disaster response by contacting the Agency's Operations IEMA Communications Center at 1-800-782-7860; and
 - B) The coverage request, on a form prescribed by the Agency IEMA, is received by the Agency IEMA 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 IEMA or the political subdivision;
 - B) The exercise or training is specifically and expressly pre-approved in writing by the Agency IEMA for a specific date; and
 - C) The coverage request, on a form prescribed by the Agency IEMA, is received by the Agency IEMA 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:

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- 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~~IEMA or by the ESDA that appointed and enrolled the search-and-rescue team volunteer and is specifically and expressly approved by ~~the Agency~~IEMA prior to the search-and-rescue team response. The Director ~~of IEMA~~ shall determine the termination of the approval period. ~~The Agency~~IEMA shall document its approval and termination ~~on a form prescribed by IEMA~~; 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 To file a claim for a volunteer under the Workers' Compensation Act or the Workers' Occupational Diseases Act~~, the accredited ESDA that appointed and enrolled the volunteer shall submit to ~~the Agency's Human Resources Office~~IEMA, 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~~immediate notification to 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

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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
 - iv) The Demands of the Job;
- 3) A Workers Compensation Coverage Request, on a form prescribed by [the Agency IEMA](#), 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 ASSISTANCE~~ GRANT PROGRAM

Section 301.710 Purpose

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~~The Agency IEMA~~ administers the Emergency Management ~~Performance Grant Assistance~~ (EMPGEMA) ~~grant~~ 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 IEMA~~ pursuant to Section 301.510 ~~of this Part~~ are eligible to apply for ~~EMPG EMA grant~~ funds.
- b) EMPG funding may be delayed or suspended if one of the following conditions exist:
 - 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 Emergency Management Assistance (EMA) grant~~ funds shall submit, within 30 days after notification from ~~the Agency IEMA~~, a completed EMA application packet, in the format prescribed by ~~the Agency IEMA~~, that includes the following:
 - 1) Documentation of current ~~IEMA~~ accreditation to satisfy the eligibility requirement stated in Section 301.720;

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- 2) A completed application form, as prescribed by ~~the Agency~~IEMA, that includes the budget of the applicant's ~~EMA~~ eligible personnel and administrative expenses and an annual work plan; and
 - 3) The requested grant amount.
- b) ~~The Agency~~ IEMA shall notify applicants of their ~~EMPG EMA grant~~ program acceptance or rejection within 45 days after the application deadline. Accepted applicants are grantees.
 - c) Grantees for the ~~EMPG EMA grant~~ program shall enter into a Grant Agreement with ~~the Agency~~ IEMA 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

- a) The Director ~~of IEMA~~ shall annually determine the amount of funding available for the ~~EMPGEMA grant~~ 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 ~~EMA~~ grantees ~~equal by IEMA up~~ to 50 percent of the grantee's political subdivision's eligible ~~EMA~~ 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 EMA~~ fund allocations shall be made:
 - 1) **Basic Amount.** A basic amount of funding, as established annually by the Director ~~of IEMA~~, ~~equal to at least 50~~not to exceed 40 percent of the total annual amount available for the ~~EMPGEMA grant~~ program determined pursuant to subsection (a), shall annually be allocated equally among all ~~EMA~~ grantees. However, if a grantee's ~~basic amount~~Basic Amount allocation exceeds the amount requested in the grantee's ~~EMA~~ application, the ~~EMA~~ application amount shall be used as the ~~basic amount~~Basic Amount allocation for that grantee.

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- 2) Population Share. ~~The remaining EMPG funding 50 percent of the total EMA grant amount remaining~~, after the ~~final~~ allocations in subsection (b)(1) have been made, shall annually be allocated among all ~~EMA~~ grantees who have requested an eligible grant amount in excess of the ~~basic amount~~ ~~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~~ ~~EMA grantees~~ whose geographic borders encompass another ~~EMA~~ grantee's jurisdiction shall have their per capita figures reduced accordingly. If a grantee's ~~basic amount~~ ~~Basic Amount~~ allocation plus ~~population~~ ~~Population~~ allocation exceeds the total amount requested in the grantee's ~~EMA~~ application, the ~~EMA~~ application amount shall be used as the final allocation for that grantee.

- c) Additional Program Needs – The total ~~EMPG-EMA grant~~ amount remaining, after the allocations in subsection (b) have been made, shall annually be allocated for ESDA ~~additional program needs~~ ~~Additional Program Needs~~. This amount shall be completely allocated among all ~~EMA~~ grantees who have requested an eligible grant amount in excess of the ~~base amount~~ ~~Base Amount~~ plus ~~population~~ ~~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~~ ~~EMA grantees~~ whose geographic borders encompass another ~~EMA~~ grantee's jurisdiction shall have their per capita figures reduced accordingly. However, for an ~~additional program needs~~ ~~Additional Program Needs~~ allocation, the ~~EMA~~ 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~~ ~~biennial~~ EOP ~~exercises~~ ~~exercise~~;
 - 2) Personnel costs beyond those required for basic preparedness ~~and~~ ~~recovery~~;
 - 3) Mitigation planning and awareness; and
 - 4) Emergency management public awareness efforts.

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- d) If the grantee's allocation amount calculated under this Section exceeds the amount requested in the ~~EMA~~-application, the ~~EMA~~-application amount shall be used as the final ~~EMA~~-grant amount.
- e) ~~The Agency~~EMA shall monitor the expenditure of allocated ~~EMPGEMA~~ funds and may reallocate unobligated funds, among all ~~EMA~~-grantees who have requested an eligible grant amount in excess of the allocation determined in accordance with subsections (b) and (c) ~~of this Section~~, 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-EMA-grantees~~ whose geographic borders encompass another ~~EMA~~ 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 ~~of the grantee's annual EMA grant amount determined in accordance with Section 301.740~~. However, reimbursements under the ~~EMPGEMA grant~~ 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~~EMA~~ is required for requested reimbursement expenses not included in the political subdivision budget submitted in the grantee's original ~~EMA~~ application pursuant to Section 301.730.
- b) Eligible expenses for reimbursement are reasonable expenses in the categories listed on the Eligible Expenses form prescribed by the Agency~~EMA~~ as eligible expenses and any other reasonable expenses approved by the Agency~~EMA~~ through the application and allocation process of this Subpart. However, none of the ineligible expenses on the ineligible expense~~Ineligible Expense~~ form prescribed by the Agency~~EMA~~ are reimbursable.
- c) Grantees who have a signed ~~EMA~~-grant agreement with the Agency~~EMA~~ may request apply to EMA for reimbursement of eligible expenses on a quarterly basis and pursuant to the grant agreement by submitting to the Agency~~EMA~~, no later than 30 calendar days after the last day of the preceding quarter, unless an

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extension has been pre-approved by the Agency/EMA, 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/EMA. the Agency/EMA 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/EMA 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/EMA 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/EMA manager of the EMA grant 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.
- b) Upon receipt of the reconsideration request, the EMPG/manager of the EMA grant program shall review the original decision, the reconsideration request and all relevant documentation or exhibits. The EMPG/manager of the EMA grant program shall notify the grantee in writing of the his or her reconsideration decision and rationale.
- c) If the grantee seeks further review of the reimbursement decision, the grantee may

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request a final reconsideration by the Director ~~of IEMA~~ by sending a written reconsideration request to the Director ~~of IEMA~~ within 15 days after receipt of the EMPG program's EMA manager'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.
 - 5) Record of Distribution; and
 - 6) Table of Contents.
- b) Situation Overview and Planning Assumptions

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- 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 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

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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.

A) Describe information dissemination methods (e.g., verbal, electronic, graphics) and protocols;

B) Describe critical information needs and collection priorities;

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- 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 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

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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:

- 1) Functional related goals and objectives;

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- 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;
- 13) ESF #13 – Public Safety and Security;

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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 _____)