

TITLE 29: EMERGENCY SERVICES, DISASTERS, AND CIVIL DEFENSE
CHAPTER I: ILLINOIS EMERGENCY MANAGEMENT AGENCY AND
OFFICE OF HOMELAND SECURITY
SUBCHAPTER c: ADMINISTRATION AND ORGANIZATION OF
POLITICAL SUBDIVISION EMERGENCY SERVICES AND DISASTER AGENCIES

PART 301
POLITICAL SUBDIVISION EMERGENCY SERVICES AND DISASTER AGENCIES

SUBPART A: GENERAL PROVISIONS

Section	
301.110	Purpose, Scope, Applicability
301.120	Definitions
301.125	Waivers and Exemptions
301.130	Severability
301.140	Multiple County ESDA Consolidation
301.170	Program Requirements

SUBPART B: EMERGENCY OPERATIONS PLAN REQUIREMENTS

Section	
301.210	ESDA Jurisdiction
301.220	Analysis and Assessment
301.230	Emergency Operations Plan (EOP)
301.240	Functional Annex Requirements (Repealed)
301.250	Hazard or Threat Specific Annexes
301.260	Other Annexes (Repealed)
301.280	Supporting Plans (Repealed)

SUBPART C: EMERGENCY OPERATIONS PLAN
SUBMISSION AND REVIEW REQUIREMENTS

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

SUBPART D: EXERCISE REQUIREMENTS

Section	
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- 301.410 Exercise Requirements for the Emergency Operations Plan
- 301.420 Exercise Coordination and Documentation
- 301.430 Exercise Credit Confirmation for Mandated ESDAs and Accredited ESDAs
- 301.440 Exercise Evaluation and Acceptance for Non-Mandated ESDAs
- 301.450 Waiver of Exercise Requirement

SUBPART E: ACCREDITATION OF ESDAS

Section

- 301.510 Accreditation of ESDAs
- 301.520 Certification of Non-Mandated ESDAs (Repealed)

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

Section

- 301.610 Authority
- 301.620 Eligibility
- 301.630 Procedures for Filing a Claim

SUBPART G: REQUIREMENTS FOR THE EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM

Section

- 301.710 Purpose
- 301.720 Eligible Applicants
- 301.730 Application Procedures
- 301.740 Allocation Determination
- 301.750 Reimbursement Procedures
- 301.760 Reconsideration of Reimbursement Denial

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; Chapter I recodified at 49 Ill. Reg. 1335; Subpart G recodified at 49 Ill. Reg. 9861; amended at 50 Ill. Reg. 742, effective December 30, 2025; amended at 50 Ill. Reg. _____, effective _____.

SUBPART A: GENERAL PROVISIONS

Section 301.110 Purpose, Scope, Applicability

- a) *In order to ensure that the State of Illinois will be prepared to and will adequately deal with any disaster, preserve the lives and property of the people of this State and protect the public peace, health and safety in the event of a disaster [20 ILCS 3305/2], the purposes of this Part are:*
- 1) To encourage local policy makers and emergency services and disaster agencies (ESDAs) to plan and coordinate a comprehensive emergency management strategy to include the five core mission areas of prevention, protection, response, recovery and mitigation; and
 - 2) To establish requirements for:
 - A) Emergency management programs;
 - B) Emergency operations plans;
 - C) Exercises of emergency operations plans;
 - D) Accreditation of ESDAs;
 - E) Workers' compensation coverage and workers' occupational diseases coverage for volunteers; and
 - F) The Emergency Management Performance Grant program pursuant to 20 ILCS 3305/5(j) and (k) [P.A. 103-999].
- 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 50 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].

"Persons with Access and Functional Needs" means individuals who need assistance due to any condition (temporary or permanent) that limits the person's ability to act during a disaster. Persons with access and functional needs may include, but are not limited to: persons with disabilities; seniors; and persons with limited English proficiency, limited access to transportation, or limited access to financial resources to prepare for, respond to, and recover from a disaster.

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

"After Action Report" or "AAR" means a document intended to capture observations of an event and make recommendations for post-event improvements.

"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. Annexes focus on critical operational functions and entities responsible for those functions.

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

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

"Coordinator" means the person appointed in accordance with Section 10(i) of the

Act by, the principal executive officer of a political subdivision with the duty of coordinating the emergency management programs of that political subdivision.

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

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

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

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

"Emergency Management Program" means a comprehensive and integrated approach to building, sustaining, and improving the capability to mitigate against, prepare for, respond to, and recover from a disaster.

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

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

ILCS 3305/4]

"EPCRA means the Illinois Emergency Planning and Community Right-to Know Act [430 ILCS 100].

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

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

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

"FEMA" means the Federal Emergency Management Agency.

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

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

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

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

"Incident Action Plan" or "Action Plan" means an oral or written plan containing the objectives established by the incident commander or unified command and addressing tactics and support activities for the planned operational period, generally 12 to 24 hours.

"Incident Command" means a single incident commander or unified command that is responsible for the overall management of an incident. The Command and General Staff support the incident command to meet the needs during an incident. "Integrated Preparedness Plan" or "IPP" means a document for combining efforts across the elements of the Integrated Preparedness Cycle to make sure that a jurisdiction or organization has the capabilities to handle threats and hazards.

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

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

"Mitigation" means activities and capabilities necessary to reduce the loss of life and property by lessening the impact of disasters.

"National Incident Management Systems" or "NIMS" means guidance from FEMA for all levels of government, nongovernmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. The U.S. Department of Homeland Security's Federal Emergency Management Agency's publication titled "National Incident Management System Third Edition" (October 2017), may be obtained from the U.S. Department of Homeland Security FEMA, P.O. Box 10055, Hyattsville, MD 20782-8055 and online at https://fema.gov/sites/default/files/2020-07/fema_nims_doctrine-2017.pdf.

"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. Objectives 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.

"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.

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

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

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

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

"Support Annex" means the document in the EOP identifying 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.

"Threat and Hazard Identification and Risk Assessment" or "THIRA" means a three-step risk assessment process that helps communities understand their risks and determine the level of capability they need in order 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 50 Ill. Reg. _____, effective _____)

Section 301.125 Waivers and Exemptions

The Agency may, upon application or upon its own initiative, grant such waivers, and exemptions 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 or exemptions 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 or exemption.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 301.140 Multiple County ESDA Consolidation

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

- a) At least one of the counties to be consolidated is unable to comply with the ESDA requirements in Section 10 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 and can provide evidence that the consolidation would better serve the interest of life-safety and protection of property and the environment;
- b) The counties seeking to consolidate are geographically connected; and
- c) The counties seeking to consolidate submit to the Agency a signed intergovernmental agreement between the counties seeking to consolidate ESDAs that provides at a minimum:
 - 1) Evidence of consolidation approval and authorization by each of the county boards involved;
 - 2) Mechanisms for amending, terminating, or extending the agreement, including both an effective date and termination date;
 - 3) A description of how the county boards will:
 - A) 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;
 - B) fund and budget for the consolidated ESDA; and
 - C) provide for the legal representation of the consolidated ESDA, 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 50 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 requirements detailed in this Part.
- b) Mandated and accredited ESDAs shall develop and submit the following essential emergency management program documents to the Agency:
 - 1) Integrated Preparedness Plan (IPP) for the political subdivision which shall address a full three -year preparedness strategy. ESDAs may use the IPP format provided by the Agency or a similar document;
 - 2) Assessment of threats, hazards, and capabilities for the political subdivision that meets the requirements in Section 301.220; and
 - 3) Emergency Operations Plan (EOP) for the political subdivision that meets the requirements in Section 301.230.
- c) ESDAs shall submit the IPP and THIRA to the Agency annually on or before February 1 each year.
- d) ESDAs shall submit the political subdivision's EOP to the Agency every three years by March 15th or as otherwise directed by the Agency, beginning March 15, 2027. The Agency will provide ESDAs with technical assistance for the development of emergency management programs, plans, and assessments.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

SUBPART B: EMERGENCY OPERATIONS PLAN REQUIREMENTS

Section 301.210 ESDA Jurisdiction

- a) In accordance with requirements of Section 10(g) of the Act, each ESDA established pursuant to the Act shall prepare an EOP for its geographic boundaries that complies with the planning, review and approval standards set forth in this Part. ESDAs may prepare and adopt joint EOPs that incorporate procedures for mutual support of resources and capabilities. However, each principal executive officer of the political subdivision and the ESDA coordinator shall approve the EOP for their respective jurisdiction in accordance with the requirements of Section 301.310.
- b) If the corporate boundaries of a municipality fall within the boundaries of more than one county, the principal executive officer of the municipality may choose which county to be included for planning and exercise purposes after the following:

- 1) The chosen county 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 chosen county, the county 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 political subdivisions affected by the decision, including all counties in which population of the municipality lies; and
- 3) Notice is given to the Agency and the Agency has provided written approval prior to any change in responsibility. The intergovernmental agreement or equivalent legally binding document indicating agreement of the county as described in subsection (b)(1) shall be provided to the Agency.

- c) The responsible county identified in subsection (b)(1) shall provide all counties affected by subsection (b) a copy of the EOP and copies of exercise and training records for the municipality.
- d) Nothing in this Section requires a municipality to choose only one county nor prevents more than one county from sharing responsibility for planning and exercise purposes. In addition, nothing in this Section requires a county to accept full responsibility for a municipality unless it has agreed to do so under subsection (b)(1).

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 301.220 Analysis and Assessment

- a) Mandated and accredited ESDAs shall maintain an analysis and assessment of applicable threats and hazards, as well as the capabilities to respond to the threats and hazards. ESDAs may use assessment tools provided by the Agency or other similar tools to conduct this assessment.
- b) Essential data included in the analysis and assessment shall include:
 - 1) A Threat and Hazard Identification Risk Assessment (THIRA), 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) A profile of the political subdivision:
 - A) Description of relevant population and demographic features relevant to emergency management, to include populations with access and functional needs.
 - B) Description of critical infrastructure, services, and significant geographic features relevant to emergency management.
- c) ESDAs shall use the assessment to identify available emergency management capabilities within the political subdivision or through mutual aid or agreement. The assessment tool will assist the ESDA with documenting strategies to both leverage capabilities and alleviate shortfalls to achieve the identified requirements and contingencies in planning, organization, equipment, training, and exercises for the identified threats and hazards.
- d) ESDAs shall update their assessment, EOP, and applicable support plans whenever there is a major change in the political subdivision's THIRA.

- e) ESDAs shall update and submit their assessment to the Agency annually by February 1 of each year.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 301.230 Emergency Operations Plan (EOP)

- a) Pursuant to Section 10(g) of the Act, all ESDAs shall complete an EOP for their geographic boundaries that complies with this Part.
- b) EOPs shall include:
 - 1) Legal authorities for the EOP and relationship to entities identified within the EOP.
 - 2) Signed statements from the Chief Executive Officer and ESDA coordinator verifying that the EOP is approved and is the official plan of the political subdivision
 - 3) Implementation providing the purpose, scope, and applicability of the EOP
 - 4) Record of changes and distribution;
 - 5) Table of Contents;
 - 6) Situation overview and planning assumptions including a summary or reference to the assessment of threats, hazards, and capabilities;
 - 7) Strategic or operational concept for emergency operations including the following (shall be included or referenced if contained in a separate document):
 - A) Critical infrastructure, key resources, and critical services restoration;
 - B) Debris management;
 - C) Public alerts, warning, and information management;
 - D) Evacuation, respite, and reunification, including addressing persons with access and functional needs;
 - E) Coordination of mutual aid, non-governmental organizations, volunteer groups, and donations;

- F) Short and long-term recovery;
 - G) Continuity of operations; and
 - H) Continuity of government;
 - 8) Organization and assignment of responsibilities;
 - 9) Direction, control, and coordination;
 - 10) Information collection, analysis, and dissemination;
 - 11) Communications;
 - 12) Administration, finance, and logistics;
 - 13) Plan development and maintenance; and
 - 14) Authorities and references.
- c) ESDAs may use the EOP format most appropriate for their political subdivision, such as Function-Focused format (i.e., functional annexes or emergency support functions (ESF)) or Agency/Department Focused Format. If used, functional or ESF annexes shall include the following topics (or reference the EOP if there is no change for the topic in the annex):
- 1) Purpose;
 - 2) Scope or goals and objectives;
 - 3) Authority;
 - 4) Situation overview and planning assumptions;
 - 5) Roles and responsibilities;
 - 6) Concept of operations; and
 - 7) Assignment of responsibility for maintenance, review, and updating.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 301.240 Functional Annex Requirements (Repealed)

(Source: Repealed at 50 Ill. Reg. _____, effective _____)

Section 301.250 Hazard or Threat Specific Annexes

- a) ESDAs shall develop Hazard or Threat Specific Annexes to the EOP as needed based on the assessment described in Section 301.220.
- b) Required Hazard or Threat Annexes.
 - 1) All ESDAs shall include a Hazard or Threat Specific Annex for hazardous material releases. ESDAs may use the Chemical Safety Contingency Plan created by the Local Emergency Planning Committee (LEPC) as the annex as long as the plan has been updated as required in 29 Ill. Adm. Code 620.80.
 - 2) Based upon United States Geological Survey calculations of probable areas subject to earthquake damage, the Agency has determined that the EOPs of the following county ESDAs and of political subdivision ESDAs located within the following counties shall include a Hazard or Threat Specific Earthquake annex. The counties include Alexander, Calhoun, Crawford, Edwards, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jefferson, Jersey, Johnson, Lawrence, Madison, Massac, Monroe, Perry, Pope, Pulaski, Randolph, Richland, Saline, St. Clair, Union, Wabash, Washington, Wayne, White, and Williamson.
- c) A Hazard or Threat Specific Annex shall address similar topics as the EOP (or reference the EOP if there is no change for that topic), with more specific details relative to the particular hazard or threat as needed.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 301.280 Supporting Plans (Repealed)

(Source: Repealed at 50 Ill. Reg. _____, effective _____)

SUBPART C: EMERGENCY OPERATIONS PLAN
SUBMISSION AND REVIEW REQUIREMENTS

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

- a) Each mandated ESDA and each ESDA seeking accreditation pursuant to Section 301.510 shall submit to the Agency for review and approval, an EOP for their geographic boundaries that complies with this Part. The ESDA shall also submit a completed Planning Document Review (PDR) with the EOP.
- b) The principal executive officer of the political subdivision and the ESDA coordinator shall review and approve the EOP submission prior to the submission to the Agency.
- c) Each ESDA should review and update its EOP at least annually. A review and update to the EOP should be considered by the ESDA at a lesser interval for any circumstances that impact the political subdivision and require a change in the functions described in the EOP or an update to the assessment as described in Section 301.220(f).
- d) Each ESDA shall submit a copy of its EOP to the Agency in accordance with Section 301.170(d).
 - 1) ESDAs may submit a draft EOP to the Agency (prior to or pending final local approval), as early as six months prior to March of the third year from the previous EOP submission (or the year prior to seeking or renewing accreditation), in order to begin the review process. Within 45 days, the Agency shall provide written confirmation whether the draft EOP is compliant with the requirements of this Part, or provide recommendations for revisions to achieve compliance.
 - 2) For accreditation purposes, the EOP shall be approved by the ESDA, the principal executive officer of the political subdivision, and the Agency as described in subsections (b) and (g).
 - 3) The ESDA shall submit the EOP approved in accordance with subsection (b) to the Agency, not later than March 15 of the third year from the previous EOP submission (or the year prior to

seeking or renewing accreditation). The Agency shall provide written confirmation of receipt.

- e) The Agency shall review the EOP for compliance and provide written notification to the ESDA, not later than May 1 of the third year from the previous EOP submission (or the year prior to seeking or renewing accreditation), confirming the EOP is compliant with the requirements set forth in this Part and approved by the Agency.
- f) If the Agency determines that the EOP is not compliant with the requirements set forth in this Part, the Agency shall provide a written explanation of recommended revisions to the ESDA not later than May 1 of the third year from the previous EOP submission (or the year prior to seeking or renewing accreditation). The ESDA has 60 calendar days after receipt of the notice to revise the EOP and resubmit it to the Agency. The Agency shall provide additional technical assistance as needed.
 - 1) If the ESDA cannot achieve compliance with the requirements set forth in this Part, the ESDA may submit a waiver request to the Agency not later than July 1 of the third year from the previous EOP submission (or the year prior to seeking or renewing accreditation).
 - 2) The Agency shall notify the ESDA of its final determination of approval or disapproval not later than August 1 of the third year from the previous EOP submission (or the year prior to seeking or renewing accreditation).
- g) Upon approval of the EOP, IEMA will retain a copy of the approved plan in the IEMA regional office.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 301.320 EOP Submission and Review Requirements for Non-Mandated ESDAs

- a) In accordance with Section 10(g) of the Act, each non-mandated ESDA shall develop an EOP for its geographic boundaries that complies with the requirements set forth in Sections 301.230 through 301.250. To comply with Section 10(h) of the Act, the non-mandated ESDA shall submit the EOP to the county ESDA in which the non-mandated ESDA is located.
- b) For non-mandated ESDAs seeking accreditation pursuant to Section 301.510, the EOP submission and review requirements of Section 301.310 shall apply.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

SUBPART D: EXERCISE REQUIREMENTS

Section 301.410 Exercise Requirements for the Emergency Operations Plan

- a) Each mandated ESDA and ESDAs seeking accreditation shall have a documented multi-year exercise program for its EOP and conduct or participate in HSEEP consistent exercises as follows:
 - 1) ESDAs shall consider threats, hazards, and capabilities identified in the assessment process described in Section 301.220 when developing exercise plans.
 - 2) At a minimum, mandated ESDAs and ESDAs seeking accreditation shall complete the following:
 - A) One discussion-based exercise during the previous three-year cycle of the approved EOP;
 - B) One operations-based exercise during the previous three-year cycle of the approved EOP; and
 - C) A full-scale exercise at least once in the previous six years.

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

 - 3) ESDAs shall submit required documentation to the Agency for determination of exercise credit pursuant to Section 301.430.
 - 4) ESDAs may use a combined exercise with other ESDAs or whole community partners to meet the requirements of this subsection.
 - 5) If an ESDA has not conducted the exercises required for accreditation as document in this Section, they may submit a waiver request in lieu of the exercise documentation with their accreditation packet to waive exercise requirements as detailed in Section 301.510.
- b) ESDAs shall have a process for corrective actions to prioritize and track the resolution of deficiencies in exercise events, using tools such as an After Action

Report (AAR) and Improvement Plan (IP). The AAR and IP or other similar tool used shall be submitted to the Agency and corrective actions identified in the process shall be used to revise relevant plans.

- c) ESDAs shall submit the AAR and IP or other similar tool used to the Agency within 60 calendar days of the completion of the exercise.
- d) For combined exercises, an AAR and IP can be written individually by each ESDA involved or, if the ESDAs choose to combine the AAR and IP, each ESDA shall include an addendum explaining how the exercise objectives tested each of the political subdivision EOP's.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 301.420 Exercise Coordination and Documentation

- a) The ESDA shall notify the Agency at least 30 calendar days in advance of the exercise, or 60 calendar days if State assistance is being requested, and to obtain Agency assistance in determining that exercise will be HSEEP consistent.
- b) The exercise may have 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.
 - 2) If out-of-sequence events are part of the evaluated exercise, the ESDA shall identify them in the exercise documentation, including:
 - A) A description of the event being performed out-of-sequence;
 - B) The location of the event; and
 - C) The date and time of the out-of-sequence events.
- c) Within 60 calendar days from the completion of all associated exercise events, ESDAs shall submit exercise documentation and the AAR and IP or other similar tool to the Agency.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 301.430 Exercise Credit Confirmation for Mandated ESDAs and Accredited ESDAs

- a) The Agency shall review exercise documentation for mandated and accredited ESDAs seeking exercise credit.
- b) The Agency shall determine if the exercise documentation is consistent with (HSEEP) guiding fundamentals identified in FEMA's Homeland Security Exercise and Evaluation Program (January 2020) and issue written confirmation to the ESDA.
- c) If the Agency determines that the exercise documentation is not consistent with HSEEP guiding fundamentals, and the ESDA still wishes to pursue exercise credit, the ESDA shall, within 45 days after receipt of the Agency's determination, submit corrected documentation for review:
- d) The Agency shall determine if the corrected documentation is consistent with HSEEP guiding fundamentals and shall issue a final determination in writing to the ESDA, of whether exercise credit will be awarded.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 301.440 Exercise Evaluation and Acceptance for Non-Mandated ESDAs

- a) Each non-mandated ESDAs shall develop exercise plans that support its EOP.
- b) For non-mandated ESDAs eligible for and seeking accreditation pursuant to Section 301.510, the exercise evaluation and approval requirements of Section 301.430 shall apply.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 301.450 Waiver of Exercise Requirement

- a) ESDAs may submit a written request for exercise credit to the Agency for an actual disaster response pursuant to subsection (b), a significant pre-planned event pursuant to subsection (c), or an exercise conducted pursuant to the Illinois Plan for Radiological Accidents in accordance with subsection (d).
- b) Disaster response. To receive exercise credit for disasters that occur during an ESDA's three-year exercise cycle, in addition to the written request required in subsection (a), ESDAs shall submit the following applicable documentation no later than 60 calendar days after response activities and short-term recovery activities have ended. If the ESDA's operational needs require longer time to complete and submit the documents, the Agency may extend the deadline upon request.
 - 1) An AAR/IP, and;
 - 2) A sample of the following:
 - A) Situation reports (e.g., community lifeline states reports)
 - B) Public information/media reporting; and
 - C) Action plans.

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

- c) Significant pre-planned event. If a political subdivision has a significant pre-planned event during the three-year exercise cycle, the ESDA may submit a written request to the Agency for exercise credit.
 - 1) The ESDA shall coordinate with the Agency at least 60 calendar days prior to the event to provide and discuss:
 - A) A description of how the event is equivalent to an actual disaster response;
 - B) Information for when and how the incident command post, the

emergency operations center, or both will be activated;

- C) A description of the importance to the State and local communities; and
 - D) 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 calendar days after the event, the ESDA shall develop and submit the following:
- A) The incident action plan/action plan;
 - B) The public information/press releases provided during the event;
 - C) Situation reports (e.g., community lifeline states reports);
 - D) Any additional plans created, e.g., communications, evacuation, safety, demobilization; and
 - E) The AAR and IP.
- d) Illinois Plan for Radiological Accidents (IPRA). If an ESDA chooses to pursue exercise credit for an IPRA exercise, the ESDA shall submit a written notification to the Agency.
- 1) The ESDA shall submit notification to the Agency at least 60 calendar days prior to the IPRA exercise; and
 - 2) Within 60 calendar days after the receipt of the FEMA AAR/IP, the ESDA shall submit an AAR and IP for the exercise to the Agency.
- AGENCY NOTE: The ESDA may either submit the final FEMA AAR/IP or its own AAR/IP.
- e) For subsections (b) and (c), if the Agency determines the documentation is consistent with HSEEP, then the Agency will issue to the ESDA written confirmation of exercise credit.

- f) For subsection (d), if the Agency determines the AAR and IP is consistent with HSEEP, then the Agency will issue to the ESDA written confirmation of exercise credit.
- g) If the Agency determines that the documentation submitted is not consistent with HSEEP guiding fundamentals, the Agency shall notify the ESDA of the inconsistency and request the ESDA submit corrected documentation within 45 calendar days after receipt of the request. After the Agency receives the corrected documentation, the Agency will provide the ESDA a written determination of whether regarding exercise credit will be awarded.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

SUBPART E: ACCREDITATION OF ESDAS

Section 301.510 Accreditation of ESDAs

- a) The following requirements apply to ESDAs seeking accreditation:
 - 1) Non-mandated ESDAs seeking initial accreditation shall submit a request for accreditation to the Agency including:
 - A) A description of the ESDA's organizational structure;
 - B) The political subdivision's emergency management needs; and
 - C) An official copy of the ordinance creating the ESDA.
 - 2) All ESDAs seeking initial or reinstatement of accreditation, shall submit a request to the Agency not later than June 1. ESDAs seeking renewal of accreditation shall submit a request not later than June 1 of the year that the current accreditation expires. For approval of accreditation, ESDAs shall satisfy all of the following requirements:
 - A) Submit the ESDA coordinator's Notice of Appointment from the political subdivision.
 - B) Demonstrate the requirements of Section 301.170 and Subparts B and C regarding an IPP assessment, and EOP have been met;
 - C) Submit documentation that the ESDA Coordinator has completed the Agency's Coordinator Workshop at least one time, as well as a total of 90 hours of professional development training triennially;
 - D) Demonstrate compliance with exercise requirements in Subpart D.
- b) The current accreditation period shall expire on September 30, 2027. Beginning September 30, 2027, the term of accreditation shall be three years with beginning and ending dates indicated on the accreditation document issued by the Agency. The Agency may extend an existing term of accreditation as long as the total term of accreditation does not exceed four years. Eligible ESDA applicants may seek accreditation renewal by satisfying the requirements of subsection (a)(2).
- c) The Agency shall issue an accreditation document, including extensions of an

existing term of accreditation, under signature of the Director.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 301.520 Certification of Non-Mandated ESDAs (Repealed)

(Source: Repealed at 50 Ill. Reg. _____, effective _____)

Section 301.620 Eligibility

Only a volunteer meeting all of the requirements in Section 10(k) of the Act is deemed an employee of the State for purposes of benefits under the Workers' Compensation Act or Workers' Occupational Diseases Act.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 301.630 Procedures for Filing A Claim

The accredited ESDA that appointed and enrolled the volunteer, shall notify the Agency's Division of Human Resources upon being notified of the volunteer's disease or injury.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

SUBPART G: REQUIREMENTS FOR THE EMERGENCY
MANAGEMENT PERFORMANCE GRANT PROGRAM

Section 301.710 Purpose

- a) The Agency Administers the Emergency Management Performance Grant (EMPG) program, in accordance with Section 5(j) of the Act, 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.
- b) This grant program shall be administered in compliance with this Part, the federal grant requirements, terms, and conditions as defined by both the federal Notice of Funding Opportunity (NOFO) and executed award by the federal administrative agency, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [2 CFR 200], the Grant Accountability and Transparency Act [30 ILCS 708], the Illinois Grant Funds Recovery Act [30 ILCS 705], the Grant Accountability and Transparency rules [44 Ill. Adm. Code 7000], and the General Grantmaking of the Illinois Emergency Management Agency and Office of Homeland Security rules [44 Ill. Adm. Code 7030].

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 301.720 Eligible Applicants

ESDAs accredited by the Agency pursuant to Section 301.510 are eligible to apply for funding.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 301.730 Application Procedures

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

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 301.740 Allocation Determination

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

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

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

(Source: Amended at 50 Ill. Reg. _____, effective _____)

Section 301.750 Reimbursement Procedures

- a) Reimbursement for eligible expenses is available to grantees up to the amount set forth in the Grant Agreement. However, reimbursements shall not exceed 50 percent of the dollar amount spent on the requested reimbursement by the grantee's political subdivision. Prior approval from the Agency is required for requested reimbursement expenses not included in the political subdivision budget submitted in the grantee's original application pursuant to Section 301.730.
- b) Eligible expenses for reimbursement are reasonable expenses in the categories listed on the Eligible Expenses form prescribed by the Agency as eligible expenses and any other reasonable expenses approved by the Agency through the application and allocation process of this Subpart. However, none of the ineligible expenses on the ineligible expense form prescribed by the Agency are reimbursable.
- c) Grantees who have a signed grant agreement with the Agency may request reimbursement of eligible expenses on a quarterly basis and pursuant to the grant agreement by submitting to the Agency, no later than 30 calendar days after the last day of the preceding quarter, unless an extension has been pre-approved by the Agency, the following:
 - 1) A list and documentation of incurred expenses for which reimbursement is being requested in a format prescribed or authorized by the Agency. The Agency may request additional documentation to validate the claim.
 - 2) A narrative quarterly report describing the ESDA's specific actions accomplished during the quarter for which reimbursement is being requested.
- d) The Agency may deny a reimbursement request if the grantee fails to comply with any of the requirements of this Part or of the grant agreement. If denying a reimbursement request, the Agency shall notify the grantee in the grants management system.
- e) 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.

(Source: Amended at 50 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 Agency 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 Agency shall review the original decision, the reconsideration request and all relevant documentation or exhibits. The Agency shall notify the grantee in writing of the reconsideration decision and rationale.

(Source: Amended at 50 Ill. Reg. _____, effective _____)