

Illinois Emergency Operations Plan Annex 4 – Transportation Management Appendix 4 – National Fuel Contingency Plan

Illinois Emergency Management Agency

August 2021





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Appendix 4-X4 – National Fuel Contingency Plan

Primary Agency: Illinois Emergency Management Agency (IEMA)

Support Agencies: Illinois Commerce Commission (ICC)
Illinois Department of Agriculture (IDOA)
Illinois Department of Central Management Services (IDCMS)
Illinois Environmental Protection Agency (IEPA)
Illinois Department of Transportation (IDOT)
Illinois Department of Revenue (IDOR)
Illinois National Guard (ILNG)
Illinois State Police (ISP)
Office of the State Fire Marshal (OSFM)
Illinois Secretary of State (SOS)

Other Organizations: Federal Emergency Management Agency (FEMA)
County and Municipal Government and Private Sector Organizations

I. Introduction

A. Purpose

1. Provide strategies, coordinating processes and operational guidance for requesting federal fuel support and integration into state response and recovery activities.

B. Scope

1. This appendix will be implemented immediately upon recognition of a significant shortage in fuel capacity in areas affected by a disaster or cyber-incident, where internal fuel supplies are not available, or have been exhausted.
2. This appendix addresses the following types of fuel:
 - a) Mogas (gasoline all types);
 - b) Diesel;
 - c) Jet A, and
 - d) Propane.



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3. This appendix addresses situations where no alternatives for fuel supplies are available internally and all contractual sources are exhausted.
4. This appendix will be implemented when provisions for obtaining fuel in Annex 4, Transportation, X-2 Fuel Management have been exhausted.
5. This appendix will only be implemented if there is a presidential disaster or emergency declaration.
6. For the purposes of this appendix, fueling sites are defined as:
 - a) Bulk: Large tanks owned by state or local governments and commercial gas stations, and
 - b) Retail facilities: Non-mobile locations (i.e., Critical Infrastructure and Key Resource [CIKR] generators) and remote vehicle fuel stations (i.e. state staging areas, pop-up stations, etc.).
7. This appendix does not address transportation waivers or exemptions that may be required.

C. Policy

1. The governor or designee will authorize and direct the use of state resources to provide support and assistance to response and recovery efforts after consideration of priority and cost.
2. Provisions made in accordance with this appendix will be terminated upon restoration of adequate fuel supply and distribution at the determination of the SEOC Manager, or designee.
3. Fuel requested through this appendix will be received at pre-identified state facilities or alternate sites designated by the State Emergency Operations Center (SEOC) in coordination with state agencies, having a role or responsibility in fuel receipt and distribution, and FEMA.
4. To receive federal fuel support, the SEOC must submit a resource request form (RRF) approved by FEMA.
5. The policies and procedures of FEMA and the state must be followed for request and use of supplies provided through the RRFs.
6. State operated/owned fuel receiving sites must be within 300 miles of the designated FEMA staging area (site depot).
7. The SEOC may authorize fuel for private sector vehicles determined



eligible to conduct response and recovery operations.

8. Procedures for control and use of fuel resources will incorporate operational priorities that include, but are not limited to:
 - a) Protection of life;
 - b) Public health and safety;
 - c) Property protection; Environmental protection;
 - d) Restoration of essential utilities;
 - e) Restoration of essential program functions, and
 - f) Coordination as appropriate.
9. Personnel will be trained for assigned missions and made aware of potential risks involved.

D. Situation Overview

1. An emergency or disaster has occurred resulting in significant damage to critical infrastructure, private residences or public property significantly impacting fuel supplies and distribution.
2. The state's ability to procure and supply fuel is overwhelmed resulting in the need to request federal assistance.
3. A presidential emergency or major disaster declaration has been granted.

E. Assumptions

1. Fuel supplies are available through federal disaster support.
2. Requested fuel will arrive within 72 hours.
3. State designated fueling sites will be secured, accessible, ready to receive supplies and operable.
4. Just-in-time training (JITT) will be required.
5. Waivers and exemptions will be required for the transport of fuel.
6. Special permits for temporary or ad hoc fueling sites will be required.
7. Force security and protection will be required for fuel transport and



distribution, and storage sites.

II. Concept of Operations

A. General

1. Request for fuel supplies and resources will be directed through the SEOC.
2. Primary and support agency SEOC liaisons will identify situational considerations affecting fuel requirements.

B. Operational Priorities

1. Operational priorities will be determined based on scope and magnitude of event, geographical locations, resource availability and environmental conditions and support/restoration of lifeline sectors:
 - a) Transportation
 - b) Power/Energy
 - c) Communications
 - d) Water/Wastewater
2. Prioritization will also consider the reconstitution of normal fuel distribution within the state's capability to maintain routine operations and priorities.

C. Organization

1. Direction, Coordination and Control
 - a) Organizations retain operational control of their agency resources owned/obtained for use in response and recovery.
 - b) The governor or designee has the authority to exercise overall coordination of resources belonging to the state.
 - c) The SEOC is the single point of coordination for state use of federally supplied fuel.
 - d) The SEOC will retain state control and ownership of fuel supplies provided by the federal government and direct distribution through established priorities.



2. Coordinating Elements

- a) Line of Effort (LOE) – Fuel Support will be activated at the direction of the SEOC Manager.
 - i) Strategic and operational guidance on LOE operations can be found in IEOP Base Plan, Appendix 4, Lines of Effort.
- b) For the purposes of federally supplied fuel, the SEOC will coordinate with state agencies, local units of government, the private sector and non-governmental organizations (NGO).

3. Federal Coordination

- a) For requesting federal fuel supplies the SEOC will coordinate with FEMA to:
 - i) Identify the need and requirements for activation of the national fuel contract.
 - ii) Submit a completed resource request form (RRF) to the FEMA coordinating element as appropriate, (i.e., SEOC FEMA LNO, Incident Management Assistance Team (IMAT), Joint Field Office (JFO), etc.).
 - iii) Deliver and receive fuel commodities to an authorized point-of-contact and site designated by the SEOC.
 - iv) Establish the location of FEMA Fuel Task Monitors.
- b) SEOC liaison officers (LNOs), state agencies, boards and commissions will coordinate with federal counterparts in accordance with enabling authority.

D. System Capabilities and Structure

- 1. The SEOC utilizes pre-identified resources, regardless of the type of operation, for delivery of assistance.
- 2. The SEOC will formulate strategy, develop plans and utilize immediately available resources, drawing on other state agency personnel and mobile support teams, to conduct operations.
- 3. The SEOC is responsible for ensuring the alignment of fuel support operations with local and state government, private sector and federal activities.



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4. The SEOC will pre-identify gas stations or fueling facilities that would be essential to response efforts.
5. The SEOC will ensure that pre-identified facilities have security, back-up power and are located near major transportation routes.
6. State employees are the primary source of personnel for fuel support operations.
 - a) State personnel may be augmented by mobile support teams having met specialized training requirements and approved for deployment by the SEOC Manager.

E. Resource Management and Logistics

1. Resources and logistics support necessary to implement and sustain operational capabilities will be provided through processes established in Annex 9, Resource Management and Logistics.
2. The RRF must report and document the state has exhausted its own capabilities to secure this fuel, including any applicable public or private sector sources.
3. The SEOC will submit a RRF for fuel support for approval by FEMA that includes, but is not limited to:
 - a) The type of fuel required;
 - b) The quantity of fuel required;
 - c) Delivery location(s) and any special information or equipment needed to deliver and download the fuel, and
 - d) How point(s) of contact are authorized to receive the fuel will be identified.
4. A request for bulk fuel support to commercial gas stations must include:
 - a) Identification of how the fuel provided to a private sector recipient will contribute to saving lives, protection of property, or maintenance of public health and safety.
 - b) The state must enter into an agreement with the commercial entity receiving the fuel detailing the financial terms. FEMA must approve this agreement.



- c) The state should certify that any gas station receiving fuel has back-up power and is located near a major transportation route.
 - i) If the gas station fails to meet these requirements, the state should explain why it is necessary to supply fuel to these locations.
- 5. For retail fuel support, if the SEOC requests the vendor move among locations and fuel specified equipment at each location, each location and a description of the equipment to be fueled must be included.
 - a) For a fixed vehicle fueling station, the state must detail criteria to determine what vehicles are considered responder eligible to receive fuel.
 - i) Responder vehicles are not limited to government owned vehicles. They may include private vehicles essential to the response effort, such as private ambulances, power company vehicles, or vehicles belonging to certain voluntary organizations identified by the state.
 - ii) Point(s) of contact to receive the fuel and the point(s) of contact who will sign for custody of fuel (if different people), or if the site(s) is a fuels station it would be the person in charge of the site.
- 6. The SEOC should detail security precautions at any fuel station. Additional security requirements must be clearly detailed in the RRF documentation.

III. Roles and Responsibilities

A. Illinois Emergency Management Agency (IEMA)

1. SEOC Manager

- a) Coordinate the actions of SEOC liaisons to complete rapid needs assessment (RNA) of fuel supplies and distribution capabilities using resources in impact areas.
- b) Coordinate with local emergency management agency (EMA) and Authority Having Jurisdiction (AHJ) to receive RNA information on fuel supplies and distribution capabilities.
- c) Coordinate with the SEOC private sector liaison (SEOC PS LNO) to



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receive RNA information on private sector fuel supplies and distribution capabilities to verify that no alternatives for fuel supplies are available internally and all contractual sources are exhausted.

- d) Verify loss, absence or significant shortage in internally available fuel supplies and capacity.
- e) Certify a loss, absence or significant shortage in internally available fuel supplies and capacity exists requiring a request for support through federal fuel support.
- f) Ensure a presidential emergency or major disaster declaration was granted.
- g) Complete an RRF for federal fuel support, identifying types, quantities, delivery location(s) and any special information or equipment needed to deliver and download the fuel.
- h) Maintain contact with the FEMA coordinating element as appropriate on the status of the RRF.
- i) Ensure SEOC staff assignment and resourcing to coordinate with FEMA Fuel Task Monitors and vendors.
- j) Activate resources and coordinate LOE in support of state identified fuel operations.
- k) Ensure coordination of fuel support processes between SEOC LNO and fuel locations, and State Unified Area Command (SUAC), if activated.
- l) Ensure maps, visual aids and displays are developed to guide situational awareness, bulk and retail fuel locations and transportation routes.
- m) Coordinate with ISP to provide and support force security and protection efforts.
- n) Coordinate with state agencies having responsibility or authority for transportation waivers and exemptions required for emergency fueling
- o) Coordinate with state agencies having responsibility or authority for environmental monitoring, permitting, or waivers and



exemptions for distribution and service.

- p) Coordinate with the governor’s office to implement fuel rationing or permitted use provisions.
- q) Coordinate with the SEOC LNOs to develop and disseminate updates, briefings and intelligence.
- r) Coordinate with the SEOC Statewide Terrorism and Intelligence Center (STIC) LNO for coordination and de-confliction of disaster intelligence.
- s) Coordinate and disseminate public information, crisis communications and educational messaging with SEOC public information officer (PIO), local governments and private sector.

2. SEOC Finance LNO

- a) Maintain documentation and records of transactions.
- b) Maintain contact with the FEMA coordinating element as appropriate.
- c) Compile, analyze, track, record and disseminate procurement and expenditure information.
- d) Prepare reports and supportive documentation on use of federal fuel support and associated state expenditures.

3. SEOC Resource Management LNO

- a) Complete an RRF for federal fuel support in coordination with the FEMA coordinating element, identifying types, quantities, delivery location(s) and any special information or equipment needed to deliver and download the fuel.
- b) Coordinate with SEOC LNOs to track state activated resources used for the receipt, transfer, distribution and re-supply of fuel in support of response and recovery.

4. SEOC Public Information Officer (SEOC PIO)

- a) Serve as the single point of public information, crisis communications and rumor control for the state.
- b) Coordinate with the SEOC manager, SEOC LNOs, designated FEMA



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coordinating element and private sector on fuel supply and distribution information and messaging.

- c) Coordinate with SEOC agency public information officers, key decision makers, executive officials, local and federal government agencies and media organizations to develop and disseminate public information, crisis communications and educational messaging.

B. Illinois Department of Transportation (IDOT)

1. Identify state facilities capable of receiving, distributing and storing fuel.
2. Evaluate necessity of and requirements for waivers and exemptions based on threat to life, health and public safety.
3. Coordinate with the SEOC legal LNO to incorporate waivers and exemptions into proclamation draft.
4. Issue waivers and exemptions.
5. Identify appropriate arterial routes for movement of fuel resources arriving through the Federal Fuel Support Plan.
6. Coordinate with local officials on waivers and exemptions and routing regrading fuel vehicles and locations.
7. Coordinate with SEOC LNOs and federal counterparts on authorized waivers and exemptions, routes or special circumstances affecting fuel delivery.

C. Illinois State Police (ISP)

1. Coordinate with applicable SEOC, FEMA LNO and local law enforcement to identify the need for and if needed provide security to approved fuel sites, facilities and operations.
2. Coordinate with applicable SEOC LNOs to discuss the need for and , if necessary, provide force security and protection for the arrival, transit, transport, distribution, storage and exit of fuel resources.
3. Disseminate information to all ISP sworn officers on fuel sites, facilities and operations.

D. Illinois Commerce Commission (ICC)



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1. Coordinate with public, municipal, cooperative and private sector utilities to identify necessary waivers and exemptions.
 2. Coordinate with public, municipal, cooperative and private sector utilities to identify facilities capable of receiving, distributing and storing fuel.
 3. Disseminate information to ICC Transportation Division and ICC police officers.
 4. Coordinate with the ICC PIO and SEOC PIO on authorized waivers and exemptions.
- E. Illinois Secretary of State – Police (SOS)
1. Provide force security and protection for the arrival, transit, transport, distribution, storage and exit of fuel resources.
 2. Disseminate information to all SOS sworn officers on fuel sites, facilities and operations.
 3. Coordinate waivers and exemptions with SOS sworn officers.
- F. Illinois Department of Revenue (IDOR)
1. Coordinate with the SEOC legal LNO to incorporate waivers and exemptions into proclamation draft.
 2. Coordinate with SEOC LNOs on authorized waivers and exemptions.
- G. Illinois Department of Agriculture (IDOA)
1. Oversee weights and measures controls.
- H. Illinois Department of Central Management Services (CMS)
1. Identify state facilities capable of receiving, distributing and storing fuel.
 2. Coordinate the fuel master contract with vendors/suppliers and the SEOC.
- I. Illinois Environmental Protection Agency (IEPA)
1. Environmental considerations and protection.
- J. Illinois National Guard (ILNG)
1. Assist with Fuel Support Plan (FSP).



2. Assist with fuel management/distribution.

K. Office of the State Fire Marshal (OSFM)

1. Regulation of underground storage tanks is done by OSFM, and inspections of USTs are done by inspectors in the Petroleum and Chemical Safety Division. The Division is the implementing agency for all federal EPA UST regulations.
2. Regulation of above ground storage tanks is done by OSFM, and inspections of above ground storage tanks are done by OSFM inspectors in the Fire Prevention Division.
3. State agencies will need to coordinate with OSFM's Petroleum and Chemical Safety Division for any waivers and exemptions for fuel management, storage and dispensing repairs pertaining to underground storage tanks.
4. Regulation of mobile fueling sites is under the authority of OSFM, and inspections and permitting of mobile fueling sites are done by inspectors in the Fire Prevention Division.
5. Assist state agencies with identifying fuel storage capacities at UST sites by accessing the OSFM Petroleum and Chemical Safety Division's UST database.
6. Assist IEPA Leaking UST Division on any releases from underground storage tanks and/or associated piping and dispensers.

IV. Authorities and References

A. Authorities

1. 20 ILCS 3305, IEMA Act, as amended
2. 430 ILCS 15/2, The Gasoline Storage Act, as amended
3. Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121 et seq., as amended

B. References

1. National Response Framework (NRF), as amended.
2. National Disaster Recovery Framework (NDRF), as amended.



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V. Attachments

- A. Tab 1 – Estimated Fuel Requirements
- B. Tab 2 – FEMA Resource Request Form (RRF)/instructions
- C. Tab 3 – State Pre-identified Fueling Locations
- D. Tab 4 – State Specialized Equipment Requirements