

Illinois Emergency Operations Plan

ESF-2 Communications

Appendix X-1 Notification, Alert, and Warning

Illinois Emergency Management Agency and
Office of Homeland Security

September 23, 2026



Illinois Emergency Management Agency
and Office of Homeland Security



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State of Illinois Emergency Operations Plan (IEOP)
Emergency Support Function (ESF) #2 Communications
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 State of Illinois Managed Plan Emergency Support Function (ESF) #2 Appendix X-1 Notification, Alert, and Warning		
Title	ESF-2 Communication Appendix X-1 Notification, Alert, and Warning	
Managing Division/Branch	Division of Operations	Strategic Planning – Inter-Agency Strategic Planning Cell (ISPC)
Drafted/Evaluated	The ISPC, in coordination with the ESF planning group.	September 2025
Evaluated Against	1. Prior version, if applicable. 2. Federal statutes and regulations. 3. State statutes and administrative codes. 4. Federal, state, and IEMA-OHS policies and directives. 5. National Preparedness Goal 6. National Response Framework 7. NRF Emergency Support Function # 2 Annex 8. FEMA Community Lifelines 9. National Disaster Recovery Framework (NDRF) 10. IEMA-OHS policies, plans, and common definitions list. 11. Corrective actions from After-Action Reports (AARs) and real-world events where this ESF was engaged.	
Plan Type	☐ New ☒ Revised	
Branch Manager Review and Approval	Scott Gauvin, Manager of Strategic Operations and Preparedness	July 7, 2026
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State ESF-2, X-1 Coordinator	Support Agencies & Organizations
Illinois Emergency Management Agency & Office of Homeland Security (IEMA-OHS)	General Requirements for Other State Agencies, Boards, Commissions, and Mobile Support Teams (MSTs) Activated through the State Emergency Operations Center (SEOC)
Primary State Agencies & Organizations	
Illinois Emergency Management Agency & Office of Homeland Security (IEMA-OHS)	
Federal ESF-2, X-1 Coordinator	
Department of Homeland Security/Cybersecurity and Infrastructure Security Agency (DHS/CISA)	



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Record of Changes

When changes are made to this document, the following procedures will be followed:

1. Changes will be issued by the Inter-Agency Strategic Planning Cell at IEMA-OHS and transmitted to agencies, personnel, and other designees specified by the IEMA-OHS Director or designee via electronic means.
2. When a change is made, an entry will be made in the following log:

CHANGE NUMBER	DATE ENTERED	PAGES OR SECTIONS CHANGED	ENTERED BY
1	September 2025	Biannual Review	Glenn Smith



1. Introduction

1.1. Purpose

- 1.1.1. Guide the initiation, receipt, and relay of notifications, alerts, and warnings to key decision-makers, state agencies, emergency personnel, other organizations determined by the SEOC, and the public.

1.2. Scope

- 1.2.1. This appendix applies to all agencies and other organizations notified by the SEOC.
- 1.2.2. This appendix does not address internal notification procedures, methods, or processes used by individual agencies or organizations.
- 1.2.3. This appendix does not address notification procedures for implementation of the Illinois Plan for Radiological Accidents (IPRA).

1.3. Policy

- 1.3.1. Procedures for utilization, control, and use of state notification, alert, and warning (NAW) systems will incorporate and/or consider operational priorities that include, but are not limited to:
 - 1.3.1.1. Protection of life.
 - 1.3.1.2. Public health and safety.
 - 1.3.1.3. Property protection.
 - 1.3.1.4. Environmental protection.
 - 1.3.1.5. Restoration of essential utilities.
 - 1.3.1.6. Restoration of essential program functions.
 - 1.3.1.7. Coordination as appropriate.
- 1.3.2. The SEOC will use an approved system for notifications, alerts, and warnings to SEOC Agency Representatives and other designated organizations.



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- 1.3.3. The SEOC Manager, IEMA-OHS, designated executive decision-makers, or senior staff are responsible for determining the need to implement NAW provisions.
- 1.3.4. The IEMA-OHS Operations Center is the primary point for implementing SEOC activations, operations, and deactivations through established NAW systems.
- 1.3.5. Upon notification from the SEOC, state agencies and other organizations are responsible for conducting internal notifications.
- 1.3.6. No personal telephone numbers are included in the Illinois Emergency Operations Plan (IEOP).
- 1.3.7. Telephone call lists and contact information required for NAW will be maintained in the IEMA-OHS Operations Center.
- 1.3.8. Local governments have primary responsibility for providing NAW to key decision-makers and emergency personnel within the jurisdiction and for the activation of local-to-local mutual aid or assisting response organizations.

1.4. Situation

- 1.4.1. IEMA-OHS, through the SEOC, maintains an Operations Center capable of initiating, receiving, and relaying notifications appropriate to the state's hazard profile.
- 1.4.2. Alternate and redundant means of notification are available through systems and networks maintained by the SEOC, individual agencies, and organizations.

1.5. Assumptions

- 1.5.1. First response and initial NAW to/for an emergency will be made by local and state organizations having an immediate role in emergency response.
- 1.5.2. Prompt NAW will be delayed in some emergencies due to a loss of lifeline critical infrastructure and life-safety priorities.
- 1.5.3. Alternate means of NAW will be utilized to deliver critical information and intelligence.
- 1.5.4. Communication systems, methods, and processes necessary to gather and maintain situational awareness to identify impacted areas, critical needs, and resources are operable.



- 1.5.5. Auxiliary communications capabilities are available and operable to ensure continuous, uninterrupted capabilities.

2. Concept of Operations

2.1. General

- 2.1.1. NAW actions may be taken, or required, if any portion of the IEOP is implemented, upon activation of the SEOC, or for information and intelligence sharing to designated individuals.
- 2.1.2. NAW actions will be coordinated and relayed to key decision-makers, emergency personnel, state agencies, and other organizations by the SEOC if any portion of the IEOP is implemented, or when state response priorities, goals, objectives, or operational posture require action.
- 2.1.3. NAW implementation may be directed by IEMA-OHS executive staff upon advisement of information from the SEOC Manager, or IEMA-OHS Duty Officer as appropriate.
- 2.1.4. IEMA-OHS can support the activation of certain NAW resources for local jurisdictions as required.

2.2. Notification, Alert, and Warning (NAW)

- 2.2.1. Primary and support agencies are responsible for internal and support partner Notification, Alert, and Warning.

2.3. Activation

- 2.3.1. The SEOC will provide state support through the activation of identified Agency Representatives in accordance with SEOC Standard Operating Procedure Management and Coordination

2.4. Communications



- 2.4.1. Communications will be compliant with the National Incident Management System (NIMS), utilizing clear text and frequencies coordinated with the SEOC.

2.5. Resource Management

- 2.5.1. Resource management includes mutual aid and assistance agreements, the use of federal and state teams, and resource mobilization protocols.
- 2.5.2. The SEOC may implement one or more Lines of Effort (LOE) for specific strategic action planning for communications technology.
- 2.5.3. LOEs are responsible for short-term, intermediate, and long-term operational planning, coordination, and resource allocation.
- 2.5.4. As directed by the SEOC Manager, LOEs will be coordinated and administratively supported by SEOC Agency Representatives.
- 2.5.5. LOEs operate as strategic planning and coordinating elements of the SEOC and do not play an operational role.
- 2.5.6. Additional agency staff will be assigned to LOEs based on the level of activation established by the SEOC.

2.6. Reporting Requirements

- 2.6.1. The Emergency Support Function -2 Lead (ESF-2 Lead), or designee, will serve as the coordinating point for interoperable and integrated communications technology management, develop required intelligence briefings, maintain situational updates, and provide critical and priority information to stakeholders, key decision makers, executive officers, and the SEOC.
- 2.6.2. As appropriate for the type, scope, and magnitude of communications technology requirements, the ESF-2 Lead, or designee, will report disruptions, to include overall minor disruptions that may cause a disproportionately significant impact on specific users, to potentially affected stakeholders, key decision makers, and executive officers.
- 2.6.3. The ESF-2 Lead, or designee, will coordinate directly with state agency communications representatives and private sector organizations to ensure



coordination of communications technology information, situational awareness, and intelligence.

- 2.6.4. SEOC Agency Representatives and state agency staff in forward operational areas will coordinate the use of communications resources to maintain interoperable and integrated systems and networks, establish a single NIMS-compliant communications tactical plan, establish situational updates, develop required intelligence briefings, and provide critical and priority information obtained to key decision-makers, executive officers, and the SEOC.

2.7. Implementation Requirements

- 2.7.1. Additional telecommunications staff may be present at the Information Communications and Technology Center (ICTC) and may consist of information, communications, and technology stakeholders at all levels of government, including private industry and other organizations deemed necessary.
- 2.7.2. The Statewide Interoperability Coordinator (SWIC), ESF-2 Lead, or designee will assign resources needed to deploy with the State Unified Area Command (SUAC) and, where needed within the state, to support emergency communications.

2.7.2.1. System Personnel:

- 2.7.2.1.1. Personnel may be utilized by state agencies or external organizations providing communications equipment and system capabilities. The utilization needs approval by the SWIC and is activated through the SEOC. The authorization will be through existing Mobile Support Team (MST) agreements. Specific roles and responsibilities for operable and interoperable communications are defined in the state of Illinois TICP, as amended.

2.8. Organization

2.8.1. Direction and Control

- 2.8.1.1. The Governor, or designee, has the authority to implement NAW.
- 2.8.1.2. Agencies retain enabling authority for developing, maintaining, and implementing internal notifications.



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- 2.8.1.3. SEOC NAW will use one of the formats provided below and include additional requirements as specified, based on the type of NAW message.
 - 2.8.1.3.1. General Message – Informational message provided to recipients on administrative matters, schedules, meetings, briefings, etc. General messages are sent via NAW electronic mail only, and in most cases do not require an acknowledgement of receipt.
 - 2.8.1.3.2. Advisory Message – Reports or updates on a potential or existing event to provide situational awareness. Advisory messages are sent via NAW electronic mail only and may require a response or reply to acknowledge receipt.
 - 2.8.1.3.3. Warning Message – Reports or situational updates on an impending or existing event for situational awareness and to provide directions to recipients. Warning messages are sent via NAW electronic mail only and may require a response or reply to acknowledge if actions are required by an individual or directions have been provided by the SEOC.
 - 2.8.1.3.4. Activation Message – Notification provided to SEOC staff and Agency Representatives requiring designated agency representative(s) to report to the SEOC. Activation messages are sent via NAW primary telephone and email points determined by the individual, require a response, and are repeated up to three times through all means of contact. It is the responsibility of the primary Agency Representatives to notify and activate an alternate to the SEOC.
 - 2.8.1.3.4.1. Activation messages are directive and at a minimum will contain, but are not limited to:
 - 2.8.1.3.4.1.1. The level of SEOC activation.
 - 2.8.1.3.4.1.2. Response/reply to requirements, and
 - 2.8.1.3.4.1.3. An alternate reporting facility, if appropriate.



2.8.1.3.5. Deactivation Message - Notification provided to SEOC staff and Agency Representatives providing information on the deactivation of the SEOC. Deactivation messages are sent via electronic mail only and may require a response or reply to acknowledge receipt. Deactivation messages are directive and at a minimum will contain, but not be limited to:

2.8.1.3.5.1. The level of SEOC activation.

2.8.1.3.5.2. Response/reply to requirements, and

2.8.1.3.5.3. Information regarding SEOC or agency operations necessary to continue response and recovery activities.

2.8.2. Coordinating Elements

2.8.2.1. All changes in SEOC agency contacts and report dissemination instructions must be transmitted in writing to the IEMA-OHS SEOC Manager or designee.

2.8.2.2. All state agencies, boards, commissions, and Mobile Support Team (MST) accounts will be approved by the SEOC Manager or designee.

2.8.2.3. Individuals must be capable of maintaining the assigned NAW accounts in accordance with administrative guidelines, policies, and procedures to ensure NAW messaging is received.

2.8.3. Federal Coordination

2.8.3.1. Federal agencies and organizations issued a state of Illinois NAW account for NAW messaging must adhere to the state administrative guidelines, policies, and procedures to ensure NAW messaging is coordinated and received.

2.8.3.2. For SEOC coordination with federal agencies and organizations, NAW accounts may be provided on an event-only basis or approved in advance by the SEOC Manager or designee.



3. Roles and Responsibilities

3.1. State ESF Coordinator

3.1.1. Illinois Emergency Management Agency & Office of Homeland Security (IEMA-OHS)

- 3.1.1.1. Coordinates, integrates, and manages overall State efforts for ESF -2 Communications.
- 3.1.1.2. Manages and updates resource availability for ESF -2 Communications.
- 3.1.1.3. Assists in planning during activations and updates to the overall ESF plan.

3.2. Primary State Agency/Organization

3.2.1. Illinois Emergency Management Agency & Office of Homeland Security (IEMA-OHS)

- 3.2.1.1. Initiate notifications, alerts, or warnings through an approved system as directed by the Executive Team per information provided by the IEMA-OHS Duty Officer and/or SEOC Manager.
- 3.2.1.2. Monitor messaging through an approved system to determine verification of a message has been sent.
- 3.2.1.3. If required for "Response/Reply Required" NAW messaging, compile and print a verification list.
- 3.2.1.4. Has the responsibility and capability to send warnings and alerts directly to the public and Authorities Having Jurisdiction within Illinois through the utilization of communication mechanisms.

3.3. Support Agencies/Organizations

- 3.3.1.1. General Requirements for Other State Agencies, Boards, Commissions, and Mobile Support Teams (MSTs) activated through the State Emergency Operations Center (SEOC).

4. Authorities



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1. Illinois Emergency Management Agency Act (20 ILCS 3305/6[5], 14 and 19), as amended
2. Emergency Telephone Communications (720 ILCS 660/0.01 et seq), as amended
3. State Police Radio Act (20 ILCS 2615), as amended
4. IAC Title 77: Public Health, Section 515.400, General Communications, as amended
5. Emergency Telephone System Act 50 ILCS 750/0.01-16, as amended
6. State of Illinois Tactical Interoperable Communications Plan, as amended
7. IEMA-OHS Operations Center SOPs, as amended

5. References

1. Federal Communications Commission (FCC) Regulations, as amended
2. Statewide Communications Interoperability Plan (SCIP), as amended
3. Tactical Interoperable Communications Plan (TICP), as amended
4. Request for Communications Resources process, as amended
5. Auxiliary Communications (AUXCOMM) Plan, as amended
6. Public ALERT and Warning Plan, as amended
7. Communication, Notification, and Warning Plan, Illinois Emergency Management Agency, as amended
8. Statewide Interoperability Executive Committee (SIEC) approved documents, as amended.
9. Information and Communications Technology Functional Guidance, as amended

6. Acronyms & Definitions

1. For all definitions and acronyms addressed in this plan, please refer to the IEOP Base Plan, Appendix X-7 Glossary of Terms.