

This document highlights changes between the current Admin 301 and the proposed draft.

Comparative Analysis: Exercise

Subpart D: Exercise Requirements	
Section 301.410 – Exercise Requirements for the Emergency Operations Plan	
Current Admin 301	Proposed Draft of Admin 301
a) exercise all core capabilities	a), 1) ESDAs should coordinate evaluated exercises of the EOP with the threats/hazards identified in the assessment tool described in Section 301.220, along with the associated core capabilities.
a) within a four-year cycle beginning with IEMA's approval of the EOP a) including at least one full-scale exercise.	a), 2) ESDAs shall complete the following: <ul style="list-style-type: none"> ○ One discussion-based exercise during the 3-year cycle of the approved EOP ○ One operations-based exercise during the 3-year cycle of the approved EOP ○ A full-scale exercise at least once every 6 years
• N/A	a), 4) ESDAs may use a combined exercise with other ESDAs or whole community partners to meet the requirements of this subsection. <ul style="list-style-type: none"> ○ The ESDA should have a process for corrective actions to prioritize and track the resolution of deficiencies in exercise events through the After-Action Report (AAR) and Improvement Plan (IP). The AAR/IP shall be submitted to the Agency and corrective actions identified in the process shall be used to revise relevant plans. ○ AGENCY NOTE: For combined exercises, an AAR/IP can be written individually by each ESDA involved or, if the ESDAs choose to combine the AAR/IP, each ESDA shall include an addendum detailing how the exercise objectives tested each of the political subdivision's EOPs.

Section 301.420 – Exercise Planning	
Current Admin 301	Proposed Draft of Admin 301
<p>b) The ESDA coordinator should submit to IEMA for design approval, at least 30 days, or 60 days if State assistance is being requested, in advance of the exercise, a description of:</p> <ol style="list-style-type: none"> 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. 	<p>b) The ESDA coordinator should coordinate with the Agency at least 30 days in advance of the exercise, or 60 days if State assistance is being requested, to ensure the exercise will be HSEEP consistent.</p>
<ul style="list-style-type: none"> • N/A 	<p>c) The exercise design team and exercise design team leader may use out-of-sequence events to assist in achieving exercise goals and objectives.</p> <ol style="list-style-type: none"> 1) Out-of-sequence events should 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 exercise documentation and the AAR/IP to the Agency. 2) If out-of-sequence events are part of the evaluated exercise, the ESDA should include it in the exercise documentation, including: <ol style="list-style-type: none"> 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.

Section 301.430 – Exercise Credit (formally “Evaluation”) Approval for Mandated ESDAs and Accredited ESDAs	
Current Admin 301	Proposed Draft of Admin 301
a) IEMA shall coordinate the evaluation of the exercise for mandated ESDAs and for accredited ESDAs.	a) The Agency shall review exercise documentation for mandated and accredited ESDAs seeking exercise credit.
b) IEMA shall determine if the exercise is approved in accordance with FEMA's Homeland Security Exercise and Evaluation Program (HSEEP) and issue to the ESDA written notice of the determination within 14 days .	b) The Agency shall determine if the exercise documentation is consistent with HSEEP guiding principles and issue to the ESDA written notice of the determination of Agency approval within 21 days .
c) If the exercise is not approved, the ESDA shall, within 45 days after receipt of the IEMA determination of disapproval: <ol style="list-style-type: none"> 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 3) Have IEMA coordinate the evaluation of the corrective exercise 	c) If the Agency determines that the exercise documentation is not consistent with HSEEP guiding principles, the ESDA shall, within 45 calendar days after receipt of the Agency's determination, submit corrected documentation for review.
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.	d) If the ESDA does not receive Agency approval pursuant to this section, the ESDA will not receive exercise credit.
e) 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.	e) Omitted

Section 301.440 – Exercises for Non-Mandated ESDAs	
Current Admin 301	Proposed Draft of Admin 301
<p>a) Except for those non-mandated ESDAs eligible for and seeking accreditation pursuant to Section 301.510, each non-mandated ESDA shall:</p> <ol style="list-style-type: none"> 1) Coordinate the approval and evaluation of the exercise in accordance with FEMA's Homeland Security Exercise and Evaluation Program (HSEEP) 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. 	<p>a) Each non-mandated ESDA should conduct exercises for its EOP. It is recommended that the non-mandated ESDA coordinate with the county or multiple county ESDA serving the county in which the non-mandated ESDA is located for exercises.</p>

Section 301.450 – Alternative Exercise Credit	
Current Admin 301	Proposed Draft of Admin 301
<ul style="list-style-type: none"> N/A 	<p>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).</p>
<p>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 documentation as directed by IEMA or the county, but no later than 60 days prior to the application for accreditation or certification:</p> <ol style="list-style-type: none"> 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. 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. 	<p>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 should 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.</p> <ol style="list-style-type: none"> An AAR/IP; and A sampling of the following: <ol style="list-style-type: none"> Community lifeline situation reports Press releases; and Action Plans.
<ul style="list-style-type: none"> N/A 	<p>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.</p> <ol style="list-style-type: none"> The ESDA should coordinate with the Agency at least 60 calendar days prior to the event to provide and discuss: <ol style="list-style-type: none"> A description of how the event is equivalent to an actual disaster response; Information for when and how the Incident Command Post, the emergency operations center, or both will be activated; A description of the importance to the local and state communities; and A description of the local, mutual aid, and State partners engaged in the planning process and those that will be activated during the event; <p>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.</p>

<ul style="list-style-type: none"> N/A 	<p>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.</p> <ol style="list-style-type: none"> 1) The request should be submitted 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/IP for the exercise to the Agency.
<p>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 appropriate, for the specific disaster.</p>	<p>e) For subsections (b) and (c), the Agency shall determine if the documentation submitted is consistent with HSEEP guiding principles and issue the ESDA written notice of the determination of Agency approval for exercise credit.</p> <p>f) For subsection (d), the Agency shall determine if the AAR/IP is consistent with HSEEP guiding principles and issue the ESDA written notice of the determination of Agency approval for exercise credit.</p> <p>g) If the Agency determines that the documentation submitted is not consistent with HSEEP guiding principles, the ESDA shall, within 45 calendar days after receipt of the Agency's determination, submit corrected documentation to the Agency for review.</p>
<p>c) The IEMA State Exercise Officer and counties shall provide approvals of waiver requests in writing.</p>	<ul style="list-style-type: none"> Omitted
<ul style="list-style-type: none"> N/A 	<p>h) If the ESDA does not receive Agency approval pursuant to this section, the ESDA will not receive exercise credit.</p>

Subpart G: Requirements for the Emergency Management Performance Grant Program (EMPG)

Section 301.740 – Allocation Determination

Current Admin 301 (N/A)	Proposed Draft of Admin 301
<ul style="list-style-type: none"> N/A 	<p>b) To assist ESDAs in accomplishing the basic preparedness requirements of the Act (ESDA coordinators' organization, administration, training, and operation of the ESDA and ESDA development and exercise of the EOP, exclusive of contractor fees), the following EMPG fund allocations shall be made:</p>
<ul style="list-style-type: none"> N/A 	<p>c) Additional Program Needs – The total EMPG amount remaining, after the allocations in subsection (b) have been made, shall annually be allocated for ESDA additional program needs. This amount shall be completely allocated among all grantees who have requested an eligible grant amount in excess of the base amount plus population allocation, on a per capita basis according to the most recent census data available through the Illinois Secretary of State's office or, if unavailable, through the U.S. Department of Commerce, Bureau of the Census. Grantees whose geographic borders encompass another grantee's 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:</p> <ol style="list-style-type: none"> 1) Additional exercises beyond the required EOP exercises;

This document highlights changes between the current Admin 301 and the proposed draft.

Comparative Analysis: Training

Subpart E: Accreditation and Certification of ESDAS	
Section 301.510 – Accreditation of ESDAs	
Current Admin 301	Proposed Draft of Admin 301
<p>b) For IEMA accreditation, eligible applicants, determined in accordance with subsection (a), shall satisfy all of the following requirements:</p> <p>4) Submit documentation that:</p> <p>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</p> <p>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</p>	<p>b), 4) Submit documentation that:</p> <p>A) An ESDA coordinator appointed after January 1, 2002 has completed, within 12 months after the date of appointment, the Agency's Coordinators Workshop Course.</p> <p>B) The ESDA Coordinator has completed, within the previous six years, the Agency's Coordinators Workshop Course as refresher training.</p> <p>C) The ESDA Coordinator has completed a total of 90 hours of professional development training triennially.</p>

Section 301.520 – Certification of Non-Mandated ESDAs	
Current Admin 301	Proposed Draft of Admin 301
<p>a), 3) Submit documentation that:</p> <p>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</p> <p>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.</p>	<ul style="list-style-type: none"> Section 301.520 - REPEALED

Comparative Analysis: Accreditation

Subpart E: Accreditation and Certification of ESDAS	
Section 301.510 – Accreditation of ESDAs	
Current Admin 301	Proposed Draft of Admin 301
<p>a) The following ESDAs are eligible to apply for IEMA accreditation:</p> <ol style="list-style-type: none"> 1) Mandated ESDAs; and 2) Non-mandated ESDAs determined 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: <ol style="list-style-type: none"> A) Heightened, greater than average disaster vulnerability; B) An increased need for ESDA services in the political subdivision due to all of the following: <ol style="list-style-type: none"> 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; C) 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 (Moved to Subsection b), 3)) D) 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. (Omitted from the Proposed Admin 301) 	<p>a) The following ESDAs are eligible to apply for accreditation:</p> <ol style="list-style-type: none"> 1) Mandated ESDAs; and 2) Non-mandated ESDAs determined every three years by the Director, or his/her designee, to have demonstrated justification for accreditation eligibility based on the following political subdivision criteria. The non-mandated ESDA shall submit a written request for eligibility specifically providing: <ol style="list-style-type: none"> A) A description of the ESDA structure B) A description of the emergency management needs of the political subdivision not currently being met and how accreditation will assist with those needs; C) A discussion of the disaster vulnerability of the political subdivision; D) The resources of the political subdivision (e.g., personnel, facilities, equipment) that are available to respond to the defined hazards identified in the EOP and assessment tool in Section 301.220; E) The following documentation: <ol style="list-style-type: none"> i) EOP approval letter from the Agency; ii) Threat Hazard Identification and Risk Assessment (THIRA); iii) Core capability Assessment; and iv) Integrated Preparedness Plan;

<p>b) For IEMA accreditation, eligible applicants, determined in accordance with subsection (a), shall satisfy all of the following requirements:</p> <ol style="list-style-type: none"> 1) Submit a copy of the political subdivision ordinance creating the ESDA affixed with the official seal by the clerk of the political subdivision. 2) Submit documentation of the ESDA coordinator's Notice of Appointment card. 3) Submit evidence that the political subdivision supports a paid emergency management work effort of at least 50% of the political subdivision's standard full-time work week, not including exercise hours. 4) Submit documentation that: <ol style="list-style-type: none"> 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 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. 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 IEMA. 	<p>b) For accreditation, eligible applicants, determined in accordance with subsection (a), shall satisfy all of the following requirements:</p> <ol style="list-style-type: none"> 1) Submit a copy of the political subdivision ordinance creating the ESDA affixed with the official seal by the clerk of the political subdivision. 2) Submit documentation of the ESDA coordinator's Notice of Appointment card. 3) Submit evidence that the political subdivision supports a paid emergency management work effort of at least 50% of the political subdivision's standard full-time work week, not including exercise hours. 4) Submit documentation that: <ol style="list-style-type: none"> A) An ESDA coordinator appointed after January 1, 2002 has completed, within 12 months after the date of appointment, the Agency's Coordinators Workshop Course. B) The ESDA Coordinator has completed, within the previous six years, the Agency's Coordinators Workshop Course as refresher training. C) The ESDA Coordinator has completed a total of 90 hours of professional development training triennially. 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.
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<p>d) The term of accreditation shall be at least two years but not longer than four years, with beginning and ending dates indicated on the accreditation document issued by IEMA. 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)</p>	<p>c) The current accreditation period expiring on June 30, 2025, shall be extended to June 30, 2026. Beginning June 30, 2026, the term of accreditation shall be three years with beginning and ending dates indicated on the accreditation document issued by the Agency. Beginning June 30, 2026, the Agency may extend an existing term of accreditation as long as the total term of accreditation does not exceed four years. Eligible ESDA applicants may seek accreditation renewal by satisfying the requirements of subsection (b).</p>
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This document highlights changes between the current Admin 301 and the proposed draft.

Comparative Analysis: Local Certification (Non-Mandated ESDAs)

Subpart C: Emergency Operations Plan Submission and Review Requirements	
Section 301.320 – EOP Submission and Review Requirements for Non-Mandated ESDAs	
Current Admin 301	Proposed Draft of Admin 301
a) Except for those non-mandated ESDAs eligible for and seeking accreditation pursuant to Section 301.510, each non-mandated ESDA shall 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. The county or multiple county ESDA shall send a letter of acceptance or non-acceptance to the non-mandated ESDA.	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 applicable federal and State laws, regulations, and guidance. The non-mandated ESDA should submit the EOP to the county or multiple county ESDA serving the county in which the non-mandated ESDA is located, for coordination.

Subpart D: Exercise Requirements

Section 301.440 – Exercise for Non-Mandated ESDAs

Current Admin 301

- 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 301.430 shall apply.

Proposed Draft of Admin 301

- a) Each non-mandated ESDA should conduct exercises for its EOP. It is recommended that the non-mandated ESDA coordinate with the county or multiple county ESDA serving the county in which the non-mandated ESDA is located for exercises.
- 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.

This document highlights changes between the current Admin 301 and the proposed draft.

Comparative Analysis: Emergency Operations Plan (EOP)

Subpart A: General Provisions	
Section 301.170 – Program Requirements	
Current Admin 301	Proposed Draft of Admin 301
<p>• N/A 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</p> <p>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</p>	<p>b) ESDAs shall develop and submit the following essential program documents to the Agency:</p> <p>3) Emergency Operations Plan (EOP) that meets the requirements in Section 301.230.</p> <p>d) ESDAs shall submit an EOP to the Agency every three years, starting on March 15, 2026.</p> <p>e) IEMA-OHS will provide ESDAs with technical assistance for the development of emergency management programs, plans, and assessments.</p>
<p>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.</p>	

Subpart B: Emergency Operations Plan Requirements

Section 301.220 – Analysis and Assessment (formally “Initial Analysis and Assessments”)

Current Admin 301	Proposed Draft of Admin 301
<ul style="list-style-type: none"> N/A 	<p>a) When updating or creating a new EOP, a whole community approach should be utilized. The ESDA should 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, and local laws.</p>
<p>b) Develop a profile of the political subdivision:</p> <ol style="list-style-type: none"> 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 for community functions, property and sites of potential secondary hazards. 	<p>b) Essential data shall include:</p> <ol style="list-style-type: none"> 2) Development of a profile of the political subdivision: <ol style="list-style-type: none"> 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.
<p>c) 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.</p>	<p>c) The essential data outlined in subsection (b) shall be documented and updated as appropriate in the assessment tool provided by the Agency.</p> <p>d) 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.</p>
<ul style="list-style-type: none"> N/A 	<p>e) ESDAs shall update the assessment tool, EOP, and applicable support plans whenever there is a major change in the political subdivision's THIRA.</p> <p>f) ESDAs shall ensure the assessment tool is updated no later than February 1st each year, for the information to be included in the State's THIRA and identification by the Agency for potential training opportunities.</p>

Section 301.230 – Emergency Operations Plan (EOP)	
Current Admin 301	Proposed Draft of Admin 301
<p>This version details all the information that is required for the “Basic Plan Requirements,” whereas the Proposed Admin 301 Draft moved this section to “Appendix A”.</p> <p>Note: Please go to the table for Section 301.Appendix A to view the comparative analysis for the Basic Plan.</p>	<ul style="list-style-type: none"> 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 applicable federal laws, regulations, and guidance. b) ESDAs should develop and submit their EOP using the Function-Focused format (i.e., functional annexes or emergency support functions) or Agency/Department Focused format. (A third subsection for this format will be added below, IEMA-OHS stated) <ul style="list-style-type: none"> 1) Functional Annexes. If used, 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. 2) Emergency Support Function (ESF) Annexes. If used, at a minimum, an EOP shall have the ESF annexes and information identified in Section 301.APPENDIX C. c) All EOPs shall have a Base Plan that includes the requirements in Section 301.APPENDIX A.

Section 301.240 – Functional Annex Requirements	
Current Admin 301	Proposed Draft of Admin 301
<p>This version details all the information that is required for the “Functional Annex Requirements,” whereas the Proposed Admin 301 Draft moved this section to “Appendix B”.</p> <p>Note: Please go to the table for Section 301.Appendix B to view the comparative analysis for the Functional Annex Requirements.</p>	<ul style="list-style-type: none"> Section 301.240 - REPEALED

Section 301.280 – Supporting Plans	
Current Admin 301	Proposed Draft of Admin 301
<p>a) For ESDAs that have been identified as high risk, 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 as they are prepared for protection of the public peace, health and safety in the event of a disaster.</p>	<p>a) ESDAs should develop a Hazardous Threat Specific Annex for significant Hazards or threats identified in the assessment tool in Section 301.220.</p>
<p>c) The EOP shall include, as a Hazardous Materials annex, all applicable portions of an LEPC chemical emergency response plan for the political subdivision.</p>	<p>a) Recovery Plan. ESDAs shall have a recovery plan that addresses short- and long-term recovery priorities and provides guidance for restoration of critical community functions, services, vital resources, facilities, programs, and infrastructure as they are prepared for protection of the public peace, health and safety in the event of a disaster.</p>
<p>b) EOPs developed in accordance with the requirements of this section shall have a Chemical Emergency Response Plan (CEP) that identifies the ESDA's essential functions, emergency planning districts covered in a member of the LEPC in the event of a disaster, and provide for the protection or safeguarding of critical applications, records, processes and functions that must be maintained during response activities and identify and prioritize applications, records, processes and functions to be recovered if lost.</p>	<p>b) Additional annex to the affected area. Elements of the Recovery Plan are provided in Section 301.APPENDIX D or Threat Specific Annex for Hazardous Threat Specific Annex for significant Hazards or threats identified in the assessment tool in Section 301.220.</p>
<p>d) Critical records, processes and functions that must be maintained during response activities and identify and prioritize applications, records, processes and functions to be recovered if lost.</p>	<p>b) Continuity of operations (COOP) ESDAs shall have a Chemical Safety Plan that identifies the ESDA's essential functions, emergency planning districts covered in a member of the LEPC in the event of a disaster, and provide for the protection or safeguarding of critical applications, records, processes and functions that must be maintained during response activities and identify and prioritize applications, records, processes and functions to be recovered if lost.</p>
<p>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.</p> <ol style="list-style-type: none"> 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. <p>2) For Public Information purposes:</p> <ol style="list-style-type: none"> 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. <p>3) For Evacuation purposes, provisions for moving residents of custodial facilities, including, but not limited to, hospitals and jails, following an earthquake due to structural damage from the earthquake or projected aftershocks.</p> <p>4) For Mass Care purposes:</p> <ol style="list-style-type: none"> A) Identification of mass care facilities in low seismic risk areas that are away from secondary effect threats. 	<p>b) Continuity of operations (COOP) ESDAs shall have a Chemical Safety Plan that identifies the ESDA's essential functions, emergency planning districts covered in a member of the LEPC in the event of a disaster, and provide for the protection or safeguarding of critical applications, records, processes and functions that must be maintained during response activities and identify and prioritize applications, records, processes and functions to be recovered if lost.</p>

<p>(Continued)</p> <p>B) Identification of mass care facilities that are structurally sound, well retrofitted, or built to code, based on the knowledge of a structure.</p> <p>C) A ranking of the mass care facilities based on the amount of earthquake resistance protection offered</p>	
<p>a) Each hazard specific annex of the EOP shall individually address:</p> <ol style="list-style-type: none"> 1) The annex's purpose and: <ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 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 	<p>c) A Hazard or Threat Specific Annex should include:</p> <ol style="list-style-type: none"> 1) Identification of risk areas and information regarding evacuation routes and special warnings to the public; 2) A Concept of Operations including: <ol style="list-style-type: none"> 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) Annex development and maintenance. 6) The annex may also include: <ol style="list-style-type: none"> A) Maps including key information such as public safety locations, shelters, and medical treatment facilities; B) Job Aids and checklists; and C) Diagrams and graphics such as sandbag and sand computations, the proper way to install flash boarding, wind chill temperature guides, and debris estimation tables.

Subpart C: Emergency Operations Plan Submission and Review Requirements

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

Current Admin 301	Proposed Draft of Admin 301
<p>a) Each mandated ESDA and each ESDA eligible for and seeking accreditation pursuant to Section 301.510 shall submit to IEMA for review and approval an emergency operations plan for their geographic boundaries that complies with the planning standards 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.</p>	<p>a) Each mandated ESDA and each ESDA eligible for and seeking accreditation pursuant to Section 301.510 shall submit to the Agency, for review and approval, an EOP for their geographic boundaries that complies with the planning standards of this Part and is consistent with applicable federal laws, regulations, and guidance. The ESDA shall also submit a completed Planning Document Review (PDR) with the EOP. These documents shall be reviewed by the Agency and approved if they comply with the requirements of this Part.</p>
<p>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 jurisdiction and the functions described in the EOP.</p>	<p>c) Each ESDA should review and update its EOP at least annually. A review and update should be considered by the ESDA at a lesser interval for any circumstances that impact the political subdivision and the functions described in the EOP and require an update to the assessment tool pursuant to Section 301.220(f).</p>
<p>d) Each ESDA shall submit a copy of its EOP to IEMA in accordance with the review schedule established by IEMA. 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.</p>	<p>d) Each ESDA shall submit a copy of its EOP to the Agency in accordance with Section 301.170(d). 1) ESDAs may submit a draft EOP to the Agency pending final local approval in order to begin the review process if the final local approval is anticipated to take more than 30 but less than 90 business days to obtain. 2) For accreditation purposes the EOP needs to be approved by the ESDA, the principal executive officer of the political subdivision, and the Agency. 3) Written notification shall be given to the Agency of any revisions to the EOP made during those periods of time where the ESDA's EOP is not due for review by the Agency.</p>
<p>e) IEMA shall review the plan and give written notification to the ESDA of IEMA approval or disapproval of the EOP in accordance with the planning standards set forth in this Part.</p>	<p>e) The Agency shall review the plan and give written notification to the ESDA of Agency approval or disapproval of the EOP in accordance with the planning standards set forth in this Part and applicable federal laws, regulations, and guidance.</p>
<p>f) If the EOP is disapproved, IEMA shall provide a written list of deficiencies and suggested means of remediation to the ESDA. The ESDA has 60 calendar days after receipt of the disapproval to remediate the plan and resubmit it to IEMA. IEMA may arrange for technical assistance in remediating the plan.</p>	<p>f) If the EOP is disapproved, the Agency shall provide a written list of deficiencies to the ESDA. The ESDA has 60 calendar days after receipt of the disapproval to remediate the plan and resubmit it to the Agency. IEMA may arrange for technical assistance in remediating the plan.</p>

g) IEMA shall notify the ESDA and the principal executive officer of the political subdivision of its final determination of approval or disapproval.

g) The Agency shall notify the ESDA of its final determination of approval or disapproval.

APPENDIX A

Section 301.APPENDIX A – Base Plan Requirements

Current Admin 301	Proposed Draft of Admin 301
<p>(Section 301.230)</p> <p>a) The EOP shall have a basic plan that includes:</p> <ol style="list-style-type: none"> 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. <p>b) Each ESDA shall have an EOP that individually addresses:</p> <ol style="list-style-type: none"> 1) The EOP's purpose and: <ol style="list-style-type: none"> A) scope; or B) goals and objectives; 2) Authority; 	<p>a) Introductory Material</p> <ol style="list-style-type: none"> 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.
<p>b) 3) Situation and assumptions;</p> <p>4) Functional roles and responsibilities for internal and external agencies, organizations, departments and positions;</p> <p>5) Logistical support and resource requirements necessary to implement the EOP;</p> <p>6) The concept of operations for the EOP; and</p> <p>7) Assignment of responsibility for EOP maintenance, review and updating</p> <p>c) The EOP shall identify and assign specific areas of responsibility for performing functions in response to an emergency or disaster.</p> <p>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.</p> <p>e) The EOP shall delineate processes for the political subdivision to supplement resources provided through MOUs.</p>	<p>b) Situation Overview and Planning Assumptions</p> <ol style="list-style-type: none"> 1) Situation Overview. This information may be obtained in the assessment tool identified in Section 301.220(d) and shall include: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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;

	<ul style="list-style-type: none"> 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; and F) Identify other response/support agency plans that directly support the implementation of the EOP (e.g., hospital, school emergency, facility plans). <p>4) Organization and Assignment of Responsibilities.</p> <ul style="list-style-type: none"> A) Identify the responsibilities assigned to each individual/organization, including, but not limited to: <ul style="list-style-type: none"> 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.
<p>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:</p> <ul style="list-style-type: none"> 1) administration and finance; 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; 	<p>b), 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.</p> <p>6) Information Collection, Analysis and Dissemination. <i>(Please see Section 301.APPENDIX C for comparative analysis)</i></p> <ul style="list-style-type: none"> A) Describe information dissemination methods (e.g., verbal, electronic, graphics) and protocols; B) Describe critical information needs and collection priorities; C) Describe strategies for collecting, analyzing, and sharing information about the condition of community lifelines; D) Describe long-term information collection, analysis, and dissemination strategies; and

- 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

- 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 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.
- 11) **ESDAs shall** include 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 a disaster:
 - A) **Critical infrastructure and key resource restoration.**
 - i) Identify the individual, group or section responsible for the critical infrastructure and key resource restoration function.
 - ii) Include how the critical infrastructure and key resource restoration function will be performed.
 - B) **Debris Management.**
 - i) Identify the individual, group, or section responsible for the debris management function.

ii) Include how the debris management function will be performed.

C **Energy and Utilities Services.**

- i) Identify the individual, group or section responsible for the energy and utilities services function.
- ii) Include how the energy and utilities services function will be performed.

D) **Mutual Aid.**

- i) Identify the individual, group or section responsible for the mutual aid function.
- ii) Include how the mutual aid function will be performed.

E) **Private Sector Coordination.**

- i) Identify the individual, group or section responsible for the private sector coordination function.
- ii) Include how the private sector coordination function will be performed

APPENDIX C

Section 301.APPENDIX C – Emergency Support Function Annex Format

Current Admin 301	Proposed Draft of Admin 301
<p>(Section 301.240, Paragraphs 1 and 2) (Basic Plan) a) For EOPs use, for revision of "w/after September 1, 2020, ESDAs shall include for the EOP annexes addressing how the political subdivision will perform the functions and organizations in the emergency disaster recovery, support of critical awareness and operations. f) For EOPs effective following on or after September 1, 2020, ESDAs shall include in the EOPs - The political subdivision will perform the following functions and identify and assign specific areas of responsibility for performing the functions and organizations in the emergency disaster recovery, support of critical awareness and operations. 1) agriculture and natural resources; 2) critical infrastructure and key resource restoration; 4) debris management; 5) detection and monitoring;</p>	<p>a) EOPs using the functional support structure shall include the following functional support functions (ESF): 1) ESF #1 – Transportation; 2) ESF #2 – Communications; at are tasked with specific communications responsibilities; 3) ESF #3 – Public Works and Engineering; 4) ESF #4 – Emergency communication center for the political subdivision; 5) ESF #5 – Emergency Management; 6) ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services; emergency communication center fails; and 7) ESF #7 – Emergency Management (and Research Support); 8) ESF #8 – Public Health, Healthcare, EMS, and Behavioral Health; 9) ESF #9 – Search and Rescue;</p>
<p>16) Direction, Control and Coordination – The means the political subdivision utilizes 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. 7) subordination; 8) coordination; 9) activities throughout response and recovery that integrates all critical stakeholders and supports the execution of strategies, priorities and functional roles and responsibilities; 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</p>	<p>a), 2) 1) Direction, Control and Coordination; 11) Identification of the individual, group or section that establishes the strategies and priorities of the political subdivision; 12) ESF #3 – Energy; 13) ESF #4 – Public Safety and Security; 14) Incident Commander (IC) or Unified Command (UC); 15) ESF #14 – Cross Sector Business and Infrastructure, and Identification of the individual, group or section that is required to support the primary and alternate EOCs; b) Each ESF annex shall include: 1) The process for notifying all critical stakeholders when it is necessary to respond to an operational structure (i.e., EOC, IC, UAC, Area Command); 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 support annexes should include the following support annexes as appropriate: 1) Financial Management; 2) Mutual and Multi-jurisdictional Coordination; 3) Population Protection; 4) Prevention and Protection; 5) Private Sector Coordination to report (e.g., by position or function); 6) Volunteer and Donation Management; 7) Warnings and 8) Worker Safety and Health structures (e.g., IC or UAC/Area Command.</p>
	<p>d) Each support annex shall include:</p>

<p>a),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.</p>	<p>a), 5) Identification of the Coordinating Agency; 2) Identification of Cooperating Agencies; 3) Identification of the Incident Command System; 4) Identification of the Operational Methods used to deliver alerts and warning to the public including access and functional needs (AFN).</p>
	<p>populations; and C) Identify the alternative means of the delivery of alerts and warning in case of failure in the primary system.</p>
<p>a), 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.</p>	<p>a), 6) Public Information. A) Identification of the individual who either appoints the Public Information Officer (PIO) or serves as the PIO; B) Description of the roles and responsibilities of the PIO. Duties will include but are not limited to: i) Gather and relay information relevant to threats and hazards. ii) Perform rumor control based on media/social media information. iii) Relay actions being taken and the assistance being made available, as appropriate; C) Identify the process the political subdivision will use to coordinate and deliver prompt, reliable and actionable information to the whole community; D) Identify the process used to ensure public messaging is accessible to the public including individuals with access and functional needs (AFN); and E) Identify the process used to ensure public messaging is culturally and linguistically appropriate.</p>
<p>a), 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, processing, analysis, evaluation and dissemination of information among government or private sector entities, as appropriate.</p>	<ul style="list-style-type: none"> • Omitted
<p>a),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.</p>	<ul style="list-style-type: none"> • See below (a), 4))
<p>a),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.</p>	<p>a), 4) Mass Care including Transportation and Evacuee Movement A) Responsibility for determining the need to open a shelter B) Responsibility for hydration and emergency mass feeding C) Responsibility for providing health and/or medical care at shelters; D) Responsibility to coordinate with critical stakeholders temporary housing for displaced population; E) Responsibility to coordinate reunification which includes:</p>

	<ul style="list-style-type: none"> i) Coordination with shelters, family assistance centers, hospitals, childcare facilities, educational facilities and coroner/medical examiners offices; ii) Identify the process the political subdivision will use to verify the identity of located parents or legal guardians; and iii) Identify the process the political subdivision will use to ensure proper transportation resources are available during physical reunification; and <p>F) Responsibility for the distribution of emergency supplies using such methods as a point of distribution (POD) operations.</p>
<p>a), 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</p>	<p>a),7) Public Health and Medical Services.</p> <ul style="list-style-type: none"> A) Identification of who will coordinate and monitor the Emergency Medical Services (EMS) for the political subdivision; B) Identification of who appoints a health and medical services representative to command locations as appropriate. Roles and responsibilities of the health and medical services representative include but are not limited to: <ul style="list-style-type: none"> i) Assist with coordination of public health operations. ii) Identify public health resources available in the political subdivision. iii) Coordinate procurement, allocation and distribution of public health resources required to support emergency/disaster public health operations. iv) Coordinate timely and appropriate support to the public, including access and functional needs (AFN) populations. v) Coordinate behavioral health support for first responders and emergency/disaster survivors. vi) Monitor epidemic surveillance. C) Identify the process the political subdivision will use to coordinate public health related activities among public and private response agencies and groups; D) Identify the process used to coordinate health and medical support at off-site locations (e.g., alternate care sites, shelters), as requested; E) Identify the means the political subdivision will use to perform post disaster sanitation operations. Sanitation operations could include inspections of retail food facilities, water, wastewater facilities and shelters; and F) Identify the means the political subdivision will use to coordinate targeted public messaging to the affected population, including access and functional needs (AFN) populations.
<p>a),9) Mortuary Services or Fatality Management – The means the political subdivision will use to coordinate fatality management services, including:</p>	<ul style="list-style-type: none"> • Omitted

<ul style="list-style-type: none"> 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. 	
<p>a), 10) Resource Management or Logistics – The process the political subdivision 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</p>	<p>a), 3) Logistics and Resource Management</p> <ul style="list-style-type: none"> A) Identification of the individual, group or section that has the authority to be resource management for response and recovery; B) Identification of the individual, group or section to establish power restoration priorities and to monitor outage impacts for response and recovery; C) Identification of the individual, group or section to coordinate fueling support for response and recovery; D) A description of the process for the delivery of essential commodities and equipment in support of impacted communities and survivors; E) A description of the process for the delivery of services and personnel in support of impacted communities and survivors; and F) A description of the process of how access to community staples will be made available to impacted communities and survivors.
<ul style="list-style-type: none"> • N/A 	<p>a), 8) Public Works and Infrastructure Restoration including Transportation.</p> <ul style="list-style-type: none"> A) Identify the department or agency with the responsibility and the process to determine qualified contractors offering recovery and restoration services; B) Identify the department or agency with the responsibility and the process to coordinate credentialing protocols to give personnel access to critical sites following an incident; C) Identify the department or agency with the responsibility and the process to identify, prioritize, and coordinate repairing or restoring local roads, bridges, and culverts along city, county, township, state, local, tribal, territorial, and insular area interstate and U.S. routes; D) Identify the department or agency with the responsibility to provide temporary water distribution until normal operations resume; E) Identify the process to conduct and coordinate damage assessments on private property (e.g., homeowners, businesses, renters); F) Identify the process to conduct and coordinate damage assessments on public property (e.g., government, private, nonprofit);

	<ul style="list-style-type: none"> G) Identify the process to collect, organize, and report damage information to other county, state, or federal operations centers, generally within the first 12 to 36 hours of the disaster; H) Identify the process for damage assessment that the jurisdiction uses (e.g., state-adopted or state-recommended emergency management agency's damage and needs assessment form or a county equivalent); I) Identify the process to coordinate debris collection and removal (e.g., gather and recycle materials, establish temporary storage sites, sort/haul debris); J) Identify the process to communicate debris management instructions to the general public (e.g., separating/sorting debris, scheduled pickup times, drop-off sites for different materials), including issuing routine updates; K) Identify the process to assess and resolve potential health issues related to debris removal (e.g., mosquito/fly infestation, hazardous and infectious waste); L) Identify the process to pre-identify potential trash collection and temporary storage sites, including final landfill sites for specific waste categories (e.g., vegetation, food, dead animals, hazardous and infectious waste, construction debris and tires/vehicles); M) Identify the process to describe alternate transportation solutions that the jurisdiction can implement when systems or infrastructure are damaged, unavailable, or overwhelmed; and N) Identify the department or agency with the responsibility and the process how to implement appropriate aviation, maritime, surface, railroad, and pipeline incident management measures.
<ul style="list-style-type: none"> • Moved to Section 301. APPENDIX C in Proposed Draft of Admin 301 	<ul style="list-style-type: none"> a), 9) Volunteer and Donations Management. <ul style="list-style-type: none"> A) Identify the department or agency with the responsibility and the process how the jurisdiction manages unaffiliated volunteers and organizations and applies those resources to incident response and recovery activities; B) Identify the department or agency with the responsibility and the process to describe the establishment of staff to facilitate donation management functions (e.g., set up toll-free hotlines and dedicated email accounts, create databases, appoint a donations liaison/office, use support organizations such as Voluntary Organizations Active in Disasters); C) Identify the department or agency with the responsibility and the process to identify private sector capabilities and resources to help address supply chain gaps; D) Identify the department or agency with the responsibility and the process how, within the volunteer and donations management function, to refer private sector donors to where their donations are needed most;

	<ul style="list-style-type: none"> E) Identify the process how to verify and vet voluntary organizations that collect relief funds to support all disaster phases, from preparedness through mitigation; F) Identify the process how to vet, match, collect, sort, manage, and distribute in-kind contributions, including methods to repurpose, dispose of and/or refuse items that are not needed; G) Identify the process to identify sites to sort and manage in-kind contributions (e.g., private warehouses, government facilities); H) Identify the process to coordinate donation management issues with neighboring districts and the State's donations management function; I) Identify the process to engage the general public in volunteer and donations management functions (e.g., instructions on donating goods, volunteering, and making monetary donations), including a process for issuing routine updates; J) Identify the process to manage an influx of spontaneous volunteers; K) Identify the process for receiving, managing, and distributing cash contributions; and L) Identify the process to share situational awareness across sectors and between the jurisdiction and the private sector.
	<p>b) EOPs using the agency/department annex format shall list a primary agency/department for the categories identified in subsection (a)(1) through (a)(9) and should include the information identified for each category.</p>
<p>b) Each functional annex required by subsection (a) shall individually address:</p> <ul style="list-style-type: none"> 1) The annex's purpose and: <ul style="list-style-type: none"> 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. <p>c) In addition to the above requirements of subsections (a) and (b), each annex may include functional appendices, tabs, check-lists and job aids.</p> <p>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</p>	<p>c) Each functional- or agency/department formatted annex shall include:</p> <ul style="list-style-type: none"> 1) The annex's purpose and: <ul style="list-style-type: none"> A) scope; or B) goals and objectives; 2) Authority; 3) A description of the situations that trigger implantation of the annex; 4) A description of the assumptions that apply to the annex; 4) Identification of the 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 annex; and 7) Assignment of responsibility for annex maintenance, review, and updating. <p>d) In addition to the above requirements, each annex may include functional appendices, tabs, check-lists, and job aids as appropriate.</p> <p>e) 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.</p>

political subdivision in the event of a disaster. IEMA may require the ESDA to include 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.

APPENDIX D

Section 301.APPENDIX D – Recovery Plan

Current Admin 301	Proposed Draft of Admin 301
<ul style="list-style-type: none">• N/A	<p>ESDAs should have a recovery plan that includes the following information:</p> <ul style="list-style-type: none">a) Purpose;b) Recovery goals;c) Whole community partnership.<ul style="list-style-type: none">1) Support of a comprehensive and inclusive whole community partnership led by a Long-Term Recovery Committee (LTRC) to ensure effective and equitable disaster recovery for all residents.2) Engagement with diverse stakeholders, including government agencies, not-for-profits/non-profits, businesses, community leaders, and residents, particularly those from vulnerable populations, to foster collaborative recovery efforts.d) County ESDA role in supporting LTRC.<ul style="list-style-type: none">1) Facilitate LTRC formation: assist in establishing the LTRC and ensuring diverse membership and clear operating procedures;2) Provide technical assistance: offer expertise in areas like damage assessment and resource coordination; provide access to government programs including all levels of government resources; and3) Promote community engagement: support the LTRC in engagement of the whole community in recovery planning and implementation.e) Concept of recovery operations.<ul style="list-style-type: none">1) Short-term recovery operations (0-4 weeks): focus on immediate needs for public information, damage assessment, emergency assistance, debris removal, temporary infrastructure, medical services, housing, and sheltering.2) Intermediate recovery operations (2-8 weeks): focus on supporting the LTRC in efforts for permanent housing solutions, healthcare recovery, mitigation projects, community partnerships, and economic revitalization.3) Long-term recovery operations (2 months – 3 years): focus on supporting the LTRC in efforts for permanent housing solutions, healthcare recovery, mitigation projects, community partnerships, and economic revitalization.f) Demobilization of recovery; andg) Plan development and maintenance.