**Section 301.230 Basic Plan Requirements**

a) The EOP shall have a basic plan that includes:

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.

b) Each ESDA shall have an EOP that individually addresses:

1) The EOP's purpose and:

A) scope; or

B) goals and objectives;

2) Authority;

3) Situation and assumptions;

4) Functional roles and responsibilities for internal and external agencies, organizations, departments and positions;

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

6) The concept of operations for the EOP; and

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

c) The EOP shall identify and assign specific areas of responsibility for performing functions in response to an emergency or disaster.

d) The EOP shall contain a list of formal mutual aid agreements, memoranda of understanding (MOUs), and other written agreements affecting the emergency response and recovery functions of the political subdivision.

e) The EOP shall delineate processes for the political subdivision to supplement resources provided through MOUs.

f) For EOPs due for review on or after September 1, 2020, ESDAs shall include in the EOP how the political subdivision will perform each of the following functions, and identify and assign specific areas of responsibility for performing the functions in response to an emergency or disaster:

1) administration and finance;

2) agriculture and natural resources;

3) critical infrastructure and key resource restoration;

4) debris management;

5) detection and monitoring;

6) donation management;

7) energy and utilities services;

8) firefighting/fire protection;

9) human services (including food, water and commodities distribution);

10) incident and needs assessment;

11) information collection, analysis, and dissemination;

12) law enforcement;

13) mutual aid;

14) private sector coordination;

15) public works and engineering;

16) search and rescue;

17) transportation systems and resources; and

18) volunteer management

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