**Section 301.240 Functional Annex Requirements**

a) For EOPs due for review on or after September 1, 2020, ESDAs shall include in the EOP annexes addressing how the political subdivision will perform each of the following functions:

1) Direction, Control and Coordination – The means the political subdivision will use 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.

2) Communications – The means, organizations and processes by which the political subdivision will communicate among and between affected communities and organizations involved in response and recovery in support of situational awareness and operations.

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.

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.

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.

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.

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.

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.

9) Mortuary Services or Fatality Management – The means the political subdivision will use to coordinate fatality management services, including:

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.

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.

b) Each functional annex required by subsection (a) shall individually address:

1) The annex's purpose and:

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.

c) In addition to the above requirements of subsections (a) and (b), each annex may include functional appendices, tabs, check-lists and job aids.

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 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.

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