

Annex 1, Direction, Coordination and Control

Primary Agency: Illinois Emergency Management Agency (IEMA)
All Agencies: General Requirements for Other State Agencies, Boards and Commissions

I. Introduction

A. Purpose

1. Provide strategic and operational command, coordination, and control for State resources and support organizations upon implementation of the Illinois Emergency Operations Plan (IEOP) from initial activation through long-term recovery.

B. Scope

1. This annex applies to all state agencies, boards, commissions, non-governmental associations and mutual-aid partners having a primary role or responsibility in direction, control and coordination of response or recovery operations.
2. This annex does not address:
 - a) Continuity of operations (COOP) activities including restoration of critical processes, reconstitution, and devolution found in IEOP Annex 2, Continuity of Operations and agency specific COOP supportive documentation.
 - b) Private sector coordination found in IEOP Annex 20, Private Sector Integration.
 - c) Programmatic functions, authorities or financial and administrative processes for individual agency operations.

C. Policy

1. Implementation of this annex will not supersede any individual agency, local Authority Having Jurisdiction (AHJ) or private sector administrative protocols, policies and procedures.
2. All state and federal resources with an approved mission assignment through the State Emergency Operations Center (SEOC) will remain under the operational control of the SEOC, State Unified Area Command (SUAC) or State Area Command (SAC), but will be assigned to the tactical control to the local AHJ.
3. Disaster intelligence and information collected through individual agency operations will be provided to and shared through the SEOC in

accordance with policies and procedures outlined in IEOP Annex 28, Disaster Intelligence.

4. State agencies having a primary role in response and recovery will notify SEOC when implementing individual agency COOP plans and/or inability to perform missions directed through the IEOP.
5. SEOC will provide technical and logistical assistance in support of operations as requested and approved.
6. SEOC is the single point of strategic and operational coordination and management, and official verification source for any event requiring implementation of the IEOP.
7. The SEOC manager is responsible for overall direction and control of the state incident management system.
8. Individual agencies will coordinate through the SEOC for utilization of state controlled resources in support of operational activities.
9. Each state agency or organization involved in SEOC operations is responsible for the following:
 - a) Determine appropriate personnel to report to the SEOC or perform other disaster related duties.
 - b) Provide 24-hour representation to the SEOC upon activation, as required.
 - c) Train personnel in requirements and processes of SEOC operations to the assigned mission, to the extent possible, and be made aware of potential risks involved.
 - d) Ensure liaisons assigned to the SEOC have sufficient knowledge of their agency's or organization's capabilities and resources, as well as have authority to fulfill designated responsibilities directed by the SEOC Manager.
10. At the direction of the Governor, or designee, state agencies without a direct response role or recovery may be tasked with providing agency personnel in support of SEOC operations.
11. Mobile Support Teams (MST) activated by the SEOC operate under direct coordination and control of the SEOC throughout response and recovery.

D. Situation Overview

1. A pre-planned, cascading, or immediate event requires activation and mobilization of state resources.

2. Agency staffs and executive officials are contacting the SEOC regarding assistance.
3. Coordination among the whole community is necessary to effect timely response and recovery, and in some cases will require alternate Command, Control, Communications and Coordination (C4) methods.

E. Assumptions

1. State assistance will be required to support local response recovery efforts.
2. Mutual Aid Agreements (MAA), Memoranda of Understanding (MOU), Memoranda of Agreement (MOA), compacts and service agreements will be required.
3. Rapid Needs Assessment (RNA) will be critical in determining level of activation required.
4. Individual agency resources require augmentation from the state for direction, coordination and control of responding resources.
5. Local capabilities and resources (personnel, equipment, critical facilities and supplies) are engaged in response and recovery efforts and/or limited due to scope, nature and magnitude of event.
6. Operations are not directly affected by secondary threats or hazards.
7. Individual agency training and exercises have been conducted to ensure personnel familiarity with plans and procedures.
8. Agencies will independently implement internal plans or procedures as situation dictates.
9. Key personnel required for implementation of IEOP are available and agencies will determine resource requirements for staff augmentation.

II. Concept of Operations

A. General

1. Direction, coordination and control actions ensure affected populations are provided life-safety and life essential services; protection of environment and natural, cultural and historical buildings and collections; and critical infrastructure is in place to support ongoing operations and public safety.
2. Staffs from responding agencies and organizations are responsible for adhering to strategic and operational policies and guidelines developed by the IEMA Strategic Planning Cell (SPC) and approved by the SEOC Manager.

3. For purposes of recovery, the SEOC Manager may transition command and control to the State Disaster Recovery Coordinator (SDRC) in accordance with Standard Operating Procedure and SEOC Resource Management Processes.
 4. Response and recovery operations will be conducted in accordance with laws, rules, regulations and policies of the state of Illinois and requirements established by the federal government.
 5. The Illinois Disaster Management System (IDMS) and National Incident Management System (NIMS) will be utilized for all operations, to the extent possible.
- B. Notification, Alert and Warning (NAW)
1. SEOC notification, alert and warning of SEOC liaisons will be handled through State of Illinois Rapid Electronic Notification System (SIREN) in accordance with IEOP Annex 3, Communication, Appendix A-1, Notification, Alert and Warning.
 2. Primary and support agencies are responsible for internal and support partner notification.
- C. Activation
1. SEOC Activation Level Standard Operating Procedure (SOP) will be used to determine staffing levels necessary for SEOC operations and will be carried out in accordance with established SEOC guidelines and procedures.
 2. Agencies are responsible for activation of support staff, individual operations and resources.
- D. Communications
1. Communications throughout response and recovery will be conducted in accordance with SOPs and managed using established procedures, processes and policy outlined in IEOP Annex 3, Communications.
 2. Communications will be conducted in a NIMS compliant manner utilizing clear-text and frequencies coordinated with SEOC.
- E. Resource Management and Logistics
1. Resource management and logistics will be carried out in accordance with IEOP Annex 9, Resource Management and Logistics.
 2. Resource management includes MAAs, MOAs, MOUs and assistance compacts; use of special teams; and resource mobilization protocols.

F. Reporting Requirements

1. SEOC information, intelligence and situation reporting will be conducted in accordance with established SEOC guidelines.
2. SEOC Manager will develop Director’s Critical Information Requirements (CIRs)/Priority Information Requirements (PIRs) for each phase of response and recovery and each responding agency will be required to provide to maintain strategic situational awareness.
3. Individual agencies will develop internal Essential Elements of Information (EEI) requirements in order to support SEOC CIRs/PIRs.

G. Implementation Requirements

1. Implementation of this annex is predicated upon activation of SEOC.
2. Upon implementation of this annex, all agencies and organizations having a role and responsibility fall under direction, coordination and control of SEOC.

H. Organization

1. Direction and Control
 - a) The SEOC is a liaison-based command element that combines discipline and function for operational coordination.
 - b) State agencies and external organizations retain operational control of organic resources.
 - c) SEOC staffing will be established utilizing pre-identified activation levels and appropriate liaison requirements, in accordance with established SEOC strategic and operational policies, guidelines and procedures established in the IEOP.
 - d) The SEOC Manager will coordinate with the IEMA Director, or designee, to determine most effective structure for establishing state field operations.
 - e) If a SUAC or SAC element is activated, the SEOC Manager will coordinate assignment of staff necessary to fill positions in accordance with established SEOC guidelines and procedures identified within IEOP Annex 1, Direction, Control and Coordination, Appendix 1, State Forward Operations.
2. Coordinating Elements
 - a) The SEOC may coordinate the state’s overall response directly with the appropriate state agencies, private sector, non-

governmental, volunteer and faith-based organizations having enabling authority or a role and responsibility in response or recovery operations.

- b) SEOC may establish scheduled reporting requirements, situation update briefs and common operating picture needs to support SEOC strategic priorities.

3. Federal Coordination

- a) The SEOC will coordinate inclusion of federal assets into state operations.
- b) SEOC Liaison Officers (LNOs), state agencies, boards and commissions will coordinate with federal counterparts in accordance with enabling authority.
- c) Under a Presidential Declaration of a major disaster or emergency, federal resources may be coordinated with federal counterparts through a Joint Field Office (JFO).

III. Roles and Responsibilities

A. Illinois Emergency Management Agency (IEMA)

- 1. Establish the collection, receipt and compilation of intelligence and information in order to develop and maintain actionable situational awareness of the SEOC and supportive elements.
 - a) Develop and maintain maps, visual aids and displays in order to establish Common Operating Picture (COP), Director's Update Briefings (DUB), and situational reports (SITREP) to support knowledge management within the SEOC.
- 2. Establish strategic priorities for direction, control and coordination and manage the deployment of SUAC/SAC liaisons to conduct operations consistent with SEOC policies, plans and procedures.
- 3. Coordinate with state agencies, private sector, non-governmental, volunteer and faith-based organizations to secure resources required for response and recovery operations.
- 4. Distribute strategic priorities internally and externally with higher, lateral and subordinate organizations to identify requirements for potential operating environments and mission assignments.
- 5. Coordinate with federal agencies and representatives to determine the need for federal disaster assistance.
- 6. Coordinate with all levels of government to distribute CIR/PIR.

General Requirements for Other State Agencies, Boards and Commissions

1. Activate staff necessary to support SEOC operations.
2. Provide resources in support of requests approved by the SEOC.
3. Coordinate with private sector, non-governmental, and volunteer organizations throughout response and recovery operations.
4. Coordinate assignment of resources for SEOC approved missions in order to support response and recovery operations.
5. Maintain situational awareness with key decision-makers and personnel internal to agencies or organizations activated to the SEOC.
6. Establish internal agency EEI requirements to support SEOC CIR/PIR development and participate in COP and DUB development.

IV. Authorities and References

A. Authorities

1. Illinois Emergency Management Agency Act (20 ILCS 3305), as amended.
2. Illinois Emergency Operations Plan, as amended
3. Robert T. Stafford Act, as amended.

B. References

1. CPG 101, as amended.
2. National Response Framework, as amended.
3. National Incident Management System, as amended.