

## **Annex 9 – Resource Management and Logistics**

Primary Agency	Illinois Emergency Management Agency (IEMA)
Support Agencies	Illinois Department of Central Management Services (IDCMS) Illinois Department on Aging (IDoA) Illinois Department of Agriculture (IDOA) Illinois Capital Development Board (ICDB) Illinois Department of Corrections (IDOC) Illinois Environmental Protection Agency (IEPA) Illinois Department of Human Services (IDHS) Illinois National Guard (ILNG) Illinois Department of Natural Resources (IDNR) Illinois Department of Public Health (IDPH) Illinois State Board of Education (ISBE) Illinois State Police (ISP) Office of the State Fire Marshal (OSFM) Illinois Department of Transportation (IDOT)
All Other Agencies	General Requirements for Other State Agencies, Boards, Commissions and Mutual Aid Organizations

### I. Introduction

#### A. Purpose

1. Provide strategic and operational guidance for the prioritization, identification, location, acquisition, distribution and accounting of approved services and materiel needed during response and recovery operations.

#### B. Scope

1. This annex addresses resource management and logistical support provided and approved through the State Emergency Operations Center (SEOC).
2. For the purposes of this annex, defined resources include personnel, equipment, materiel, commodities, facilities, property and/or services provided through organizations both internal and external to the state of Illinois.
3. This annex does not address:
  - a) Implementation of mutual aid agreements (IEOP Annex 19, Mutual Aid Coordination)
  - b) Mobile support teams (MST) (IEOP, Base Plan, Appendix 3, Mobile Support Team Coordination and Management)
  - c) Privately owned resources (IEOP, Annex 20, Private Sector Integration)

- d) Emergency Management Assistance Compact (EMAC) processes (IEOP Annex 19, Mutual Aid Coordination)
- e) Utilization of military resources (IEOP Annex 27, Military Coordination).
- f) Independent or spontaneous activation of resources (IEOP Annex 21, Volunteer and Donation Management)

C. Policy

- 1. Authorities having jurisdiction (AHJs) and partner organizations must have an appropriate accountability system, as determined by the SEOC, prior to deployment of state supported resources.
- 2. AHJ resources must be fully engaged or capability exceeded prior to requesting state support.
- 3. Resource requests must be appropriate and remain consistent with the laws, rules, regulations, policies and processes established by the state.
- 4. All agencies and organizations are responsible for the operability and availability of equipment, commodities and materiel to include storage, maintenance and testing.
- 5. State agency personnel will be trained to the assigned mission, to the extent possible, and be made aware of potential risks involved.

D. Situation Overview

- 1. A pre-planned, cascading, or immediate event has occurred resulting in the need to sustain resource requests approved by the SEOC.

E. Assumptions

- 1. Supply chain integrity and services will be disrupted.
- 2. AHJs have exhausted internal resources and are requesting state support.
- 3. AHJs and private sector organizations will be capable of providing accurate and actionable information and intelligence for the state to allocate resources in support of operations.
- 4. State agencies will obtain resources from existing inventory prior to activating mutual aid, contractual or vendor supplied services.
- 5. State agencies, boards and commissions will have the capability and capacity to provide resources.
- 6. Additional resources are available through mutual aid, private sector organizations and EMAC.

## II. Concept of Operations

### A. General

1. SEOC will coordinate resource support for response and short, intermediate and long-term recovery upon implementation of the IEOP.
2. Resources will be procured in accordance with IEMA Standard Operating Guide, Finance & Administration.
3. State agencies other than those identified as primary or support agencies in the IEOP will be directed through the SEOC to provide resources as necessary.
4. Procedures for utilization, control and use of state resources will incorporate and consider operational priorities that include, but are not limited to the protection of life, public health and safety, property protection, environmental protection, restoration of essential services and coordination, as appropriate.
5. Requests for resources must be submitted to the SEOC by an authorized representative and must meet financial and economic constraints of response or recovery, as appropriate to the event.
6. Requests for resources must meet the minimum requirements established in the CARDS Process for approval and consists of the following steps:
  - a. Communication of a request for assistance
  - b. Assessment of the nature of need to ensure it is an appropriate mission and to identify the best available resource to fulfill the request
  - c. Recording of the request in the SEOC records management system (WebEOC) for assignment to appropriate SEOC staff position or Agency Liaison and subsequent tracking
  - d. Deployment or acquisition of needed resource/asset
  - e. Sustainment of assistance request
7. Procurement of resources will be approved by the SEOC Manager prior to the release of funds by the SEOC Finance Liaison Officer (LNO).
8. Resources provided to the SEOC by state agencies, boards, commissions and mutual aid organizations will follow policies and procedures established by the state.

### B. Notification Alert and Warning

1. SEOC notification, alert and warning of SEOC liaisons will be handled in accordance with IEOP Annex 3, Communications, Appendix A-1, Notification, Alert and Warning
  2. Primary and support agencies are responsible for internal and support partner notification.
  3. SEOC notification of the need to activate and deploy resources via mutual aid agreements or EMAC will be carried out in accordance with enabling authority and standard operating procedures.
    - a) Implementation of EMAC is addressed in 45 Illinois Compiled Statute 151, EMAC and IEOP Annex 19, Mutual Aid Coordination.
- C. Activation
1. The SEOC will provide support for coordination and management of resources through activation of the SEOC Resource Management LNO.
    - a) Upon activation of the State Unified Area Command (SUAC), the SEOC Manager may assign a Resource Management LNO to assist the SUAC in coordination and management of resources.
  2. SEOC Activation Level SOP will be used to determine staffing levels necessary for resource management and logistics.
- D. Communications
1. Communications throughout response and recovery will be conducted in accordance with standard operating procedures 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 the SEOC.
- E. Resource Management and Logistics
1. For purposes of resource management and logistics, state agencies, boards, commissions and mutual aid organizations will adhere to policies and procedures established within this document.
- F. Reporting Requirements
1. SEOC LNOs will provide updates and situational reports to the SEOC on the requisition, prioritization, identification, location, acquisition, distribution and accounting of resources.
  2. SEOC LNOs will compile and disseminate updates and situational reports to the SEOC Finance LNO on the financial and administrative expense incurred for personnel, equipment, materiel, commodities, facilities, property and/or services provided by or through the state.

3. The SEOC Finance LNO may establish additional reporting requirements as appropriate.

G. Implementation Requirements

1. Financial and administrative operations will be implemented before, during, and after a disaster following state-wide procedures.
2. The SEOC Finance LNO will implement established procedures to expeditiously request, receive, manage, and apply funds in disaster situations.

H. Organization

1. Direction and Control

- a) State agencies and external organizations retain operational control of resources and incur immediate costs for activation, deployment and utilization.
- b) The SEOC is the single point of coordination for state support of financial and administrative operations.
- c) For the purpose of continuity, the SEOC Finance LNO will support the transition of command from the SEOC Manager to the State Disaster Recovery Coordinator, at the cessation of short-term recovery and continuation of intermediate and long-term recovery efforts.
- d) The SEOC Manager, State Disaster Recovery Coordinator, and SEOC Finance LNO will coordinate with local AHJs to collect, receive, compile and develop situational reports on costs associated with response and recovery.
- e) The SEOC Public Information Officer (PIO) or designee, and SEOC LNOs, will coordinate with the SEOC Finance LNO on public information regarding financial and administrative assistance.
- f) The Governor or designee has the authority to exercise overall coordination of resources belonging to the state.
- g) For the purpose of unity of command, coordination and management of the SEOC, the SEOC Manager will transfer command to the State Disaster Recovery Coordinator, at the cessation of short-term recovery and continuation of intermediate and long-term recovery efforts.

2. Coordinating Elements

- a) The IEMA Agency Procurement Officer (APO), in coordination with the Chief Fiscal Officer and/or Chief of Staff, shall direct activities to procure goods and services during SEOC activation.
  - 1) The APO shall work with the SEOC Manager and other liaisons to meet resource needs and maintain all documentation and records related to such procurements.
  - 2) This policy does not preclude or prohibit the ability of the State agencies to accept donations to assist in disaster response or recovery.
- b) The SEOC Finance Liaison Officer (LNO) reports to the SEOC Manager during SEOC activation.
- c) The IEMA Legislative Liaison will coordinate with the SEOC Finance LNO for inquiries made by members of the United States Congress, United States Department of State, the Illinois General Assembly and their staffs.
- d) In situations requiring other state agencies to be lead agency; the Finance Manager or SEOC LNO from the designated agency will coordinate with the SEOC Finance LNO to ensure continuity and compliance with state laws, rules and regulation.
- e) State Unified Area and/or Area Commands (SUAC/SAC) elements may be deployed by the SEOC to coordinate collection, receipt, compilation and development of situational reports on costs associated with response and recovery.
- f) To effect resource management and logistics capabilities the SEOC may use one or more of the following sites/locations for resource reception and staging:
  - 1) Airports (municipal and private)
  - 2) State Fairgrounds
  - 3) ILNG Armories and facilities
  - 4) State owned-operated facilities
  - 5) State Parks
  - 6) Rest Areas
  - 7) County Fairgrounds
  - 8) Municipal sites/facilities
- g) Resource reception and staging will be conducted in accordance with IEOP Annex 9, Resource Management and Logistics, Appendix X1- Resource Reception and Staging.
- h) Task Force - any combination of single resources assembled for a particular operation need with common communications and a Leader.

- i) Islands of Response – scalable and modular organization of combined response capabilities created from a task force responsible for conducting missions and tasks in a defined sector or area of responsibility.
  - 1) Operate as a base of operations to provide emergency services to inhabitants and restore critical infrastructure in the surrounding area.
  - 2) May expand or contract in size based on operational environment needs or increase/decrease of the area of responsibility.
  - 3) May consist of capabilities available through public, private, non-governmental, volunteer and faith-based organizations.
  - 4) Typically operate under command of a Task Force, but may be assigned through a State Unified Area Command or State Area Command (SUAC/SAC).
  - 5) Strike team operations are conducted from the island to support reconstitution of normal activities.
- j) Strike Teams – specified combinations of the same kind and type of resources, with common communications and a leader.

### 3. Federal Coordination

- a) IEMA will coordinate the inclusion of federal stakeholders into the state’s financial and administrative assistance operations and programs as appropriate.
- b) Under a Presidential Declaration of a major disaster or emergency, financial and administrative functions may be coordinated with Federal counterparts in a JIC and/or Joint Field Office (JFO).
- c) Inquiries received by the State PIO staffs from the Federal level will be coordinated with the FEMA External Affairs staff as appropriate.

## III. Roles and Responsibilities

### A. Primary Agency

- 1. Illinois Emergency Management Agency (IEMA)
  - a) provides, directs, and coordinates logistical/resource operations with the assistance of the designated support agencies,

- b) provides specialized personnel, mobile facilities, communication equipment and radiological monitoring equipment and operators.

B. Support Agencies

1. Illinois Department of Central Management Services (CMS)

- a) coordinates the purchase of or contract for the following goods and services:
  - 1) commodities
  - 2) equipment
  - 3) office supplies
  - 4) telecommunications equipment
  - 5) computers and software
  - 6) computer programmers
  - 7) vehicles
  - 8) vehicle repair vendors
- b) coordinates the use of real property under its ownership or lease agreement and the acquisition of additional leased property as necessary,
- c) coordinates the use of excess state property and the donation of federal surplus property and the disposal of state owned durable goods considered excess at the end of the disaster response and recovery efforts,
- d) procures items not available through state sources from commercial vendors or suppliers,
- e) provides motor equipment under the control of CMS and other state agencies and transportation services under contract in coordination with IDOT-H,
- f) provides a liaison to lead the support activities listed above for the duration of SIRC operations,
- g) coordinates negotiations with lodging vendors to house deployed emergency response and recovery personnel,
- h) provides additional telecommunications support to the SIRC as required through the Bureau of Communication and Computer Services.

2. Illinois Department on Aging (IDoA)

- a) provides personnel (i.e., Information & Assistance Specialists, nurses, social workers and attorneys, etc.) and information on elderly populations in affected areas through the Illinois Aging Network,

- b) coordinates use of resources from local Area Agencies on Aging (shelter sites, food supplies, specialized transportation and other in-home community based services).
3. Illinois Department of Agriculture (IDOA)
    - a) provides State fairgrounds at Springfield and Du Quoin for staging areas, mobilization sites or other disaster related uses,
    - b) coordinates with local county fair officials on possible use of county fairgrounds facilities for staging areas, mobilization sites or other disaster related uses,
    - c) provides radios, trucks and vans,
    - d) coordinates with local land holders for the possible use of agricultural lands and properties for resource support.
  4. Illinois Capital Development Board (CDB)
    - a) provides a list of professional engineers and contractors with excavating equipment which can be placed on contract by the state for emergency operations.
  5. Illinois Department of Corrections (IDOC)
    - a) provides inmate manpower for disaster relief activities and debris removal,
    - b) provides vehicles, telecommunications equipment, portable metal detectors and night vision equipment and operators.
  6. Illinois Environmental Protection Agency (IEPA)
    - a) provides specialized personnel and laboratory facilities,
    - b) provides engineers and specialists from seven offices throughout the State and headquarters staff who are Hazardous Waste Operations and Emergency Response (HAZWOPER) trained (OSHA 29 CFR 1910.120) and may be mobilized as necessary,
    - c) maintains a compliance and enforcement capability that can assure appropriate cleanup and restoration of natural resources,
    - d) provides direct reading hazardous materials monitoring equipment and operators.
  7. Illinois Department of Human Services (IDHS)
    - a) provides counselors through their grant agencies,

- b) provides access to interpreters for the hearing impaired,
  - c) provides access to state owned patient care facilities for staging areas, mobilization and shelter sites, and patient care,
  - d) provides personnel with pharmaceutical training and specialized knowledge in pharmaceutical inventory management.
8. Illinois National Guard (ILNG)
- a) provides space, equipment, transportation and personnel as may be required for emergency operations, in accordance with Annex 27, Military Coordination.
9. Illinois Department of Natural Resources (IDNR)
- a) provides supporting geographic information system capabilities and operators,
  - b) provides boats, operators and all-terrain vehicles,
  - c) provides snowmobiles, four-wheel drive trucks and all-terrain vehicles,
  - d) provides boats and operators, engineers, surveyors and technical staff, excavation equipment and trucks.
10. Illinois Department of Public Health (IDPH)
- a) provides personnel with specialized skills in environmental health and engineering, medical and drug selection, and management information systems, as well as consultation regarding communicable disease epidemiology,
  - b) provides clinical and environmental laboratory capabilities,
  - c) maintains listing of medical supply vendors, bottled water producers, grade A fluid products plants, and portable toilets companies,
  - d) maintains listing of all facilities and organizations regulated by IDPH,
  - e) coordinates request for vaccines that are received from local health departments,
  - f) provides direct reading environmental monitoring and sampling equipment and operators.
11. Illinois State Board of Education (ISBE)
- a) facilitates access to local school districts for utilization of their facilities and food stocks.

12. Illinois State Police (ISP)
  - a) provides sworn law enforcement personnel for control of incident scenes and site access,
  - b) provides specially trained personnel for use in HAZMAT, Weapons of Mass Destruction (WMD), hostage, search and rescue, investigation, and threat elimination,
  - c) provides special personal protective equipment (PPE) and weapons appropriate for handling a variety of situations,
  - d) provides special teams including K9 and Tactical Response Team (TRT),
  - e) provides laboratories,
  - f) provides automobiles and aircraft.
13. Office of the State Fire Marshal (OSFM)
  - a) coordinates the use of local fire department personnel and equipment when requested,
  - b) supports the Mutual Aid Box Alarm System (MABAS) for the purpose of providing mutual aid to greatly enhance firefighting response capabilities,
  - c) provides specialized personnel from the Divisions of Fire Prevention, Boiler and Pressure Vessel, Petroleum and Chemical Safety, Arson, Elevator Safety, Personnel Standards and Education, Technical Services, Homeland Security, and Management Service Divisions.
14. Illinois Department of Transportation (IDOT)
  - a) identifies aviation assets available, but not yet committed,
  - b) identifies all the aviation assets committed to the response,
  - c) identifies necessary staffing and activates selected components,
  - d) determines air carriers, priorities and scheduling of any air transportation required to move emergency personnel, supplies and equipment,
  - e) provides aviation equipment and operators for movement of supplies and equipment or personnel,
  - f) establishes restricted airspace management, as requested by the Federal Aviation Administration (FAA),

- g) identifies and establishes, as necessary, forward staging areas with associated logistical support necessary for field operations,
- h) coordinates maintenance and logistical support for aircraft committed to the response,
- i) coordinates with responding state agencies for any aviation support needs as provided for in Executive Order Number 8,
- j) coordinates notification, deployment and arrival of the aviation assets,
- k) coordinates with the other midwestern states to determine the availability of additional or specialized aviation assets,
- l) maintains lists of resources available through IDOT-A including:
  - 1) licensed pilots registered in Illinois,
  - 2) aircraft registered in Illinois,
  - 3) specialized aircraft and aircrew providers,
  - 4) consulting engineering firms with aviation specialties.
- m) coordinates resupply of aviation assets,
- n) maintains two aviation facilities, (West Chicago and Springfield).
- o) determines the carrier, priority, and scheduling of transportation required to move emergency personnel, supplies and equipment,
- a) provides equipment and operators for movement of supplies and equipment or personnel.

15. Other Agencies

- a) In addition to the responsibilities identified above, there are a number of state agencies, state colleges and universities, and private voluntary organizations that can be expected to provide personnel and critical resources to support disaster operations. Responsibilities of many of these agencies are identified elsewhere in the IEOP.

IV. Authorities and References

A. Authorities

- 1. Illinois Purchasing Act (30 ILCS 500/1-1 through 55-15. 1998.)
- 2. Illinois Personnel Act (20 ILCS 415/1 et seq.)
- 3. CMS Enabling Act (20 ILCS 405/35.2)

4. Executive Order 8

B. References