

### **Element Specific Support Function (ESSF) – Coordination and Management**

Primary Agency: Illinois Emergency Management Agency (IEMA)

Support Agencies: General Requirements for Other State Agencies, Boards, Commissions and MST Activated through the State Emergency Operations Center (SEOC)

- I. Purpose
  - A. Provide strategic and operational guidance for the implementation of Element Specific Support Functions (ESSF).
- II. Policy
  - A. State agency personnel assigned to ESSF operations will be trained to the assigned mission, to the extent possible, and be made aware of potential risks involved.
  - B. At the direction of the Governor or designee, state agencies without a direct response or recovery role may be tasked with providing agency personnel in support of ESSF operations.
  - C. Procedures for utilization, control and use of ESSF will incorporate and/or 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 utilities, restoration of essential program functions and coordination as appropriate.
- III. Concept of Operations
  - A. State supported operations are scalable and modular based on the scope and magnitude of event, and ability of an Authority Having Jurisdiction (AHJ) to conduct operations.
  - B. One or more ESSF may be implemented by the SEOC for specific strategic action planning.
  - C. ESSFs may be implemented to support state response, short, intermediate and/or long-term recovery operations.
  - D. State utilization of ESSF is designed to augment SEOC coordination efforts in designated functional areas.
  - E. As directed by the SEOC Manager, ESSFs may be coordinated and administratively supported by Emergency Management Assistance Teams (EMAT).
  - F. Additional agency staff will be assigned to ESSFs based on the level of activation established by the SEOC.

- G. The lead agency SEOC LNO for the ESSF Function, in coordination with the SEOC Manager, will identify the specific role for the ESSF.
- H. The lead agency SEOC LNO for the ESSF function will coordinate the integration of agencies and organizations with an identified role into the ESSF structure.

#### IV. Organization

- A. ESSFs operate as strategic planning and coordinating elements for the SEOC and do not play an operational role. Roles which may be assigned to ESSFs include, but are not limited to:
  - a) **Planning and Analysis:** development of strategic action plans based on situation assessments and resource availability. Planning and analysis includes the facilitation of coordination meetings, identification of critical planning issues, and development and dissemination of short, intermediate and long-term plans.
  - b) **Situation Assessment:** the collection, analysis, and tracking of disaster intelligence specific to the ESSF function. Situation Assessment includes preparing information and data for SEOC situation reports and common operating pictures and presenting formal and informal briefings as needed.
  - c) **Resource Accountability:** the collection and tracking of information regarding the current status of operational resources, including specialized teams and personnel. It includes the responsibility for requesting development of appropriate displays for information.
  - d) **Documentation and Record-Keeping:** compilation of information from SEOC staff, SEOC LNOs and subject matter experts to distribute final information products such as reports, plans, and briefing packages.

#### V. Authorities and References

##### A. Authorities

- (1) Illinois Emergency Management Agency Act, 20 ILCS 3305
- (2) Illinois Emergency Operations Plan, as amended

##### B. References

- (1) National Response Framework (NRF)
- (2) National Disaster Recovery Framework (NDRF)
- (3) National Incident Management System (NIMS)