

ILLINOIS STATE POLICE DIRECTIVE

OPS-053, ILLINOIS EMERGENCY MANAGEMENT AGENCY/ILLINOIS STATE POLICE DISASTER RESPONSE OPERATIONS

RESCINDS: OPS-053, 2015-038, revised 05-11-2015.	REVISED: 02-14-2023 2023-142
RELATED DOCUMENTS: EQP-004, EQP-014, EQP-015, OPS-010, OPS-013, OPS-016, OPS-047, OPS-073, OPS-086, OPS-100, OPS-103, PER-064	RELATED CALEA STANDARDS (6th Edition): 46.1.1, 46.1.2, 46.1.3, 46.1.4, 46.1.5, 46.1.6, 46.1.7, 46.1.8, 46.1.9, 46.1.10, 46.1.11, 46.1.12, 46.2.1, 46.2.2, 46.2.5, 46.3.1, 46.3.2

I. POLICY

The Illinois State Police (ISP) will establish policy and procedures for implementing, supporting, and complying with provisions of the Illinois Emergency Operations Plan (IEOP).

II. AUTHORITY

20 ILCS 3305/6(c)(2), "Emergency Management Powers of the Governor"

III. DEFINITIONS

Alert Stages - Response and recovery operations are defined by the severity or potential severity of an event or situation. The following alert stages are defined for use during Illinois Emergency Management Agency (IEMA)/ISP operations:

- III.A. Level I - Full Activation - All Statewide Emergency Operations Center (SEOC) Liaisons (LNOs) have been requested to report to the SEOC.
- III.B. Level II - Partial Activation - Specific SEOC LNOs have been requested to report to the SEOC.
- III.C. Level III - Normal/Steady State.

IV. RESPONSIBILITIES

IV.A. The ISP Primary Liaison will:

- IV.A.1. Serve as the point of contact between IEMA and ISP for routine (training and disaster exercises for ISP SEOC personnel) and emergency scenarios which require activation of the SEOC.
- IV.A.2. Ensure qualified personnel are selected to perform as ISP SEOC liaisons. To meet minimum qualification standards as an ISP SEOC liaison, personnel must:
 - IV.A.2.a. Attend formal training conducted by IEMA to explain the Illinois Disaster Management System.
 - IV.A.2.b. Maintain a working knowledge of the IEOP.
 - IV.A.2.c. Be of sufficient rank and knowledge to make command and control decisions regarding all available ISP resources.
- IV.A.3. Ensure recall lists for qualified ISP SEOC liaison personnel are established, kept current, and forwarded in a timely fashion to the Chief of Operations, IEMA.
- IV.A.4. Maintain records of all qualified ISP SEOC liaison personnel to expedite locating them during SEOC activation. These records will be reviewed and updated at least quarterly.
- IV.A.5. Upon SEOC activation, ensure sufficient ISP SEOC liaison personnel are notified to allow for shift relief. Establish and promulgate a shift rotation for officers selected.
- IV.A.6. Designate the secondary liaison officer who will:
 - IV.A.6.a. Perform duties as assigned by the primary liaison officer.

IV.A.6.b. Assume duties of the primary liaison officer in his/her absence.

IV.B. The Office of the Director (OOD), Deputy Chief of Staff for Strategic Planning will approve tertiary liaison officers who will:

IV.B.1. Assume duties of the primary liaison officer in absence of both the primary and secondary liaison officers.

IV.B.2. Perform duties as assigned by the primary or secondary liaison officers.

V. PROCEDURES

V.A. When a disaster occurs within the state, IEMA will:

V.A.1. Make the decision to activate the SEOC.

V.A.2. Notify the primary liaison officer of the activation.

V.A.3. In the event the primary liaison officer is unavailable, contact the secondary liaison.

V.A.4. If neither liaison officer is available, notify the tertiary liaison officer.

V.A.5. Identify the alert stage.

V.B. ISP SEOC liaison personnel will:

V.B.1. When directed by the ISP Primary Liaison Officer, or designee, expeditiously report to the SEOC for a status briefing and assume duties in the SEOC as necessary.

V.B.2. Report to the OOD, Deputy Chief of Staff for Strategic Planning:

V.B.2.a. The initial assessment of the situation, alert stage assigned, and the anticipated extent of ISP involvement.

V.B.2.b. Any significant changes in the situation, alert stage escalation, or de-escalation as they occur.

V.B.2.c. Any personnel injury or property damage which applies to the situation and the ISP.

V.B.2.d. For guidance or direction as needed.

V.B.2.e. When the SEOC is deactivated.

V.B.3. Advise Division Deputy Directors when the SEOC is activated and deactivated.

V.B.4. Maintain a log of all pertinent incidents which occur during the disaster (history of events, action taken, and information relayed), and file chronologically in the appropriate section of the emergency notebook.

V.B.5. Direct requests for troop assistance received during normal business hours to the appropriate work unit Commander or designee.

V.B.6. If the ISP Primary Liaison is not involved with the SEOC activation, the assigned ISP SEOC liaison will submit an after-action report to the primary liaison officer within ten days of the deactivation of the SEOC.

| Indicates new or revised items.

-End of Directive-