

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

<b>RESCINDS:</b> OPS-053, 2012-004, revised 01-09-2012.	<b>REVISED:</b> 05-11-2015 <b>2015-038</b>
<b>RELATED DOCUMENTS:</b> None	<b>RELATED CALEA STANDARDS:</b> 46.1.8, 46.1.10, 46.2.2, 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 N/A White – Normal Operations – all resources and personnel are in a standby mode. No emergency incident or exercise activities exist at this time.
- III.B. Level 4 Green – Monthly Briefing Exercise – regular scheduled monthly briefing of the State Incident Response Center (SIRC) Liaisons or any scheduled exercise.
- III.C. Level 3 Blue – Monitoring Activation – a situation has occurred requiring a minimal staffing of the SIRC to allow for the development of situational awareness. SIRC is staffed by IEMA and tasked state agency partners. Generally extended staffing hours, but not 24-hours.
- III.D. Level 2 Yellow – Partial Activation – a significant event has occurred requiring IEMA staff and additional tasked state agency partners to be present in the SIRC for mission and resource assignments. Normally around the clock (24-hours) with maybe reduced staffing levels during the evening and early morning hours.
- III.E. Level 1 Red – Full Scale Activation – the SIRC is staffed with IEMA staff, representatives of all partner agencies and policy group. Activation may require 24/7 staffing for prolonged periods.

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 Emergency Operations Center (EOC) personnel) and emergency scenarios which require activation of the SIRC.
  - IV.A.2. Ensure qualified personnel are selected to perform as ISP EOC liaisons. To meet minimum qualification standards as an ISP EOC 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 EOC liaison personnel are established, kept current, and forwarded in a timely fashion to the Chief of Operations, IEMA.

- IV.A.4. Ensure the ISP emergency notebook kept at the SIRC is reviewed and updated at least quarterly.
- IV.A.5. Maintain records of all qualified ISP EOC liaison personnel to expedite locating them during SIRC activation. These records will be reviewed and updated at least quarterly.
- IV.A.6. Upon SIRC activation, ensure sufficient ISP EOC liaison personnel are notified to allow for shift relief. Establish and promulgate a shift rotation for officers selected.
- IV.A.7. Designate the secondary liaison officer who will:
  - IV.A.7.a. Perform duties as assigned by the primary liaison officer.
  - IV.A.7.b. Assume duties of the primary liaison officer in his/her absence.
- IV.B. The Colonel of DOO 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 SIRC.
    - 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 EOC liaison personnel will:
    - V.B.1. When directed by the ISP Primary Liaison Officer, or designee, expeditiously report to the IEMA SIRC Manager for a status briefing and assume duties in the SIRC, as necessary.
    - V.B.2. Report to the Lieutenant Colonel in charge of Field Operations:
      - 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 SIRC is deactivated.
    - V.B.3. Advise the Springfield Communications Center:
      - V.B.3.a. That the SIRC has been activated.
      - V.B.3.b. To expect a facsimile of the SIRC activation notice which directs all impacted districts to immediately complete and fax or e-mail a Situational Report (SITREP) identifying involvement in the disaster directly to the SIRC Liaison Officer.
      - V.B.3.c. To send the SIRC activation notice via Directed message to all ISP districts immediately upon receipt and report to the SIRC Liaison when action is complete.

- 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 district assistance received during normal business hours to the appropriate Region Commander. After business hours, the District will be contacted directly, followed by notification to the Region Commander.
- V.B.6. When the SIRC is deactivated, direct the Springfield Communications Center to send a Directed message to all districts advising them of the deactivation and discontinuation of submitting SITREPs.
- V.B.7. If the ISP Primary Liaison is not involved with the SIRC activation, the assigned ISP EOC liaison will submit an after action report to the primary liaison officer within ten days of the deactivation of the SIRC.

| Indicates new or revised items.

**-End of Directive-**