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**Members**

Adams/McDonough Counties  
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American Red Cross  
Archer -Daniels-Midland  
Associated Fire Fighters of IL  
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Cities of Bloomington-Normal  
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Dept. of Homeland Security/FEMA-Region V  
DuPage County OEM  
Federal Bureau of Investigation  
Governor's Office  
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IL Assoc. of Public Health Administrators  
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IL Attorney General's Office  
IL Board of Higher Education  
IL Campus Law Enforcement Administrators  
IL College of Emergency Physicians  
Illinois Community College Board  
IL Coroners Association  
IL Department of Agriculture  
IL Department of Corrections  
IL Department of Human Services  
IL Department of Military Affairs  
IL Department of Natural Resources  
IL Department of Public Health  
IL Department of Transportation  
IL Education Association  
IL Emergency Management Agency  
IL Emergency Services Management Assoc.  
IL Environmental Protection Agency  
IL Firefighters Association  
IL Fire Chiefs Association  
IL Fire Services Association  
IL Fire Service Institute  
IL Health Care Association  
IL Law Enforcement Alarm System  
IL Law Enforcement Training & Standards Bd.  
IL Municipal League  
IL National Emergency Number Association  
IL Office of the State Fire Marshal  
IL Public Health Mutual Aid System  
IL Public Works Mutual Aid Network  
IL Security Chiefs Association  
IL Sheriffs Association  
IL State Police  
IL States Attorneys Association  
Kane County ESDA  
Lake County ESDA  
Metro East (St. Clair-Madison)  
Mutual Aid Box Alarm System  
Quad Cities (Moline-E. Moline-Rock Island)  
Regional Superintendents of Schools  
School Crisis Assistance Team  
Secretary of State Police  
U.S. Attorney's Office  
U.S. Postal Inspectors  
Will County EMA

**Committees**

Bioterrorism  
Chicago/Cook County UASI  
Communications  
Crisis Response & Prevention  
Elected Officials  
Emergency Management  
Fire Mutual Aid  
Information Technology  
Law Enforcement Mutual Aid  
Private Sector  
Public Information  
Science & Technology  
Training  
Transportation  
Volunteers and Donations

## **ITTF POLICY STATEMENT 2009 (2)**

**TO:** U.S. Department of Homeland Security, Federal Preparedness Fund Sub-recipients

**FROM:** Mike Chamness, Chair  
Illinois Terrorism Task Force 

**DATE:** June 22, 2009

**SUBJECT:** Illinois Terrorism Task Force Policy Statement Regarding Responsibilities for Storage, Maintenance and Use of CBRNE Response Vehicles Acquired through Federal Preparedness Funding

### **INTRODUCTION**

Governor's Executive Order 2003 (17) created the statewide homeland security advisory committee, the Illinois Terrorism Task Force (ITTF). The ITTF is responsible for developing and helping to implement the state's homeland security strategy as an advisory body to the Governor and overseeing the management and administration of federal preparedness grants. The task force continues to build upon a strong foundation of established working partnerships among its over 60 members, which represent all public safety agencies and associations and every community in Illinois.

### **BACKGROUND**

The ITTF, through its member committees, seeks standardization and consistency in the possession and use of homeland security emergency response equipment in support of a statewide and/or regional response. To support this strategy, the ITTF has directly purchased or been the fiduciary for funding state and local jurisdictions to procure Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) response vehicles through federal preparedness funding or state general revenue funds. The Illinois homeland security strategy is outlined in the ITTF annual report to the Governor. Under terms and conditions for possessing a CBRNE vehicle, the jurisdiction agrees to support these aforementioned strategies and comply with the CBRNE vehicle "General Policy Statement" provided within this document.

## **GENERAL POLICY STATEMENT**

The terms and conditions listed in this statement have been the understood policy of the ITTF regarding the storage, maintenance and use of CBRNE response vehicles acquired through federal preparedness funding. This statement lists these terms and conditions in written form to ensure standardization and consistency in the possession and use of these vehicles. The policy does not replace or amend any existing agreement or similar accord relating to management of CBRNE vehicles created or recognized by the ITTF.

The agency responsible for the CBRNE response vehicle agrees to:

1. Hold and safeguard the vehicle and make it available upon call for mutual aid and interagency regional emergency responses as requested by the Illinois Emergency Management Agency (IEMA) or other designated agency, including the Illinois Law Enforcement Alarm System, Mutual Aid Box Alarm System, Illinois Emergency Services Management Association, Illinois Public Health Mutual Aid system or county/municipal emergency management agency.
2. Use the vehicle for the transport of CBRNE terrorism response equipment and personnel to the incident site. In addition, general-purpose (non-emergency response) use of the CBRNE vehicle is prohibited other than as outlined within this policy statement. Federal guidance prohibits the use of CBRNE response vehicles for executive transportation. Item #3 below establishes the hierarchy of use for the CBRNE vehicles. Use of the vehicles for activities not listed in this policy must be approved by the ITTF.
3. Follow the hierarchy of use policy as established by the ITTF, generally defined as:
  - a. State and federally declared disasters
  - b. Local emergencies
  - c. Other agency emergencies pursuant to a mutual aid request
  - d. State training and exercises
  - e. Local training and exercises
  - f. Other agency mutual aid training and exercises
  - g. Vehicle maintenance and repair
4. Allow the vehicle to be operated only by official, trained personnel who are employed by or designated a volunteer of the responsible jurisdiction or those who fall under an IEMA/ITTF official mutual aid agreement, unless the vehicle has been transferred to another jurisdiction with the express prior consent of the ITTF.
5. Conduct appropriate and effective preventative maintenance, keep the vehicle in good operating condition at all times, coordinate insurance coverage, and provide fuel and other preventative maintenance and all major repairs. Vehicle maintenance is an allowable expense under federal preparedness grant guidance if funding has been provided by the ITTF to the responsible jurisdiction. Any maintenance performed must be part of an established maintenance contract.

6. Assume responsibility for licensing and registration fees. The responsible jurisdiction is prohibited from using federal preparedness funds for these fees.
7. Use and operate the vehicle in compliance with state law. In addition, the vehicle will not be operated in a negligent or reckless manner.
8. Not assign the vehicle to one person without expressed written consent from the ITTF unless the person is a member of an ITTF-recognized response team on-call 24-hours. In cases where vehicles are assigned to an individual, the use of those vehicles is limited to activities directly related to the response team. Use of the vehicles for personal activities is strictly prohibited. An organization in possession of a vehicle may request an exception to this provision through the ITTF Chair if the organization has an internal policy establishing provisions for the use of the vehicle on a 24-hour basis as operationally required for the response team.
9. Not alter the existing markings on the vehicle in any fashion without the prior consent of the ITTF designee. The agency in possession of the vehicle may place graphic logos on the vehicle with the consent of the ITTF. Logos may reflect the department and mutual aid agencies operating the vehicle, including the ITTF.
10. Make the vehicle available for inspection by a designated official of the ITTF or IEMA.
11. Not alter or modify the vehicle or communications equipment originally contained within in any significant manner, nor alter any operational capacity of the vehicle without the consent of the ITTF. Additional CBRNE response equipment may be added to the vehicle, as operational needs require; however, safe gross vehicle weight shall be maintained. The agency in possession of the CBRNE response vehicle may at its own expense install additional audible and visual warning signals and communications equipment to allow the vehicle to communicate on local operating frequencies.

The ITTF reserves the right to reassign a CBRNE response vehicle if it is determined that the jurisdiction in possession of the vehicle has not complied with the conditions outlined in this policy statement. The jurisdiction may, on its own initiative, relinquish the vehicle to the ITTF at any time.

#### **EXCEPTION TO THE POLICY**

If there is an extenuating circumstance that would prevent a sub-recipient from adhering to this policy, the sub-recipient must request in writing to the ITTF Chair or his/her designee an exception prior to the implementation of the proposed activity.

#### **EFFECTIVE DATE OF POLICY**

This policy is effective June 22, 2009.