

ESF 2 – Appendix 1 Notification

I. Introduction

A. Purpose

The purpose of this Appendix is to provide guidance for notification of State agencies and other organizations of response decisions and requirements under the IEOP.

B. Scope

This Appendix applies to all agencies and other organizations that are notified directly by IEMA and are involved with disaster response.

II. Assumptions

- A. The first responder to an emergency or disaster may be the local ESDA coordinator, an Illinois State Police officer or the IEMA Regional Coordinator. It is important that IEMA be notified as soon as possible after it is determined that a State response will be required.

III. Concept of Operations

A. General

1. Notification actions may be required if any portion of the IEOP is activated or whenever State response needs change. Requirements can range from assembling a team in the SEOC to full deployment of all UAC Team elements.
2. The SEOC is the focal point for all State notification actions and is the official verification source for any large-scale emergency resulting in the deployment of State emergency resources.

B. Initial Actions

1. The IEMA Communications Center will initially notify the IEMA Director, SEOC Manager and Duty Officer. After verification, analysis and decision, appropriate members of the UAC Team and/or SEOC Operational Liaisons will receive warning or activation notifications.
2. Upon notification from IEMA, State agencies and other organizations are responsible for conducting their own internal notifications according to prearranged rosters and procedures.

C. Continuing Actions

1. Upon implementation of the IEOP, IEMA will provide a mission statement for State agencies and other organizations involved with the State response. For situations requiring immediate deployment of advance elements, information on transportation arrangements, departure time and destination will also be provided, if available.
2. Coordination with the affected local government(s) and other State and other organizations is ongoing during notification activity. Telephone, FAX or electronic mail verifications and situation reports will contain the most accurate and current information available.

IV. Coordinating Instructions

- A. IEMA staff telephone notification rosters, pager and cellular phone numbers are published in the IEMA Notification Roster. Accuracy of this information will be verified regularly.
- B. All State agencies will maintain updated notification rosters and verify accuracy regularly. All changes for notification of primary agency contacts and report dissemination instructions must be transmitted immediately to the IEMA Chief of Operations.
- C. No personal telephone numbers are included in the IEOP. They are

kept on file in the IEMA Communications Center.

V. Standard Operating Procedures

- A. IEMA Communications Center Notification and Initial Activation Procedures
- B. Duty Officer Standard Operating Procedures
- C. IEMA Incident Report Form

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