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ILCAR EXPLAINED

The ILCAR focuses on 13 functional areas of an emergency management program. **The intended scope for the ILCAR Self-Assessment is jurisdiction wide**, not limited to the emergency management organization. The ILCAR offers ESDA/EMA organizations the chance to perform a comprehensive self-assessment of their current emergency capabilities. The ILCAR document addresses the 13 Emergency Management Functions (EMF) that are universally recognized in emergency management.

Nearly every organization that performed the ILCAR Self Assessment for FFY01 reported benefits just from *reading* the document. There are many detailed characteristics identified in the ILCAR that prompt good ideas for improving and enhancing emergency capabilities. The ILCAR is intended to be completed in a “low to no-stress” environment. There are absolutely no associated negative repercussions for ILCAR results reporting. Whether an organization finds that they need to improve in all areas of their emergency capabilities, or that they exhibit nearly 100% of the EMF characteristics, has no bearing on EMA Program or Accreditation process participation. To restate, the ILCAR results DO NOT determine whether an organization is approved for Accreditation or EMA Program participation. The benefits of ILCAR performance are dependent on an honest assessment and there simply cannot be a penalty for results that show the need to improve capabilities.

The Illinois Emergency Management Agency is interested in the ILCAR results for a number of reasons, ranging from our desire to improve our effectiveness as an Agency, to the utilization of results in planning our efforts to help improve local capabilities in Illinois. The ILCAR results will not be used to compare or “rank” organizations.

Please give some consideration to performing the ILCAR. Read through some of the content and keep in mind that any characteristics that are not currently exhibited in your jurisdiction either may not apply to your particular situation, or may deserve some consideration. The (new) scoring system is very simple with a simple form to complete. The ILCAR Results form is a handy quick reference for your ILCAR results and the computer version includes a graph of results that complements the ILCAR Results form. For the manual version, once the ILCAR Results are known to the organization and submitted to the IEMA Regional Coordinator, IEMA can create the “ILCAR Results Graph” for your organization.

If the ILCAR prompts your organization to enhance, or even begin *planning* to enhance, one of your emergency management functions, your organization and jurisdiction will benefit from participation in the ILCAR process.

FAQ's

The following FAQ's address some common questions and issues regarding the FFY02 ILCAR.

What is the ILCAR?

The ILCAR, which stands for Illinois Local Capability Assessment for Readiness, is a “Self-Assessment and Planning Tool” designed for use by ESDA/EMA organizations in the State of Illinois. It is a “planning” tool because results can be helpful in goal setting and general planning for enhancement of existing capabilities. The ILCAR is NOT an Emergency Operations Plan (EOP) guide or supplement. When evaluating emergency capabilities, the same attributes and functions that are being assessed in the ILCAR also exist in the EOP. The ILCAR was designed to help identify current strengths and weaknesses regarding readiness capabilities, and to prompt ideas and actions for enhancements to existing capabilities.

Is performance of the ILCAR assessment required?

No. For FFY02, the ILCAR may be performed as an alternative to submitting the Annual Statement of Work (SOW).

Why is the ILCAR Offered as an alternative to the Annual SOW?

IEMA is offering the ILCAR as a tool to assist local governments in assessing their capabilities, leading to the development of beneficial work plans, and improved local emergency capabilities.

Why should my jurisdiction perform the ILCAR?

The ILCAR helps local governments identify strengths and weaknesses in the 13 emergency management functions. Results are useful in development of single and multi-year work plans for local governments. For example, if a jurisdiction identifies weaknesses in several EMF's, they may develop a 2-3 year plan that includes activities designed to improve the local government's proficiencies in those particular EMFs.

Is the ILCAR easy to do?

Performance of the ILCAR involves some time and effort. As in any self-assessment, the more honest and complete the assessment, the more beneficial the assessment results.

How long does it take to perform the ILCAR?

ILCAR performance can take as little as 3-4 hours, or as long as the jurisdiction chooses to spend on the assessment. For example, it might take the equivalent of several workdays if more than one department is involved in the assessment. ILCAR participants should decide for themselves how much time is necessary to perform an assessment that will provide them with relevant and useful results.

Can I get a computerized version of the ILCAR?

Yes. The ILCAR is also available in a Microsoft Excel file. **Contact your IEMA Regional Coordinator if you are interested in receiving a copy.**

When is the ILCAR supposed to be submitted in order to receive "credit" for the FFY02 EMA program and Accreditation programs?

The ILCAR for FFY02 will be due in IEMA Regional Offices by 9/15/01. Submission by 9/15/01 will meet the requirement for FFY02 EMA program participation and/or accreditation. In addition, prior to 9/15/02, local governments that performed an ILCAR may submit a copy of work plans covering from 1-3 years that would fulfill the requirements for EMA and Accreditation for the same period of time as the work plan. For example, if County A submits ILCAR results prior to 9/15/01, County A has met the requirements for EMA program and/or Accreditation participation for FFY02. During FFY02, County A develops and submits a three-year work plan to the IEMA Regional Office. In this example, County A has met the requirements for EMA program and/or Accreditation participation for FFY03-05, in addition to having already met the FFY02 requirement. In this example, by performing the ILCAR and utilizing the results in the development of a 3-year work plan, County A has met EMA and Accreditation work plan requirements for a total of four years.

ILCAR SCORING (New)

The scoring method for the ILCAR is simpler than the scoring used in the initial ILCAR that was distributed for FFY01. The "ILCAR Results" do not include a cumulative score for the 13 EMFs. If the participant is interested in a total score they could average the percentages. IEMA is not interested in cumulative/total scores for a couple of reasons; the information is not used to compare organizations; and IEMA is interested in finding trends regarding EMF categories in Illinois, from both regional and statewide perspectives. For instance we may find that, statewide, Illinois jurisdictions' assess their capabilities in the area of EMF #5 "Planning" to be extremely efficient as evidenced by generally high percentages reported for EMF #5 in the ILCAR Results.

ILCAR scoring is based on "Yes-No-Partial-NA" answers. The computer entry version performs the simple addition and division calculations necessary to get the "EMF Percentages Results". The manual entry version requires a few addition and division calculations for each EMF to derive the "Percentage of EMF Characteristics Exhibited" result for each EMF.

Scoring for the ILCAR, either version, is based on the characteristics identified for each attribute within the 13 Emergency Management Functions (EMF). In the manual version, for each characteristic the participant chooses “Yes”, “No”, “Partial” or “NA” (Not Applicable) by circling the appropriate response. For any characteristics designated to be “Partial” (meaning that the characteristic is partially exhibited) space is provided for comments. Three spaces are provided at the end of each EMF. More space is provided at the end of the “ILCAR Body” portion of the file. Once all of the characteristics have been addressed for a particular EMF, the participant counts the number of “Yes”, “Partial” and “NA” responses, then enters the totals in the spaces provided. *Note: the number of “No” responses is NOT calculated. Then, the participant records the same figures at the appropriate points in the ILCAR Results form located at the back of the ILCAR document. Once all of the EMF’s are complete, the participant performs three simple calculations, for each EMF, and the ILCAR Results are known. Complete directions are included on the “ILCAR Results” form. The manually calculated results yield a percentage for each EMF.

***More TIPS (Manual Entry Version):**

- 1) After completion of each EMF, record the total number of “Yes”, “Partial” and “NA” figures in the ILCAR Results form at the end of the document. When you complete all the EMF’s you will be ready to make the simple calculations and determine the results.
- 2) In the bottom right corner of each page you will find space to record the number of “Yes”, “Partial” and “NA” answers for that particular page. Only include the numbers SINCE the last EMF was completed, that are on the same page. This will be very helpful when working on the EMF-5 and EMF- 8 sections, where the number of characteristics is substantially higher.

Scoring - Computer Version – In Microsoft EXCEL

Scoring for the computer entry version of ILCAR (in Microsoft Excel format) is performed entirely by the software which reads the formulas that are contained within the ILCAR Excel file. As in the manual version, the participant reads the characteristics for each attribute within the 13 Emergency Management Functions (EMF), then chooses between “Yes”, “No”, “Partial” or “NA” (Not Applicable), to indicate whether characteristics exist, partially exist, don’t exist, or (for whatever reason) aren’t applicable to the jurisdiction. The choice is made by clicking with the mouse in the far-left column, next to the characteristic. A drop-down arrow and box will appear. Click the arrow and the choice between “Yes”, “No”, “Partial” and “NA” is made by clicking the appropriate word. The document is set up so that the “tab” keyboard key (located to the left of the “Q” key on the keyboard) will move to the worksheet cells where entries are to be made. Use of the “Tab” key is optional but may be helpful. For any characteristics designated “Partial”, space is provided for comments. Three spaces are provided at the end of each EMF. More space is provided in the “Comments” section that is accessed by clicking the “Comments” tab at the bottom left corner of the screen view. Once all of the EMFs are complete, the “ILCAR Results” and “ILCAR Results Graph” are also complete and ready for printing.

Submission

Once the ILCAR Self-Assessment has been performed and results are known, the participant should submit the ILCAR Results form to their IEMA Regional Office. The deadline for submission is September 15, 2001. Submission of the entire ILCAR document is not required. The ILCAR Results Graph may be submitted, but is not required. The graph is meant to complement the results form for the local government’s records and reference. For “manual entry” ILCAR participants, a graph of results can be provided upon request.

Approval and Follow-Up Assistance

ILCAR results are reviewed, but they are not approved or disapproved based upon results. The only way that an ILCAR performance would not be approved would be if the results are incomplete. Participants are welcomed and encouraged to request assistance related to the ILCAR Self-Assessment performance. Hopefully, the value of the ILCAR will come with enhancements and planning for improved emergency capabilities. As always, contact your IEMA Regional Coordinator with any requests for assistance. In addition, any comments that participants have regarding the ILCAR are welcomed.

Acknowledgements

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ACRONYMS

ADA	Americans with Disabilities Act
ARES	Amateur Radio Emergency Services
CERT	Community Emergency Response Team
CISD	Critical Incident Stress Debriefing
COG	Continuity of Government
COOP	Continuity of Operations Plans
CSEPP	Chemical Stockpile Emergency Preparedness Plan
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Team
DoD	Department of Defense
EAP	Emergency Action Plan
EAS	Emergency Alert System
EEOC	Equal Employment Opportunity Commission
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMF	Emergency Management Function
EMS	Emergency Medical System
EMT	Emergency Medical Technicians
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPI	Emergency Public Information
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FERC	Federal Energy Regulatory Commission
GIS	Geographical Information System
HAZMAT	Hazardous Materials
HIRA	Hazard Identification and Risk Assessment
HMGP	Hazard Mitigation Grant Program
IAEM	International Association of Emergency Managers
ICS	Incident Command System
IDNR/OWR	Illinois Department of Natural Resources/ Office of Water Resources
IEMA	Illinois Emergency Management Agency
IEOC	Illinois Emergency Operations Center
ILCAR	Illinois Local Capabilities Assessment for Readiness

ILCS	Illinois Compiled Statutes
JIC	Joint Information Center
LAN	Local Area Network
LEPC	Local Emergency Planning Committee
MMST	Metropolitan Medical Strike Team
NA	Not Applicable
NTSB	National Transportation Safety Board
PIO	Public Information Officer
PPE	Personal Protective Equipment
PSA	Public Service Announcement
RACES	Radio Amateur Civil Emergency Services
REP	Radiological Emergency Preparedness
RNAT	Rapid Needs Assessment Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act of 1986
SOP	Standard Operating Procedures
VEE	Venezuelan Equine Encephalitis
VOAD	Voluntary Organizations Active in Disasters
WAN	Wide Area Network
WMD	Weapons of Mass Destruction