

PROMULGATION

St. Joseph County Comprehensive Emergency Management Plan

Residents of St. Joseph County, Indiana face the threat of disasters and emergencies. Recognizing this threat, government at all levels has a continuing responsibility for the health, safety and general welfare of its citizens.

Normal day-to-day procedures usually are not sufficient for effective disaster response, as extraordinary emergency measures have to be implemented quickly if loss of life and property is to be kept to a minimum. Emergency procedures and actions to cope with the possibility of a disaster occurrence are addressed in the St. Joseph County Comprehensive Emergency Management Plan.

In accordance with Indiana Code Title 10, Health and Safety of the St. Joseph County Code Chapter 10.36.030.(11) A St. Joseph County Emergency Operations Plan shall be adopted by resolution of the Board of Commissioners, St. Joseph County, Indiana. This plan shall hereby be named the St. Joseph County Comprehensive Emergency Management Plan.

In order for our county's emergency management system to reach and maintain the goals desired, it will be necessary that each local department/agency perform the following functions:

- ✓ Develop procedures for the protection of personnel, equipment, supplies and critical public records from the effects of disasters.
- ✓ Develop procedures to ensure the continuity of essential services that may be needed during and after disasters.
- ✓ Attend scheduled emergency management related training and exercises conducted by local agencies/departments and St. Joseph County Emergency Management.
- ✓ Establish policy and develop Standard Operating Procedures to carry out the provisions of the St. Joseph County Comprehensive Emergency Management Plan.
- ✓ Identify subject matter experts.
- ✓ Carry out those assignments addressed in the St. Joseph County Comprehensive Emergency Management Plan.

The St. Joseph County Emergency Management Agency shall be responsible for the coordination, the preparation and continuous updating of the Indiana Comprehensive Emergency Management Plan and will ensure that this plan is consistent with similar federal, county and municipal plans.

This plan is effective:

This ninth day of September, 2003.

Cynthia A. Bodle

President,
Board of Commissioners, St. Joseph County, Indiana

LETTER OF AGREEMENT

The St. Joseph County Comprehensive Emergency Management Plan, hereafter referred to as the Plan, establishes the basis for providing assistance to county residents impacted by a disaster or emergency requiring local, state and possibly Federal assistance. The plan assumes that a disaster or emergency overwhelms the day to day capability of local governments.

The plan covers all four (4) phases of emergency management: mitigation, preparedness, response and recovery.

The plan is in a checklist format that requires all local agencies to develop and implement Standard Operating Procedures and Guidelines.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The Emergency Support Functions are groups of like-type agencies. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support functions. In addition, for planning purposes only, each Emergency Support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the Plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

BOARD OF COMMISSIONERS, ST. JOSEPH
COUNTY, INDIANA
Cynthia A. Bodle, President

MAYOR, CITY OF MISHAWAKA
Robert Beutter

Primary Coordinating Agency
Health and Medical ESF

MAYOR, CITY OF SOUTH BEND
Stephen J. Luecke

Primary Coordinating Agency
Hazardous Materials ESF

ST. JOSEPH COUNTY EMERGENCY
MANAGEMENT
Jeanne Mahoney

Primary Coordinating Agency
Food and Water ESF

Primary Coordinating Agency
Transportation ESF

Primary Coordinating Agency
Energy ESF

Primary Coordinating Agency
Communications and Warning ESF

Primary Coordinating Agency
Evacuation ESF

Primary Coordinating Agency
Public Works and Engineering ESF

Primary Coordinating Agency
Donations and Volunteers ESF

Primary Coordinating Agency
Firefighting ESF

Primary Coordinating Agency
Law Enforcement ESF

Primary Coordinating Agency
Information and Planning ESF

Primary Coordinating Agency
Animal Health ESF

Primary Coordinating Agency
Sheltering and Mass Care ESF

Primary Coordinating Agency
Public Information ESF

Primary Coordinating Agency
Resource Support ESF

Primary Coordinating Agency
Damage Assessment ESF

Table of Contents

St. Joseph County Comprehensive Emergency Management Plan Outline	
Introduction.....	1
Policies.....	2
Situations and Assumptions.....	4
Continuity of Government.....	5
Administration.....	5
Emergency Support Function Matrix.....	6
Financial Management Element Outline	
Introduction.....	12
Responsibilities.....	12
Financial Management Operations.....	12
Financial Records and Supporting Documentation.....	13
Audit of Expenditures.....	14
General Task Element.....	14
Hazard Analysis.....	15
Public Information Emergency Support Function.....	17
Mitigation.....	18
Preparedness.....	19
Response.....	20
Recovery.....	22
Letter of Agreement.....	23
Operations Section.....	24
Communications and Warning Emergency Support Function.....	25
Mitigation.....	26
Preparedness.....	27
Response.....	29
Recovery.....	31
Letter of Agreement.....	32
Information and Planning Emergency Support Function.....	33
Mitigation.....	34
Preparedness.....	34
Response.....	35
Recovery.....	36
Letter of Agreement.....	38
Resource Support Emergency Support Function.....	39
Mitigation.....	40
Preparedness.....	40
Response.....	42
Recovery.....	43
Letter of Agreement.....	44
Emergency Management Section.....	45
Firefighting Emergency Support Function.....	46
Mitigation.....	47
Preparedness.....	47

Response	48
Recovery	50
Letter of Agreement.....	51
Health and Medical Emergency Support Function.....	52
Mitigation.....	53
Preparedness	55
Response	58
Recovery	62
Letter of Agreement.....	64
Search and Rescue Emergency Support Function	65
Mitigation.....	66
Preparedness	66
Response	68
Recovery	70
Letter of Agreement.....	71
Hazardous Materials Emergency Support Function	72
Mitigation.....	73
Preparedness	73
Response	74
Recovery	75
Letter of Agreement.....	76
Law Enforcement Emergency Support Function.....	77
Mitigation.....	78
Preparedness	79
Response	80
Recovery	83
Letter of Agreement.....	84
Human Support Section	85
Shelter and Mass Care Emergency Support Function	86
Mitigation.....	87
Preparedness	88
Response	90
Recovery	92
Letter of Agreement.....	93
Food and Water Emergency Support Function.....	94
Mitigation.....	95
Preparedness	96
Response	98
Recovery	100
Letter of Agreement.....	102
Animal Health Emergency Support Function.....	103
Mitigation.....	104
Preparedness	104
Response	105
Recovery	106
Letter of Agreement.....	108

Donations and Volunteers Emergency Support Function.....	109
Mitigation.....	110
Preparedness	110
Response	111
Recovery	112
Letter of Agreement.....	114
Evacuation Emergency Support Function	115
Mitigation.....	116
Preparedness	117
Response	118
Recovery	119
Letter of Agreement.....	121
Infrastructure Support Section	122
Transportation Emergency Support Function.....	123
Mitigation.....	124
Preparedness	124
Response	126
Recovery	129
Letter of Agreement.....	130
Public Works and Engineering Emergency Support Function	131
Mitigation.....	132
Preparedness	133
Response	134
Recovery	136
Letter of Agreement.....	138
Energy Emergency Support Function.....	139
Mitigation.....	140
Preparedness	141
Response	143
Recovery	146
Letter of Agreement.....	148
Damage Assessment Emergency Support Function	149
Mitigation.....	150
Preparedness	150
Response	151
Recovery	153
Letter of Agreement.....	154

I. INTRODUCTION

A. Mission

To coordinate all emergency management activities to protect the people, property, economy, and the environment of St. Joseph County and its political subdivisions.

B. Purpose

To establish the St. Joseph County Emergency Management Functions and responsibilities of county, city and township agencies, commissions, boards, and councils. The St. Joseph County Comprehensive Emergency Management Plan, hereafter known as the Plan, is intended as a comprehensive framework for statewide mitigation, preparedness, response, and recovery activities. This plan is the Emergency Operations Plan as mandated by Indiana Code 10-4-1-5.

This Plan replaces the St. Joseph County Emergency Operations Plan, dated July 16, 1996.

C. Scope

This plan considers the emergencies and disasters that may occur in St. Joseph County as described in the St. Joseph County Hazard Identification and provides:

1. A comprehensive general framework for effective use of government, private sector, and volunteer resources.
2. An outline for county agencies responsibilities in relation to St. Joseph County Code Title 10 Chapter 10.36 as amended by Ordinance 124-2000.

D. Organization

1. Figure 1 shows the organization of Emergency Management in St. Joseph County
2. The Financial Management element contains information on emergency financial operations.
3. The Operations Section includes three Emergency Support functions: Communications and Warning, Information and Planning and Resource Support.
4. The Emergency Services Section includes five Emergency Support Functions: Health and Medical, Search and Rescue, Hazardous Material, Firefighting and Law Enforcement.
5. The Human Support Section includes five Emergency Support Functions: Shelter and Mass Care, Food and Water, Animal Health and Care, Donation and Volunteer Management, and Evacuation.

6. The Infrastructure Support Section includes four Emergency Support functions: Public Works and Engineering, Energy, Damage Assessment and Transportation.
7. The Hazards Specific Section includes special hazard planning considerations not found in the Emergency Support Function Elements.

II. POLICIES

A. Authority

This plan was developed, promulgated and is maintained pursuant to the following state, federal and local statutes and regulations:

1. 42 United States Code (USC) 1521 et seq, referred to as the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
2. 42 United States Code 11001 et seq, Emergency Planning Community right-to-Know Act. Public Law 99-499 Superfund Amendment and Reauthorization Act of 1986, Title III.
3. Code of Federal Regulations Title 44, Part 205.16.
4. Indiana Code Title 10-4-1, civil Defense Disaster Law of 1975.
5. Indiana Code Title 10-4-2.5, Emergency Management Assistance Compact.
6. Executive Order 97-19, Establishing and clarifying duties of state agencies for all matters relating to emergency management.
7. St. Joseph Code Title 10 Chapter 10.36 as amended by Ordinance 124-200- Department of Emergency Management
8. Resolution of the Joint Anti-Terrorism Steering Committee Officially Appointing Members to the Anti-Terrorism Preparedness and Response Committee. (South Bend, Mishawaka, St. Joseph County)

B. Assignment of Responsibilities

1. This plan presents the functional responsibilities accepted by designated county, city and township agencies and other organizations. Emergency Support Functions are established to designate mitigation, preparedness, response, and recovery activities for specific emergency management functions. There is one agency with primary responsibilities for plan coordination of each Emergency Support Function while other agencies are tasked with planning support roles.
2. During an event, each responding agency of jurisdiction shall coordinate with all other responding support agencies.
3. St. Joseph County's Emergency Support Functions correspond to those in the State Comprehensive Emergency Response Plan and with the Federal Response Plan with added unique Emergency Support

functions. The Military Radiological Protection Emergency Support Functions are integrated into other Emergency Support Functions.

4. All county, city and township agencies, including those not listed in figure 2, are required to support emergency operations in accordance with County Code Title 10 Chapter 10.36 as amended by Ordinance 124-2000.
5. Each county, city and township agency is responsible for developing standard operating procedures, guides and plans to support this plan. Each county, city and township agency must conduct training, exercises and evaluations of their standard operating procedures, guides and plans.

C. Emergency Support Function Primary Coordinating Agency

Each Emergency Support Function has a county, city or township or Utility department or agency assigned as the primary coordinating agency serving under the direction of the St. Joseph County Emergency Management Director. The primary coordinating agency designation is used as a planning designation and is based on its authority, resources and capabilities in the particular functional area(s). Other agencies have been designated as support agencies for one or more Emergency Support Functions based upon their authority, resources and capabilities in the particular function in which they are assigned. For response purposes, the agency, or department of jurisdiction will be the primary coordinating agency for the incident.

D. Emergency Support Function Support Agency

A Support Agency designation is based on an agency or department's ability to support the primary agency with its resources and capabilities.

E. Volunteer and Private Organizations

A large number of volunteer organizations have aligned themselves with other the St. Joseph County VOAD (Volunteer Organizations Active in Disasters) Group. These organizations respond to disaster emergencies. Although each volunteer organization is an independent agency, they readily communicate with each other, exchange ideas, supplies, equipment and volunteers.

F. Limitations

St. Joseph County and all of its political subdivisions will endeavor to make every reasonable effort to respond in the event of a disaster emergency. However, county, city and township resources may be overwhelmed. The responsibilities and tenets outlined in this Plan will be fulfilled only if the situation, information exchange, extent of actual agency capabilities and resources are available at the time.

THERE IS NO GUARENTEE EXPRESS OR IMPLIED BY THIS PLAN THAT THERE MAY BE OR IS A PERFECT RESPONSE TO ANY DISASTER EMERGENCY INCIDENTS. THIS PLAN IS AN ATTEMPT TO ADDRESS BEST EFFORTS POSSIBLE UNDER THE

FOUR (4) RECOGNIZED PHASES OF EMERGENCY MANAGEMENT ADDRESSING MITIGATION, PREPAREDNESS, RESPONSE AND RECOVERY; HOWEVER THERE IS NO GUARENTEE, IMPLIED OR EXPRESS, THAT SUCH PLAN WILL BE PRACTICAL OR POSSIBLE UNDER THE CIRCUMSTANCES.

III. SITUATION AND ASSUMPTIONS

A. Situation

Many hazards threaten St. Joseph County and its political subdivisions which may cause emergencies disasters in all, or portions of the county. This plan covers those hazards most likely to affect St. Joseph County and its political subdivisions.

B. Assumptions

1. St. Joseph County and its political subdivisions have capabilities including manpower, equipment, supplies and skills of public and private agencies and organizations that will maximize preservation of lives and property in the event of an emergency.
2. St. Joseph County and its political subdivisions will fully commit their resources before requesting assistance from the State.
3. Federal assistance will be requested when disaster relief requirements exceed the state's capability.
4. The Federal Government will provide funds and assistance to areas of St. Joseph County declared major disaster areas by the President.
5. Federal agencies may provide unilateral assistance under their statutory authority to states affected by a major disaster in lieu of a presidential declaration.

C. Execution and Implementation

1. The Board of Commissioners, St. Joseph County, Indiana have delegated to the St. Joseph County Emergency Management Director the responsibility for implementation of this plan. The Director will implement this plan as the situation warrants. Should the County Commissioners declare a state of emergency; the plan will automatically be activated.
2. In some emergencies, notification to local, state or federal agencies is required by law no matter what the level of response.

IV. CONTINUITY OF GOVERNMENT

- A. **Each department**, agency and commission of state, county, city, town and township are responsible to have a continuity plan and to file a copy of their continuity plan with the appropriate offices maintaining public documents (ie City Clerk, Clerk Treasurer, Auditor, etc.).
 - 1. Designating lines of succession and delegating authority for the successors;
 - 2. Establishing provisions for the preservation of records;
 - 3. Developing procedures for the relocation of essential departments;
 - 4. Developing procedures to deploy essential personnel, equipment and supplies.
- B. Each state agency and each local jurisdiction will include this information in its Standard Operating Procedures, guide or plan.

V. ADMINISTRATION

- A. St. Joseph County Emergency Management Agency in coordination with other local agencies and departments will review this plan annually and revise/update it as needed. Changes will be distributed to each holder of the Plan. Revisions will be posted in electronic form.
- B. Administration of state and federal disaster assistance will be in accordance with the State of Indiana Administrative Plans for Public Assistance Program, The Individual and Family Grant Program and Hazard Mitigation Program. St. Joseph County will follow all state and federal guidelines for requesting disaster assistance.
- C. During a Disaster Emergency proclamation by the Board of Commissioners, St. Joseph County, Indiana/City Mayors, St. Joseph County Emergency Management will submit daily situation reports to the State Emergency Management Agency.
- D. At the conclusion of a State of Disaster Emergency proclamation by the Board of Commissioners, St. Joseph County, Indiana/City Mayors, St. Joseph County will submit an after-action report to the State Emergency Management developed from information provided by all local departments and agencies. This report should identify costs incurred by each agency involved in the emergency.

Emergency Support Function	Transportation	Communications and Warning	Public Works and Engineering	Firefighting	Information and Planning	Sheltering and Mass Care	Resource Support	Health and Medical	Hazardous Materials	Food and Water	Energy	Evacuation	Donations and Volunteers	Law Enforcement	Animal Health	Public Information	Damage Assessment	Search and Rescue
Organization																		
Airport Authority					S		S											
Airport Fire Dept.				S	S				S									S
Airport Police/Safety					S				S			S		S				
Indiana Michigan Power			S		S						P							
American Red Cross St. Joseph Co. Chapter	S				S	S		S		S		S	S					
Ameritech Telephone Co.		S			S													
Area Ambulance Services	S				S													
Area Churches					S	S												
Area Private Schools					S	S						S						
Bethel College					S	S												
Centre Township Fire Dept.				S	S				S								S	S
Church of the Brethren					S					S								
City of Mishawaka Purchasing					S		S											
City of South Bend Public Information Office					S											S		
City of South Bend Purchasing					S		S											
Clay Fire Territory				S	S				S								S	P
Coke Bottlers					S					S								
Convention and Visitor's Bureau					S											S		
CSX Railroad					S				S									
Culligan Water					S													
Emergency Alert System WSBT Stations					S													
Funeral Director's Association					S			S										
Geographic Information System					S													
German Township Fire Dept.				S	S				S								S	S
Harris Township Fire Dept.				S	S				S								S	S
Health Department Public Information Office					S											S		
Healthwin Hospital						S												
Holy Cross College					S	S												
Indiana University at South Bend Security					S	S						S		S				
Indiana University South Bend					S													
John Glen Schools					S	S						S						
Keck Water					S					S								
Krystal Mountain Water					S					S								

Emergency Support Function	Transportation	Communications and Warning	Public Works and Engineering	Firefighting	Information and Planning	Sheltering and Mass Care	Resource Support	Health and Medical	Hazardous Materials	Food and Water	Energy	Evacuation	Donations and Volunteers	Law Enforcement	Animal Health	Public Information	Damage Assessment	Search and Rescue
Lakeville/Lapaz Police Dispatch		S			S													
Lakeville Emergency Medical Services					S			S										
Lakeville Fire Department				S	S				S								S	S
Lakeville Police Department					S							S						
Lakeville Public Works					S													
Lakeville Town Council President					S												S	
Lakeville Police Dept.					S									S				
Lakeville Public Works			S		S													
Little Flower Church					S					S								
Local University Emergency and Health Agencies					S			S										
Madison Center and Hospital					S	S		S										
Madison Township Fire Dept.					S				S									S
Marshall County Rural Electric Mem. Corp.					S						S							
Memorial Air Angels					S			S										
Memorial Hospital South Bend					S	S		S										
Mennonite Churches					S					S								
Mental Health Association of St. Joseph County					S			S										
MESO of St. Joseph County					S											P		
Mishawaka Building Dept.					S													
Mishawaka Central Dispatch		S			S													
Mishawaka Dept. of Public Works			S		S												S	
Mish. Emergency Medical Services					S			S										
Mishawaka Enterprise Newspaper					S											S		
Mishawaka Fire Dept.				S	S				S							S		S
Mishawaka Mayor					S											S		
Mishawaka Planning Dept.					S													
Mishawaka Police Dept.					S				S			S		S				S
Mishawaka Public Schools					S	S						S						

Emergency Support Function	Transportation	Communications and Warning	Public Works and Engineering	Firefighting	Information and Planning	Sheltering and Mass Care	Resource Support	Health and Medical	Hazardous Materials	Food and Water	Energy	Evacuation	Donations and Volunteers	Law Enforcement	Animal Health	Public Information	Damage Assessment	Search and Rescue
Mishawaka Purchasing					S		S											
Mishawaka Street Dept.	S				S												S	
Mishawaka Utilities			S		S						S							
Mishawaka Water					S													
New Carlisle Emergency Medical Services					S			S										
New Carlisle Fire Dept.				S	S				S									S
New Carlisle Police Dept.					S							S		S				
New Carlisle Public Works			S		S													
New Carlisle Town Council President					S												S	
New Carlisle Utilities			S		S						S							
Norfolk & Southern Railroad					S				S									
North Liberty Emergency Medical Services					S			S										
North Liberty Fire Dept.				S	S				S									S
North Liberty Police Dept.					S							S		S				
North Liberty Public Works			S		S													
North Liberty Town Council President					S												S	
Northern Indiana Food Bank					S					S								
Northern Indiana Public Service Co.					S						S							
Northern Indiana Search and Rescue					S													S
Notre Dame Central Dispatch		S			S													
Notre Dame Fire Dept.				S	S				S								S	S
Notre Dame Police					S							S		S				
Notre Dame Utilities/Engineering			S		S													
Osceola Fire Dept.				S	S				S								S	S
Osceola Police Dept.					S							S		S				
Osceola Town Council President					S													
Penn Harris Madison Schools	S				S	S						S						
Penn North Fire Dept.				S	S				S									S
Penn South Fire Dept.				S	S				S								S	S
Pepsi Bottlers					S					S								
Portage Manor					S	S												
Portage Township Fire Dept.				S	S				S								S	S

Emergency Support Function	Transportation	Communications and Warning	Public Works and Engineering	Firefighting	Information and Planning	Sheltering and Mass Care	Resource Support	Health and Medical	Hazardous Materials	Food and Water	Energy	Evacuation	Donations and Volunteers	Law Enforcement	Animal Health	Public Information	Damage Assessment	Search and Rescue
Private Ambulance Services					S			S										
Private Surgical Centers					S			S										
Public School Corp. Food & Nutrition Depts.					S					S								
Ready For Life.Info					S	S							P			S		
Roseland Police Dept.					S							S		S				
Roseland Town Council President					S													
Salvation Army					S	S												
Seventh Day Adventist					S	S												
South Bend Animal Control					S										P			
South Bend Community Schools	S				S	S						S						
South Bend Department of Public Works			P		S												S	
South Bend Dispatch		S			S													
South Bend Emergency Medical Services					S			S										
South Bend Hazmat Team					S				P									
South Bend Fire Dept.				S	S				S									S
South Bend Mayor					S											P		
South Bend Medical Foundation					S			S	S									
South Bend Planning Dept.					S													
South Bend Police Dept.					S				S			P		P				S
South Bend Police Public Information Office					S											S		
South Bend Regional Airport Public Information Office					S											S		
South Bend Street Dept.	S				S													
South Bend Tribune					S											S		
South Bend Transpo	P				S							S						
Sprint		S			S													
St. Joseph Community Hospital Mishawaka					S	S		S										
St. Joseph County Area Plan Commission					S													
St. Joseph County Assessor					S												S	
St. Joseph County Commissioner					S											P		
St. Joseph County Cooperative Extension Service					S										S			

Emergency Support Function	Transportation	Communications and Warning	Public Works and Engineering	Firefighting	Information and Planning	Sheltering and Mass Care	Resource Support	Health and Medical	Hazardous Materials	Food and Water	Energy	Evacuation	Donations and Volunteers	Law Enforcement	Animal Health	Public Information	Damage Assessment	Search and Rescue
St. Joseph County Coroner	S				S			S										
St. Joseph County Department of Public Works			S		S												S	
St. Joseph County Fire Chief's Association				P	S											S		S
St. Joseph County Emergency Management	S				P	P				P			S		S	S		
St. Joseph County Geographic Information Committee					S		S											
St. Joseph County Health Dept.	S				S	S		P										
St. Joseph County Health Dept. Food Section					S					S								
St. Joseph County Highway Dept.	S				S												S	
St. Joseph County Hotel/Motel Association					S	S				S								
St. Joseph County Humane Society					S										S			
St. Joseph County Police					S				S			S	S					
St. Joseph County Police Dive/Scuba Team					S													S
St. Joseph County Police Public Information Office					S											S		
St. Joseph County Police Reserves					S								S					S
St. Joseph County Prosecutor's Office					S													
St. Joseph County Radio Amateur Civil Emergency Services		S			S								S				S	S
St. Joseph County Volunteer Emergency Service Team					S					S			S				S	S
St. Joseph County Veterinarians Association					S										S			
St. Joseph County /South Bend Building Dept.					S												S	
St. Joseph's Regional Medical Center					S	S		S										
St. Mary's College					S	S												
St. Mary's Food Service					S					S								
Union North United Schools					S	S												
United Way Member Agencies					S													

Emergency Support Function	Transportation	Communications and Warning	Public Works and Engineering	Firefighting	Information and Planning	Sheltering and Mass Care	Resource Support	Health and Medical	Hazardous Materials	Food and Water	Energy	Evacuation	Donations and Volunteers	Law Enforcement	Animal Health	Public Information	Damage Assessment	Search and Rescue
University of Notre Dame					S	S			S									
University of Notre Dame Food Service					S					S								
University of Notre Dame Public Information Office					S											S		
Volume Services America					S					S								
Volunteer Organizations Active in Disaster					S								S					S
Walkerton Dispatch		S			S													
Walkerton Police					S				S			S		S				
Walkerton Public Works			S		S													
Walkerton Emergency Medical Services					S			S										
Walkerton Fire Dept.				S	S				S									S
Walkerton Town Council President					S												S	
Walkerton Utilities			S		S						S							
Warren Township Fire Dept.				S	S				S									S
WBND ABC 58					S											S		
WNDU Stations Television/Radio					S											S		
WSBT Stations Television/Radio		S			S											S		
WSJV Fox 28					S											S		
Verizon		S			S													

P – Primary Agency: Manages the Emergency Support Planning Function
S- Support Agency: Supports the Primary Agency in the Planning Function

Note: In St. Joseph County, the Primary Agency responsible for managing the operational Emergency Support Function will be the “Agency of Jurisdiction” where the incident occurs.

FINANCIAL MANAGEMENT ELEMENT

I. INTRODUCTION

- A. This element provides financial management guidance to St. Joseph County Emergency Management Agency and other local departments and agencies to ensure that funds are provided and financial operations conducted in accordance with state and local policies and procedures during the response and recovery phases of an emergency or disaster.
- B. The cost of providing services, facilities, equipment, personnel and resources during an emergency shall be borne by the providing local agency.
- C. The type of emergency or disaster will dictate the procedures and amounts expended.
- D. In the event of a State of Disaster Emergency proclamation by Board of Commissioners, St. Joseph County, Indiana/City Mayors, local agencies will consult and utilize the St. Joseph County Emergency Purchasing Guide and all appropriate forms located within this document. Local agencies will work through their own jurisdictional purchasing departments.
- E. Logs, formal records and file copies of expenditures to provide clear and reasonable accountability and justification for reimbursement shall be maintained. This will facilitate the final closeout and support audits of financial records.

II. RESPONSIBILITIES

- A. The St. Joseph County Emergency Management Agency Director will apply for emergency funds for the response and recovery from State and Federal Agencies. Direct efforts to secure additional emergency appropriations by individual agencies shall be made through jurisdictional fiscal bodies. The St. Joseph County Auditor and City Controllers shall act as program managers for funds allocated to emergency response and recovery activities. These efforts shall be coordinated with the Resource Support Emergency Support Function.
- B. The St. Joseph County Emergency Management Agency Deputy Director, in the absence of the director will apply for emergency funds for the response and recovery from State and Federal Agencies.

III. FINANCIAL MANAGEMENT OPERATIONS

- A. Timely financial support of response activities will be critical to successful emergency response. Innovative and expeditious means may be used to achieve financial objectives. It is mandatory that generally accepted state and local financial policies, principles and regulations be employed to ensure against fraud, waste and abuse, and to achieve proper control and use of public funds.
- B. Each department and agency is responsible for providing its own financial services and support to its response operations in the field. Funds to cover

eligible costs for response activities will be provided through reimbursement by State Emergency Management Agency.

- C. The procurement of resources will be in accordance with statutory requirements and established procedures regarding emergency and non-emergency conditions.
- D. MITIGATION: Each agency is required to mitigate potential emergency situations that affect their agency.
- E. PREPAREDNESS: Each agency should prepare for future emergency budgets by studying past emergency responses and identifying needs not met by their current budget.
- F. RESPONSE:
 - 1. After a State of Disaster Emergency proclamation by Board of Commissioners, St. Joseph County, Indiana/City Mayors, local departments and agencies may be required to spend more than their allocated budget to effectively respond to the emergency.
 - 2. After local departments and agencies begin their initial response operations, it may be necessary to prepare and submit a report on the estimated funding needs for the duration of the emergency response. The purpose of the estimate is to help establish the need for additional allocation from the County/City General Funds or supplemental or special legislative appropriations.
- G. RECOVERY:
 - 1. Contingency funds may be expended for the repair or replacement of any building or equipment, which has been so, damaged as to materially affect the public safety or has been destroyed in accordance with Indiana Code Title 4-12-1-15.

IV. FINANCIAL RECORDS AND SUPPORTING DOCUMENTATION

- A. All departments and agencies must maintain records, receipts and documents to support claims, purchases, reimbursements and disbursements. Reimbursement requests will be documented with specific details on personnel services, travel and other expenses.
- B. Agencies requesting reimbursement will maintain all financial records, supporting documents, statistical records and other records pertinent to the provision of services or use of resources by that agency. These materials must be accessible to authorized representatives for the purpose of making audits, excerpts and transcripts.

V. AUDIT OF EXPENDITURES

The expenditure of local, state and federal funds related to emergencies or disasters are subject to audit in accordance with local/state and federal statutes and audit procedures.

GENERAL TASKS ELEMENT

- I. This element consists of those tasks common to all departments, agencies and Emergency Support Functions (ESF'S). In addition, each Emergency Support Function element also has an Emergency Support function specific checklist.
- II. The tasks identified in this element are generalized and are intended to prompt individual departments, agencies and Emergency Support Functions to develop Standard Operating Procedures/Guidelines to address these tasks on a detailed level. Each department, agency and Emergency Support Function will keep, maintain and update these procedures as often as necessary. It is also the responsibility of each department, agency and Emergency Support Function to implement and train on their own procedures and guidelines.
- III. The checklists are divided into the four phases of emergency management. The checklists are designed to make it easier for personnel to understand their roles before, during and after an event. These checklists also illustrate how all departments, agencies and Emergency Support Functions interact with each other. The four (4) phases are described as follows.
 - A. **A MITIGATION CHECKLIST SECTION**; mitigation actions include those that reduce the effects of a future disaster, lessen the likelihood of experiencing damaging effects, or remove the possibility of being affected.
 - B. **A PREPAREDNESS CHECKLIST SECTION**; preparedness typically encompasses those actions where team members maintain a state of readiness, whether it be current lists of resources, updating procedures, or conducting training or exercises.
 - C. **A RESPONSE CHECKLIST SECTION**; this includes actions such as notification, warning, activation, mobilization, assessment, coordination, documentation and protective actions, etc.
 - D. **A RECOVERY CHECKLIST SECTION**; recovery actions consist of returning the community to normal or pre-disaster condition.
- IV. Each section also includes, on the right side of the page, a notation identifying the "Resource". The primary agency listed may initially accomplish the task or identify another support. Local departments and agencies respond initially by jurisdiction. The departments and agencies of jurisdiction where the incident occurs are most likely to be the primary departments or agencies.

HAZARD ANALYSIS

A hazard identification for St. Joseph County has been conducted, and hazards that could affect all or parts of St. Joseph County have been identified and analyzed. The results of this identification and analysis were used and serve as the basis for developing the comprehensive emergency management plan. The following is a list of those hazards.

- **Civil Disorders** could affect the county but would probably be limited to the more populated cities and could occur at any time.
- **Drought** would affect the entire county and could result in water shortages and agricultural damage and loss. Drought results from extremely hot and dry weather conditions over an extended period of time.
- **Earthquakes** could affect the entire county, although at different levels of damage. St. Joseph County does fall within the area predicted to be affected by disturbances along the New Madrid fault in Missouri.
- **Energy Emergencies** can occur in any area of the county. Power outages, occur frequently due to natural and man-made occurrences and can be of short or long duration.
- **Floods** threaten all areas of the county. Additional problems from lack of adequate drainage, such as flooded streets, basements, etc. Maps of flood plains with pre-selected monitoring points are attached to this Hazard Identification.
- **Hazardous Materials** Incidents could occur any place in the county, but the cities where industries that use hazardous materials are located and areas where transportation (water, rail, air and highway) routes cross are the most vulnerable. Maps of hazardous material sites with monitoring points are attached to the Hazard Identification.
- **Nuclear Attack Threat** is ever present, and the reduction of such threat is dependent upon actions of another country that are unpredictable. As long as there are weapons and the capability of delivery of those weapons, the threat will remain. St. Joseph County has been designated as a risk area with 250,000 people at risk from thermal or blast, and requiring evacuation to a host area.
- **Pipelines** carrying oil or gas could rupture or explode. Experts agree that the greatest cause of accidents involves a farmer or a contractor digging nearby and accidentally striking the line.
- **Terrorist Incidents** could threaten any area of the county. Area Universities particularly the University of Notre Dame and various military reserve installations within the county may provide interest to terrorist due to their high profile and military nature.
- **Tornado/Severe Storms** could occur anyplace in the county. Damage and loss of life could be severe. St. Joseph County has several mobile home parks and an industrial area with pole type structures that could suffer severe damage.
- **Transportation Incidents** are of a serious nature and could result in long range effects especially when hazardous materials are involved.

- **Water Shortages** could occur but would probably not be countywide. Although water shortages may occur as a result of a drought, shortages may also occur as a result of contamination or failure of systems of delivery.
- **Winter Storms** could affect the entire county at the same time. This type of emergency poses a most difficult response effort because of road conditions, which impede or prohibit vehicle movement. Consequences of winter storms could include blizzard/whiteout conditions, extreme cold temperatures, ice storms, large lake effect and system snow amounts.

Public Information Emergency Support Function

Primary Coordinating Agency: Board of Commissioners, St. Joseph County, Indiana

Support Agencies:

- Health Department Public Information Office
- South Bend Police Public Information Office
- St. Joseph County Police Public Information Office
- University of Notre Dame Public Information Office
- South Bend Mayor
- Mishawaka Mayor
- Director, Airport Authority
- Prosecuting Attorney
- South Bend Fire Chief
- Convention and Visitors Bureau
- Partnership Assistance Center

Broadcast/Print News Media Sub-Committees

- St. Joseph County MESO (Media Emergency Service Organization)
- Emergency Alert System WSBT Stations Television/Radio
- WNDU Stations Television/Radio
- WSJV Fox 28
- WBND ABC 58
- South Bend Tribune
- Mishawaka Enterprise

Communications Sub-Committees

- South Bend Police Public Information Office
- Mishawaka Police Public Information Office
- St. Joseph County Police Public Information Office
- Mishawaka Emergency Medical Services Chief
- Convention and Visitor's Bureau
- City of South Bend Public Information Office
- St. Joseph County Prosecutor's Office
- St. Joseph County Emergency Management Agency

Mitigation

√	Mitigation Task	Resource
1	Identify critical media facilities that are vulnerable to damage from a natural or man made event, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	All Media Outlets
2	Identify potential funding sources that are available to mitigate natural or man made events.	All Supporting Agencies
3	Investigate new technology and procedures for utilization in completing the Public Information Emergency Support Function goals and objectives.	All Agency Public Information Coordinators, Geographic Information System, & All Department Heads
4	Coordinate with other Emergency Support Functions to develop public education programs.	All Public Information Emergency Support Function Communications Sub-Committees & All Emergency Support Functions
5	Identify Public Information Emergency Support Function leads/supervisors and their shift change and staffing procedures for County Emergency Operations Center activation and field operations.	All County & City Department Heads
6	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	All Agency Public Information Officers & Elected Officials
7	Identify Emergency Support Function-specific training requirements.	All County & City Department Heads
8	Identify locations for media briefings.	All Agency Public Information Officers & Elected Officials
9	Identify spokespersons from each County agency to interface with the media.	All Agency Public Information Officers & Elected Officials
10	Develop and deliver public education programs involving public safety, health, and fire issues.	All Agency Public Information Officers, St. Joseph County Fire Chiefs' Association, & Hazardous Materials, Health and Medical, and Animal Health Emergency Support Functions

√	Mitigation Task	Resource
11	Identify requirements for scripted news releases, public notices, and awareness bulletins including rumor control.	Department Heads in coordination with All Agency Public Information Coordinators & Elected Officials

Preparedness

√	Preparedness Task	Resource
1	Develop standard operating procedures/guidelines, other plans, and procedures necessary for the Public Information Emergency Support Function and its support agencies to operate efficiently, including media contact list and rumor control information.	All Broadcast Print/News Media Sub-committees, Elected Officials (County and Cities), & Agency Public Information Coordinators
2	Develop and conduct awareness and procedural training and exercise programs for Public Information Emergency Support Function personnel that address the dissemination of information to the public.	St. Joseph County Emergency Management Agency & Public Information Emergency Support Function Communications Sub-Committees
3	Develop and maintain a contact list of agency/department public information officers.	Elected Officials, Department Heads, Public Information Officers, & Public Information Emergency Support Function Communications Sub-Committees
4	Develop and maintain a media contact list.	Public Information Emergency Support Function Media Sub-Committees
5	Develop and maintain a roster of Public Information Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	St. Joseph County Emergency Management Agency & Public Information Emergency Support Function Communications Sub-Committees
6	Develop contact notification lists with essential information such as address, phone, cell, facsimile numbers, and email.	Public Information Emergency Support Function Communications Sub-Committee & Geographic Information System

√	Preparedness Task	Resource
7	Obtain locations for media briefings and confirm availability of potential Joint Information Center sites.	Agency Public Information Officers & Elected Officials
8	Confirm availability of Joint Information Center sites.	All Communications Sub-Committees & Elected Officials
9	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures, and other reference materials are located at the Emergency Support Function station in the County Emergency Operations Center.	St. Joseph County Emergency Management Agency & All Communications Sub-Committees
10	Develop lists of hazard-specific resources and equipment needs.	Resource Support Emergency Support Function & All Communications Sub-Committees

Response

√	Response Task	Resource
1	Assess scope, magnitude, extent, and potential duration of incident.	Update from Incident Command/Update from Emergency Operations Center
2	Activate the Public Information Emergency Support Function primary coordinator and support agencies, based on incident assessment.	Elected Officials
3	Collect information concerning the Public Information Emergency Support Function field operations and activities.	Information and Planning Emergency Support Function & Incident Commander
4	Activate the media room and notify media.	All Agency Public Information Officers
5	Supply a copy of public information briefings and updates to all dispatch centers.	Elected Officials & All Public Information Officers
6	Issue specific details of disaster emergency declaration to the public through the Public Information Center.	Elected Officials

√	Response Task	Resource
7	Provide technical assistance as requested.	All Agency Public Information Officers, Incident Command, & All Support Agencies
8	Provide public information officer support to other Emergency Support Functions as needed.	Incident Command & All Agency Public Information Officers
9	Attend briefings for periodic situation updates.	Elected Officials & All Supporting Public Information Officers
10	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, other support staff during and after incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
11	Document incoming and outgoing communications.	Elected Official Administrative Staff & Department Administrative Staff
12	Maintain record of actions taken.	Elected Official Administrative Staff & Department Administrative Staff
13	If Joint Information Center is activated, send Public Information representative to that location if appropriate.	Elected Officials & All Agency Public Information Officers
14	Construct media briefings on a regularly scheduled basis.	Elected Officials & All Agency Public Information Officers
15	Maintain a web page for incident updates.	All Broadcast Print/News Media
16	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency & Elected Officials
17	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions/activities, as needed.	All Agency Public Information Officers & Elected Officials
18	Activate rumor control procedures.	All Agency Public Information Officers & Elected Officials

√	Response Task	Resource
19	If an Agency Specific or Jurisdictional Joint Information Center is activated, send Public Information Emergency Support Function representative to that location.	All Agency Public Information Officers and Elected Officials (as appropriate)
20	Coordinate with the other Emergency Support Functions and State and Federal agencies to develop progress reports and other public information releases concerning the consequence management actions being taken to alleviate and end the situation.	All Agency Public Information Officers & Elected Officials

Recovery

√	Recovery Task	Resource
1	Ensure that all staffs are properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies & Indiana Northern Critical Incident Stress Management, Contract Employee Assistance Programs
2	Coordinate with appropriate agencies to deactivate the Joint Information Center.	All Agency Public Information Officers & Elected Officials

LETTER OF AGREEMENT

The St. Joseph County Comprehensive Emergency Management Plan, hereafter referred to as the Plan, establishes the basis for providing assistance to county residents impacted by a disaster or emergency requiring local, state and possibly Federal assistance. The plan assumes that a disaster or emergency overwhelms the day to day capability of local governments.

The plan covers all four (4) phases of emergency management: mitigation, preparedness, response and recovery.

The plan is in a checklist format that requires all local agencies to develop and implement Standard Operating Procedures and Guidelines.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Public Information Emergency Support Function**.

Primary Coordinating Agency
Public Information ESF
Board of Commissioners, St. Joseph County, Indiana

OPERATIONS SECTION

The Operations section consists of the Emergency Support Functions: Communications and Warning, Information and Planning, and Resource Support. These Emergency Support functions directly coordinate the Emergency Operations Center and support requests from other Emergency Support Functions.

Communications and Warning Emergency Support Function

Primary Coordinating Agency: St. Joseph County Fire Dispatch

Support Agencies:

- Lakeville/Lapaz Police Dispatch
- Mishawaka Central Dispatch
- Notre Dame Central Dispatch
- South Bend Dispatch
- St. Joseph Ambulance Dispatch
- Walkerton Dispatch
- St. Joseph County Radio Amateur Civil Emergency Services and Amateur Radio Emergency Services
- Emergency Alert System WSBT Stations
- Ameritech Telephone Company
- Verizon
- Sprint
- Nextel
- Centennial

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities that are vulnerable to damage from an natural or manmade event, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	St. Joseph County Fire Chiefs' Association & Public Safety Answering Points
2	Identify potential funding sources that are available to enhance the integrity of communication structures and equipment.	Public Safety Answering Points
3	Investigate new technology and procedures for communications between and among field and Emergency Operations Center personnel.	Public Safety Answering Points
4	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	St. Joseph County Emergency Management Agency & Public Safety Answering Points
5	Identify areas where public education programs are needed for identifying hazards and recognizing warnings of potential or actual hazards or incidents.	St. Joseph County Emergency Management Agency & St. Joseph County Fire Chiefs' Association
6	Identify sources of resources for primary and backup communications equipment.	Public Safety Answering Points & Radio Amateur Civil Emergency Services
7	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	Public Safety Answering Points
8	Identify Emergency Support Function specific training requirements.	Public Safety Answering Points, Radio Amateur Civil Emergency Services, & St. Joseph County Fire Chiefs' Association

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Communications and Warning Emergency Support Function and assist support agencies in developing their standard operating procedures.	St. Joseph County Fire Chiefs' Association, Jurisdictional Law Enforcement, & Public Safety Answering Points
2	Develop and conduct training and exercise programs for personnel performing communications and warning duties under the Communications and Warning Emergency Support Function, including training on communications record keeping.	Public Safety Answering Points, St. Joseph County Fire Chiefs' Association, & Emergency Alert System
3	Develop and maintain contact directory of all Emergency Support Functions, including other jurisdictions and agencies that may be involved in an emergency situation and submit to St. Joseph County Emergency Management Agency, update when requested. Include in this directory specialized skills of personnel.	Public Safety Answering Points, St. Joseph County Emergency Management Agency, Geographic Information System, & All Emergency Support Functions
4	Develop and maintain roster of Communications and Warning Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	Public Safety Answering Points
5	Coordinate and maintain resource and equipment lists with the Resource Support Emergency Support Function.	Public Safety Answering Points, Resource Support Emergency Support Function, & St. Joseph County Emergency Management Agency
6	Maintain personnel and equipment certifications.	St. Joseph County Fire Chiefs' Association, Public Safety Answering Points, & Jurisdictional Law Enforcement

√	Preparedness Task	Resource
7	Obtain detailed maps of County jurisdictions.	County Geographic Information System, St. Joseph County Fire Chiefs' Association, Public Safety Answering Points, & Surveyors
8	Test primary and backup communications systems to ensure that they function properly.	Public Safety Answering Points, St. Joseph County Fire Chiefs' Association, & Jurisdictional Law Enforcement
9	Train personnel on the operation and maintenance of communications equipment.	Public Safety Answering Points, St. Joseph County Fire Chiefs' Association, Jurisdictional Law Enforcement, & Radio Amateur Civil Emergency Services
10	Ensure that copies of all necessary Communications and Warning Emergency Support Function emergency manuals, plans, procedures, and other reference materials are located at the Communications and Warning Emergency Support Function station in the County Emergency Operations Center.	Public Safety Answering Points & St. Joseph County Emergency Management Agency
11	Provide guidance on State and Federal regulations.	Public Safety Answering Points
12	Determine process required for local, State, and Federal agencies' communications equipment to interface with each other in the field.	South Bend Communications Center & St. Joseph County Police Dispatch
13	Develop and maintain warning/notification system to be used to expeditiously contact personnel and volunteer resources (Volunteer Organizations Active in Disaster) with vital responsibilities during such an event.	St. Joseph County Emergency Management Agency, Public Safety Answering Points, & South Bend Communications Center

Response

√	Response Task	Resource
1	Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.	Public Safety Answering Points, St. Joseph County Emergency Management Agency, Jurisdictional Law Enforcement, & St. Joseph County Fire Chiefs' Association
2	Activate the Emergency Operations Center communications systems and equipment.	St. Joseph County Emergency Management Agency
3	Activate Communications and Warning Emergency Support Function and its personnel, based on incident assessment.	Public Safety Answering Points & St. Joseph County Emergency Management Agency
4	Make notifications as required by standard operating procedures, using call down lists.	Public Safety Answering Points & St. Joseph County Emergency Management Agency
5	Communicate details of Disaster Emergency Declaration to all law enforcement and other enforcing Emergency Support Functions.	St. Joseph County Emergency Management Agency & All Public Safety Answering Points
6	Ensure that communications equipment is available for all field personnel.	St. Joseph County Fire Chiefs' Association & Jurisdictional Law Enforcement
7	Notify Radio Amateur Civil Emergency Services personnel of the St. Joseph County Emergency Operations Center activation.	St. Joseph County Emergency Management Agency
8	Coordinate information between field (incident command) and Emergency Operations Center activities.	Public Safety Answering Points & St. Joseph County Emergency Management Agency
9	Assist in the development of an incident action plan.	St. Joseph County Emergency Management Agency, Public Safety Answering Points, & Information and Planning Emergency Support Function

√	Response Task	Resource
10	Provide technical communications assistance as requested.	Radio Vendors
11	Coordinate with and support other Emergency Support Functions as needed.	Public Safety Answering Points
12	Provide situation reports of Communications and Warning Emergency Support Function activities to the Emergency Operations Center supervisor as required.	Public Safety Answering Points
13	Attend meetings for periodic situation updates.	St. Joseph County Emergency Management Agency, Public Safety Answering Points, & Radio Amateur Civil Emergency Services
14	Document incoming and outgoing notifications.	St. Joseph County Emergency Management Agency, Public Safety Answering Points, & Radio Amateur Civil Emergency Services
15	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management & Contracted Employee Assistance Programs
16	Maintain record of actions taken.	St. Joseph County Emergency Management Agency, Public Safety Answering Points, & Radio Amateur Civil Emergency Services
17	Establish and maintain communications link between Field Operations Centers and the Emergency Operations Center.	Radio Amateur Civil Emergency Services, Public Safety Answering Points, St. Joseph County Fire Chiefs' Association, & Jurisdictional Law Enforcement
18	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency

Recovery

√	Recovery Task	Resource
1	Ensure Communications and Warning Emergency Support Function personnel and/or equipment have been decontaminated, if applicable.	Hazardous Materials Emergency Support Function & Public Safety Answering Points
2	Ensure that all staff members are properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies, Indiana Northern Critical Incident Stress Management, & Contract Employee Assistance Programs
3	Coordinate with the Resource Support Emergency Support Function on resource accountability.	Public Safety Answering Points
4	Prepare appropriate After-Action Reports.	Public Safety Answering Points

LETTER OF AGREEMENT

The St. Joseph County Comprehensive Emergency Management Plan, hereafter referred to as the Plan, establishes the basis for providing assistance to county residents impacted by a disaster or emergency requiring local, state and possibly Federal assistance. The plan assumes that a disaster or emergency overwhelms the day to day capability of local governments.

The plan covers all four (4) phases of emergency management: mitigation, preparedness, response and recovery.

The plan is in a checklist format that requires all local agencies to develop and implement Standard Operating Procedures and Guidelines.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Communications and Warning Emergency Support Function**.

Primary Coordinating Agency
Communication and Warning ESF
St. Joseph County Fire Dispatch

Information and Planning Emergency Support Function

Primary Coordinating Agency: St. Joseph County Emergency Management Agency

Support Agencies:

- All County Emergency Support Functions
- St. Joseph County Area Plan Commission
- Mishawaka Planning Department
- South Bend Planning Department
- St. Joseph County Emergency Medical Services Geographic Information Committee
- Board of Commissioners, St. Joseph County, Indiana
- South Bend Mayor
- Mishawaka Mayor
- Town Council Presidents
 - Lakeville
 - New Carlisle
 - North Liberty
 - Osceola
 - Roseland
 - Walkerton
- Prosecuting Attorney
- Convention and Visitor's Bureau

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities that are vulnerable to damage from a natural or man made event, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	St. Joseph County Emergency Management Agency Identified Facility Owners
2	Investigate new technology and procedures for use in completing Information and Planning Emergency Support Function goals and objectives.	St. Joseph County Emergency Management Agency & All Support Agencies
3	Develop Disaster Emergency Declaration templates for use in natural or man made events.	Elected Officials & St. Joseph County Emergency Management
4	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	St. Joseph County Emergency Management Agency & All Support Agencies
5	Identify Emergency Support Function specific training requirements.	St. Joseph County Emergency Management Agency & All Support Agencies

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain standard operating procedures, other plans, and procedures necessary for the Information and Planning Emergency Support Function to operate efficiently.	St. Joseph County Emergency Management Agency & All Support Agencies
2	Develop and conduct training and education programs for Information and Planning Emergency Support Function staff.	St. Joseph County Emergency Management Agency & All Support Agencies
3	Develop system for Chief Elected Official coordination between the County and cities regarding disaster emergency declarations.	Chief Elected Officials & St. Joseph County Emergency Management Agency

√	Preparedness Task	Resource
4	Develop and maintain roster of Information and Planning Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	St. Joseph County Emergency Management Agency & All Support Agencies
5	Obtain detailed maps of County jurisdictions.	Geographic Information Systems & St. Joseph County Area Plan Commission
6	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures, and other reference materials are located at Emergency Support Function station in the County Emergency Operations Center.	St. Joseph County Emergency Management Agency & All Support Agencies
7	Develop and maintain standardized format for information and intelligence gathering as well as reporting documents and systems.	All Support Agencies
8	Determine availability of Geographic Information System mapping for use in the Emergency Operations Center.	St. Joseph County Area Plan Commission & Geographic Information Systems
9	Develop and maintain standard operating procedures necessary for the activation, operation, and deactivation of the Emergency Operations Center.	St. Joseph County Emergency Management Agency
10	Develop training and exercise program for the Information and Planning Emergency Support Function role and other Emergency Operations Center procedures.	St. Joseph County Emergency Management Agency

Response

√	Response Task	Resource
1	When declaring a State of Disaster Emergency, Chief Elected Officials from the County and the cities will coordinate on perimeters of declaration.	Chief Elected Officials & St. Joseph County Emergency Management Agency
2	Gather, verify, analyze, and disseminate incident information, as needed.	All Support Agencies

√	Response Task	Resource
3	Assess scope, magnitude, and extent of incident. Estimate amount of manpower requirements needed to fulfill Information and Planning Emergency Support Function role.	All Support Agencies
4	Notify appropriate County agencies, keeping them up-to-date on the situation.	All Response Agencies & St. Joseph County Emergency Management Agency
5	Coordinate with the Emergency Operations Center Supervisor regarding duration of activation for the County Emergency Operations Center.	Elected Officials & St. Joseph County Emergency Management Agency
6	Prepare status or situation reports on County activities and distribute, as required.	All Response Agencies & St. Joseph County Emergency Management Agency
7	Attend briefings and collect information for periodic situation updates.	All Support Agencies
8	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
9	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions/activities, as needed.	All Support Agencies

Recovery

√	Recovery Task	Resource
1	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs will follow through with disaster reimbursement activities.	St. Joseph County Emergency Management Agency & All Support Agencies
2	Ensure that all staffs are properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies & Indiana Northern Critical Incident Stress Management, Contract Employee Assistance Programs

√	Recovery Task	Resource
3	Deactivate the Emergency Operations Center.	St. Joseph County Emergency Management Agency & Chief Elected Officials
4	Prepare appropriate After-Action Reports.	All Support Agencies

LETTER OF AGREEMENT

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The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Information and Planning Emergency Support Function**.

Primary Coordinating Agency
Information and Planning ESF
St. Joseph County Emergency Management Agency

Resource Support Emergency Support Function

Primary Coordinating Agency: Mishawaka Purchasing

Support Agencies:

- St. Joseph County Emergency Management Agency
- City of South Bend Purchasing
- Geographic Information System
- Airport Authority

Mitigation

√	Mitigation Task	Resource
1	Identify potential funding sources that are available to mitigate a natural or man made event.	All County & City Departments
2	Identify requirements for standard operating procedures/guidelines, other plans, and procedures that are required for lead and support agencies.	All County & City Departments
3	Identify areas where mutual aid agreements and memorandums of understanding are needed.	All Purchasing Departments & St. Joseph County Emergency Management Agency (Reference: St. Joseph County Emergency Purchasing Guide)
4	Identify sources of hazard-specific needs, resources, and equipment.	All Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
5	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	(Reference: St. Joseph County Emergency Purchasing Guide)

Preparedness

√	Preparedness Task	Resource
1	Develop standard operating procedures and checklists necessary for the Resource Support Emergency Support Function and its support agencies to operate efficiently.	St. Joseph County Purchasing Department
2	Conduct training addressing resource acquisition, allocation, prioritization, and management.	Jurisdictional Purchasing Departments
3	Develop mutual aid agreements and memoranda of understanding.	St. Joseph County Emergency Management Agency

√	Preparedness Task	Resource
4	Develop and maintain a roster of Resource Support Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, facsimile, cell, and email, delineating specialized skills and certifications of personnel.	St. Joseph County Purchasing
5	Develop supplier contact database.	Jurisdictional Purchasing Departments & Geographic Information System (Reference: St. Joseph County Emergency Purchasing Guide)
6	Develop staff contact notification lists with essential information included such as address, phone, cell, facsimile numbers, and email.	Geographic Information System
7	Obtain detailed maps of County jurisdictions.	St. Joseph County Area Plan Commission & Geographic Information System
8	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures, and other reference materials are located at the Emergency Support Function station in the St. Joseph County Emergency Operations Center.	St. Joseph County Emergency Management & St. Joseph County Purchasing (Reference: St. Joseph County Emergency Purchasing Guide)
9	Develop emergency purchasing procedures.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
10	Ensure that agency representatives can access required information networks while in the Emergency Operations Center.	Geographic Information System (Reference: St. Joseph County Emergency Purchasing Guide)

Response

√	Response Task	Resource
1	Activate the Resource Support Emergency Support Function and its personnel, based on incident assessment.	St. Joseph County Purchasing
2	Obtain status report on St. Joseph County incident activities once in the Emergency Operations Center.	St. Joseph County Purchasing
3	Provide situation reports of logistical activities to the Emergency Operations Center supervisor as required.	St. Joseph County Purchasing
4	Attend briefings for periodic situation updates.	St. Joseph County Purchasing
5	Maintain record of actions taken.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
6	Acquire resources, when requested by agency, and approved by appropriate authority.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
7	Verify and prioritize resource requests and allocate in accordance with established procedures.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
8	Contact suppliers and alert them of potential needs.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
9	Implement emergency purchasing procedures.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)

√	Response Task	Resource
10	Provide guidance on St. Joseph County resource acquisition rules and regulations.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
11	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency
12	Activate staging areas as required.	Appropriate Emergency Support Function & Incident Commander

Recovery

√	Recovery Task	Resource
1	Provide resource status and accountability updates as required.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
2	Compile accurate accounting for all resources acquired.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
3	Ensure that all staff members are properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies & Indiana Northern Critical Incident Stress Management, Contract Employee Assistance Programs
4	Prepare appropriate After-Action Reports.	All Emergency Support Functions & St. Joseph County Purchasing Department (Reference: St. Joseph County Emergency Purchasing Guide)

LETTER OF AGREEMENT

The St. Joseph County Comprehensive Emergency Management Plan, hereafter referred to as the Plan, establishes the basis for providing assistance to county residents impacted by a disaster or emergency requiring local, state and possibly Federal assistance. The plan assumes that a disaster or emergency overwhelms the day to day capability of local governments.

The plan covers all four (4) phases of emergency management: mitigation, preparedness, response and recovery.

The plan is in a checklist format that requires all local agencies to develop and implement Standard Operating Procedures and Guidelines.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Resource Support Emergency Support Function**.

Primary Coordinating Agency
Resource Support ESF
St. Joseph County Purchasing

EMERGENCY SERVICES SECTION

The Emergency Services section consists of the Emergency Support Functions: Fire Fighting, Health and Medical, Search and Rescue, Hazardous Material and Law Enforcement. These Emergency Support Functions directly support the first responders and coordinate their needs with other Emergency Support functions.

Firefighting Emergency Support Function

Primary Coordinating Agency: St. Joseph County Fire Chiefs' Association

Support Agencies:

- Center Township Fire Department
- Clay Fire Territory
- German Township Fire Department
- Harris Township Fire Department
- Lakeville Fire Department
- Madison Township Fire Department
- Mishawaka Fire Department
- New Carlisle Fire Department
- North Liberty Fire Department
- Notre Dame Fire Department
- Osceola Fire Department
- Penn North Fire Department
- Penn South Fire Department
- Portage Township Fire Department
- South Bend Fire Department
- South Bend Regional Airport Fire/Safety Department
- Walkerton Fire Department
- Warren Township Fire Department

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities that are vulnerable to a natural or man made event, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	Jurisdictional Fire Departments
2	Identify potential funding sources that are available to mitigate a natural or man made event.	Jurisdictional Fire Departments & St. Joseph County Emergency Management Agency
3	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies and ancillary or contract support services.	Jurisdictional Fire Departments & St. Joseph County Fire Chiefs' Association
4	Identify areas where public education programs involving fire safety information is needed.	Jurisdictional Fire Departments
5	Identify Firefighting Emergency Support Function leads/supervisors for the St. Joseph County Emergency Operations Center activation and field operations.	Jurisdictional Fire Departments & St. Joseph County Emergency Management Agency
6	Identify sources of hazard-specific needs, resources, and equipment.	Jurisdictional Fire Departments & Resource Support Emergency Support Function

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Firefighting Emergency Support Function and its support agencies to operate efficiently.	Jurisdictional Fire Departments
2	Develop and conduct training for Emergency Support Function lead and support agency staff.	Jurisdictional Fire Departments & St. Joseph County Emergency Management Agency

√	Preparedness Task	Resource
3	Develop and maintain roster of Firefighting Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	Jurisdictional Fire Departments
4	Develop and maintain a Firefighting Emergency Support Function manpower list, delineating specialized skills of personnel.	Jurisdictional Fire Departments
5	Develop and maintain mutual aid agreements and memoranda of understanding where needed.	Jurisdictional Fire Departments
6	Develop public education programs involving fire safety.	Jurisdictional Fire Departments
7	Develop and maintain contact notification lists including emergency contact information such as address, phone, cell, facsimile numbers, and email.	Jurisdictional Fire Departments
8	Obtain detailed maps of County jurisdictions.	Jurisdictional Fire Departments, St. Joseph County Geographic Information System, & City and County Engineering Office
9	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures, and other reference materials are located at the Emergency Support Function station in the County Emergency Operations Center.	St. Joseph County Emergency Management Agency
10	Provide guidance on County and State fire and building codes, rules, and regulations.	Jurisdictional Fire Departments & St. Joseph County Building Departments

Response

√	Response Task	Resource
1	Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.	Jurisdictional Fire Departments
2	Obtain status report on St. Joseph County activities, once in the Emergency Operations Center.	Jurisdictional Fire Departments

√	Response Task	Resource
3	Identify and coordinate additional resources, as needed, in support of local field operations.	Jurisdictional Fire Departments & Resource Support Emergency Support Function
4	Assist in the development of an incident action plan.	Jurisdictional Fire Departments, Information and Planning Emergency Support Function, & St. Joseph County Emergency Management Agency
5	Provide technical assistance as requested.	Jurisdictional Fire Departments
6	Support other Emergency Support Functions as needed.	Jurisdictional Fire Departments
7	Provide situation reports of Emergency Support Function activities to the Emergency Operations Center supervisor as required.	Jurisdictional Fire Departments
8	Attend briefings for periodic situation updates.	Jurisdictional Fire Departments
9	Document incoming and outgoing communications.	Jurisdictional Fire Departments
10	Maintain record of actions taken.	Jurisdictional Fire Departments
11	If a Joint Operations Center is activated, send an Emergency Support Function representative to that location, if appropriate.	Jurisdictional Fire Departments
12	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management & Contracted Employee Assistance Programs
13	Provide coordination assistance for firefighting resources, as required, and support resource efforts.	Jurisdictional Fire Departments
14	Request State and Federal assistance/resources as needed.	Jurisdictional Fire Departments
15	Provide guidance on St. Joseph County and State fire and building codes, rules, and regulations.	Jurisdictional Fire Departments & St. Joseph County Building Department

Recovery

√	Recovery Task	Resource
1	Collect and inventory all equipment used during incident and determine need for decontamination or replacement.	Jurisdictional Fire Departments & Hazardous Materials Emergency Support Function
2	Provide guidance on St. Joseph County fire and building codes, rules, and regulations.	Jurisdictional Fire Departments & St. Joseph County Building Departments
3	Coordinate with the Resource Support Emergency Support Function on resource accountability.	Jurisdictional Fire Departments
4	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies, Indiana Northern Critical Incident Stress Management, & Contract Employee Assistance Programs
5	Prepare appropriate After-Action Reports.	Jurisdictional Fire Departments
6	Aid local level fire departments in resource accountability and procedures for obtaining reimbursement from the State and/or Federal government.	Jurisdictional Fire Departments & St. Joseph County Emergency Management Agency

LETTER OF AGREEMENT

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The plan covers all four (4) phases of emergency management: mitigation, preparedness, response and recovery.

The plan is in a checklist format that requires all local agencies to develop and implement Standard Operating Procedures and Guidelines.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Firefighting Emergency Support Function**.

Primary Coordinating Agency
Firefighting ESF
St. Joseph County Fire Chief's Association

Health and Medical Emergency Support Function

Primary Coordinating Agency: St. Joseph County Health Department

Support Agencies:

- ❑ St. Joseph County Coroner
- ❑ Madison Center and Hospital
- ❑ Memorial Hospital of South Bend
- ❑ St. Joseph's Regional Medical Center- South Bend
- ❑ St. Joseph Regional Medical Center -Mishawaka
- ❑ Private Ambulance Services
- ❑ St. Joseph County American Red Cross
- ❑ Private Surgical Centers
- ❑ Local University Emergency and Health Agencies
- ❑ Mental Health Association of St. Joseph County
- ❑ South Bend Medical Foundation
- ❑ Funeral Directors' Association
- ❑ Memorial Air Angels

Local Jurisdictional Emergency Medical Services

- ❑ Mishawaka Emergency Medical Services
- ❑ New Carlisle Emergency Medical Services
- ❑ North Liberty Emergency Medical Services
- ❑ South Bend Emergency Medical Services
- ❑ Mishawaka Emergency Medical Services
- ❑ Union North Emergency Medical Services
- ❑ Walkerton Emergency Medical Services

Mitigation

√	Mitigation Task	Resource
1	The St. Joseph County Health Department will establish a communication mechanism with the three largest medical facilities within the County.	St. Joseph County Health Department
2	The St. Joseph County Health Department and each support agency will identify sections in their standard operating procedures/guidelines, other plans, and procedures where emergency response needs to be addressed.	St. Joseph County Health Department & All Support Agencies
3	The St. Joseph County Health Department and each support agency will identify their respective technology and procedures for use in completing health and medical support functions.	St. Joseph County Health Department & All Support Agencies
4	The St. Joseph County Health Department and each support agency will identify areas where mutual aid agreements and memoranda of understanding are needed.	St. Joseph County Health Department & All Support Agencies
5	The St. Joseph County Health Department and each support agency will identify leads/supervisors and their shift change and staffing procedures for incidents involving mass casualties or contagious diseases.	St. Joseph County Health Department & All Support Agencies
6	The St. Joseph County Health Department and support acute care agencies will identify sources for hazard-specific needs, resources, and equipment, such as respiratory support equipment and pharmaceutical supplies.	St. Joseph Health Department & Memorial, St. Joseph Regional Hospital-South Bend, and St. Joseph Regional Medical Center-Mishawaka
7	The St. Joseph County Health Department and each support agency will identify their individual personal protective equipment needs and potential vendor sources and funding sources for the equipment for incidents involving mass casualties or contagious diseases.	St. Joseph County Health Department & All Support Agencies
8	The St. Joseph County Health Department and each support agency will identify facility and Health and Medical Emergency Support Function-specific training requirements.	St. Joseph County Health Department & All Support Agencies

√	Mitigation Task	Resource
9	The County Coroner and County's Funeral Directors' Association will identify procedures for the transport and storage of large numbers of deceased victims.	St. Joseph County Coroner & Funeral Directors' Association
10	The Medical Response Task Force shall prepare and maintain the St. Joseph County Emergency Medical Response Plan. Memorial Hospital and St. Joseph Regional Medical Center shall provide Hospital Control and shall trade off responsibility for managing Hospital Control every two years.	Memorial Hospital St. Joseph Regional Medical Center
11	The St. Joseph County Health Department will identify procedures for accepting, storing, and distributing the National Pharmaceutical Stockpile for use during a catastrophic event.	St. Joseph County Health Department
12	The St. Joseph County Health Department, along with the South Bend Fire Department Hazardous Materials Team, will identify resources for hospital based decontamination capabilities.	St. Joseph County Health Department & South Bend Fire Department Hazardous Materials Team
13	The St. Joseph County Health Department and supporting acute care agencies will identify vendors who can provide items that will be in high demand during public health emergencies.	St. Joseph County Health Department & Area Hospitals
14	The St. Joseph County Health Department, in conjunction with the Indiana State Department of Health and Centers for Disease Control and Prevention, will identify procedures for the transport of samples to laboratories for analysis.	St. Joseph County Health Department
15	The St. Joseph County Health Department in conjunction with all support agencies will develop appropriate medical protective procedures for emergency responders and their immediate families for incidents involving biological agents.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities
16	The St. Joseph County Health Department and supporting acute care agencies, in conjunction with the Indiana State Department of Health and Centers for Disease Control and Prevention, will identify "early warning indicators" that would be used in developing a medical surveillance system.	St. Joseph County Health Department & Area Hospitals

Preparedness

√	Preparedness Task	Resource
1	The St. Joseph County Health Department and each support agency will develop and maintain their respective standard operating procedures, other plans, procedures and checklists that address specific incidents and will coordinate with all appropriate agencies and staff.	St. Joseph County Health Department & All Support Agencies
2	The St. Joseph County Health Department and each support agency will develop and maintain agency-specific mutual aid agreements and memoranda of understanding as necessary.	St. Joseph County Health Department & All Support Agencies
3	The St. Joseph County Health Department, with information received from each support agency, will develop a Health and Medical Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	St. Joseph County Health Department & All Support Agencies
4	The St. Joseph County Health Department and each support agency will develop and maintain their respective resource and equipment lists.	St. Joseph County Health Department & All Support Agencies
5	The supporting acute care agencies, and emergency medical services providers will develop and maintain an emergency communication system for emergency medical services agencies and medical facilities.	Department, Supporting Acute Care Agencies, & Emergency Medical Services Providers
6	The St. Joseph County Health Department and each support agency will maintain personnel and equipment certifications.	St. Joseph County Health Department & All Support Agencies
7	The St. Joseph County Health Department and each support agency will develop and maintain contact notification lists with emergency contact information such as address, phone, cell, facsimile numbers, and email.	St. Joseph County Health Department & All Support Agencies
8	The St. Joseph County Health Department will provide a copy of the Health and Medical Emergency Support Function-specific emergency manual, plans, procedures, and other reference materials to the Emergency Management Agency.	St. Joseph County Health Department & St. Joseph County Emergency Management Agency

√	Preparedness Task	Resource
9	The supporting acute care agencies will coordinate with the Health Professions Bureau and Indiana State Medical Association to establish plans and procedures addressing credential verification of emergent medical volunteers.	Memorial Hospital, St. Joseph Regional Medical Center, & St. Joseph Community Hospital
10	The St. Joseph County Health Department will provide guidance on State and Federal public health and medical laws and regulations to local agencies as needed.	St. Joseph County Health Department
11	The acute care and emergency medical services agencies will develop and maintain periodic tests for two forms of radio communications for alert/notification: hospital-to-hospital and emergency medical system-to-hospital.	Supporting Acute Care & Emergency Medical Services Agencies
12	The St. Joseph County Health Department, in conjunction with the Indiana State Department of Health and Centers for Disease Control and Prevention, will develop and maintain a list of reportable diseases for people and animals.	St. Joseph County Health Department
13	The St. Joseph County Health Department will disseminate information regarding pertinent public health issues to support agencies and the public.	St. Joseph County Health Department
14	The St. Joseph County Health Department and each support agency will establish and maintain a database of medical personnel who are willing to accept emergency/disaster assignments within their organizations.	St. Joseph County Health Department & All Support Agencies
15	The St. Joseph County Health Department and each supporting acute care agency will execute mutual aid agreements with other licensed healthcare facilities and providers, such as home health and medical supply companies, as necessary.	St. Joseph County Health Department & Each Supporting Acute Care Agency
16	The St. Joseph County Health Department will establish and maintain a 24-hour, 7 day/week emergency number for use by the public during a public health emergency.	St. Joseph County Health Department
17	The St. Joseph County Health Department will coordinate with the Information and Planning Emergency Support Function to develop a system for tracking victims' locations, recovery status, and witness/victim interview statements.	St. Joseph County Health Department

√	Preparedness Task	Resource
18	The St. Joseph County Health Department will coordinate with the Hazardous Materials and Public Information Emergency Support Functions to develop public information releases detailing the properties and effects of chemical and biological agents as they pertain to public safety, site re-entry, and site re-habitation.	St. Joseph County Health Department & South Bend Fire Department Hazardous Materials Team
19	The St. Joseph County Health Department will develop a National Pharmaceutical Stockpile Management Plan for the County. The plan will include assembly, sorting, and packaging the medical equipment and supplies for distribution regionally.	St. Joseph County Health Department
20	The St. Joseph County Health Department, with supporting acute care agencies, will develop and implement a medical surveillance system, using the “early warning indicators,” for early detection and monitoring for a major outbreak of disease.	St. Joseph County Health Department & Supporting Acute Care Agencies
21	The St. Joseph County Health Department, in conjunction with supporting acute care agencies, will develop and implement a reporting system for updating response, medical, and public health officials of disease outbreaks identified by the surveillance system.	St. Joseph County Health Department & Supporting Acute Care Agencies
22	The St. Joseph County Health Department, in conjunction with the Indiana State Department of Health, will develop and maintain a County Mass Prophylaxis Plan that addresses medication dissemination, injury and illness, triage and treatment, and patient tracking for a very large number of victims.	St. Joseph County Health Department
23	The County Coroner and Funeral Directors’ Association will develop and maintain a County Mass Fatality Plan that addresses the removal, storage, transport, tracking, possession, cataloguing, and final disposition of deceased remains. The St. Joseph County Health Department will obtain a copy of this developed plan.	St. Joseph County Coroner, Funeral Directors’ Association, & St. Joseph County Health Department

√	Preparedness Task	Resource
24	The St. Joseph County Health Department will coordinate with the Public Information Support Functions to develop public information releases detailing the properties and effects of the specific diseases as it pertains to public safety, site re-entry, and site re-habitation.	St. Joseph County Health Department
25	The St. Joseph County Health Department, in conjunction with the Indiana State Department of Health and Centers for Disease Control and Prevention, will develop procedures for the transport of samples to laboratories for analysis.	St. Joseph County Health Department

Response

√	Response Task	Resource
1	The St. Joseph County Health Department will collect information concerning Health and Medical Emergency Support Function field activities.	St. Joseph County Health Department
2	The St. Joseph County Health Department will obtain a status report on County activities following activation of the Emergency Operations Center for emergencies involving public health issues.	St. Joseph County Health Department
3	The St. Joseph County Health Department, in conjunction with the Health and Medical Emergency Support Function support agencies, will assist in the development of an incident action plan for emergencies involving public health issues.	St. Joseph County Health Department & All Support Agencies
4	The St. Joseph County Health Department will coordinate with the health and medical agencies and provide technical assistance as requested for emergencies involving public health issues.	St. Joseph County Health Department & All Support Agencies
5	The St. Joseph County Health Department and the Health and Medical Emergency Support Function support agencies will support other Emergency Support Functions for emergencies involving public health issues.	St. Joseph County Health Department & All Support Agencies

√	Response Task	Resource
6	The St. Joseph County Health Department will provide situation reports of Health and Medical Emergency Support Function activities to the Emergency Operations Center as directed.	St. Joseph County Health Department
7	The St. Joseph County Health Department will attend meetings for periodic situation updates for emergencies involving public health issues.	St. Joseph County Health Department
8	The St. Joseph County Health Department will document incoming and outgoing notifications for emergencies involving public health issues.	St. Joseph County Health Department
9	The St. Joseph County Health Department will maintain a record of actions taken for emergencies involving public health issues.	St. Joseph County Health Department
10	If Joint Information or Operations Centers are activated, the St. Joseph County Health Department will send a Health and Medical Emergency Support Function representative to those locations as appropriate.	St. Joseph County Health Department
11	The St. Joseph County Health Department will coordinate with emergency medical services agencies to assess capabilities and needs of local emergency medical services resources.	St. Joseph County Health Department & Jurisdictional Emergency Medical Services
12	Hospital Control will determine treatment capabilities and bed space availability of hospitals as needed.	All Supporting Hospitals
13	The St. Joseph County Health Department will coordinate with Indiana State Department of Health, Centers for Disease Control and Prevention, and St. Joseph County Emergency Management Agency if unable to handle a situation locally or if special medical equipment or supplies are needed.	St. Joseph County Health Department
14	The County Coroner will process and prioritize requests for additional resources regarding disposition of remains.	St. Joseph County Coroner
15	The St. Joseph County Health Department, in conjunction with the area chapter of the Red Cross, will coordinate with other Emergency Support Functions for medical needs at sheltering sites.	St. Joseph County Health Department & American Red Cross
16	The St. Joseph County Health Department will request State and Federal public health assistance/resources as needed.	St. Joseph County Health Department

√	Response Task	Resource
17	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Madison Center and Hospital Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
18	The St. Joseph County Health Department will interface with State and Federal personnel to coordinate the Health and Medical Emergency Support Function information and planning functions/activities, as needed.	St. Joseph County Health Department
19	The St. Joseph County Health Department will implement the 24-hour, 7-day/week emergency number for use by the public.	St. Joseph County Health Department
20	The St. Joseph County Health Department, in conjunction with the acute care providers and emergency medical services agencies, will coordinate with the Resource Support Emergency Support Function in obtaining additional supplies for hospitals and emergency medical services as requested.	St. Joseph County Health Department, Local Supporting Hospitals, & Jurisdictional Emergency Medical Services
21	The St. Joseph County Health Department and the American Red Cross will coordinate with the Information and Planning Emergency Support Function for tracking victims' location, recovery and status, as needed.	St. Joseph County Health Department, American Red Cross, & Jurisdictional Law Enforcement
22	The St. Joseph County Health Department, with assistance from the Hazardous Materials Team, will provide technical information to hospitals, clinics, medical practices, first responders, and investigators regarding chemical and biological agent properties and effects.	St. Joseph County Health Department & South Bend Fire Department Hazardous Materials Team
23	The St. Joseph County Health Department will serve as the primary source of information regarding medical and public health issues during an incident.	St. Joseph County Health Department
24	The St. Joseph County Health Department and supporting hospitals will implement medical surveillance systems to track the spread of disease.	St. Joseph County Health Department and supporting Hospitals.
25	The St. Joseph County Health Department will implement the reporting system for updating response, medical, and public health officials of disease outbreaks identified by the surveillance system.	St. Joseph County Health Department

√	Response Task	Resource
26	The St. Joseph County Health Department will request activation of the Indiana Funeral Directors' and Coroner's Disaster Team, as needed.	St. Joseph County Health Department, St. Joseph County Coroner, & Funeral Directors' Association
27	The St. Joseph County Health Department, supporting hospitals, and emergency medical services agencies will implement the County's Mass Casualty Plan.	St. Joseph County Health Department, Area Supporting Hospitals, & Jurisdictional Emergency Medical Services
28	The Coroner, and Funeral Directors' Association will implement the County's Mass Fatality Plan.	, St. Joseph County Coroner, & Funeral Directors' Association
29	The St. Joseph County Health Department will coordinate with the Hazardous Materials and Public Information Emergency Support Functions to disseminate public information releases detailing the signs and symptoms of the specific diseases as they pertain to public safety, site re-entry, and site re-habitation.	St. Joseph County Health Department
30	The St. Joseph County Health Department, in conjunction with the Indiana State Department of Health and Centers for Disease Control and Prevention, will identify diseases and provide guidance on prophylaxis.	St. Joseph County Health Department

Recovery

√	Recovery Task	Resource
1	The St. Joseph County Health Department, in conjunction with the Indiana State Department of Health and Centers for Disease Control and Prevention, will implement decontamination procedures with local fire departments and hazardous materials teams, as needed.	St. Joseph County Health Department
2	The St. Joseph County Health Department, in conjunction with each support agency, will ensure the Health and Medical Emergency Support Function personnel have been decontaminated, where applicable.	St. Joseph County Health Department, All Supporting Agencies, & South Bend Fire Department Hazardous Materials Team
3	The St. Joseph County Health Department and each support agency will collect and inventory their respective equipment used during the incident.	St. Joseph County Health Department & All Support Agencies
4	The St. Joseph County Health Department will provide guidance on State and Federal public health regulations.	St. Joseph County Health Department
5	The St. Joseph County Health Department, American Red Cross, and supporting acute care agencies will monitor the health and recovery of first responders.	St. Joseph County Health Department, American Red Cross, & Area Supporting Hospitals
6	The St. Joseph County Health Department through Madison Center will implement the Countywide network of psychological services available.	St. Joseph County Health Department & Madison Center and Hospital
7	The St. Joseph County Health Department, in conjunction with the Indiana State Department of Health, Centers for Disease Control and Prevention, and the St. Joseph County Coroner, will assist in the determination of appropriate burial/disposition of deceased victims' remains.	St. Joseph County Health Department & St. Joseph County Coroner
8	The St. Joseph County Health Department and all supporting agencies will coordinate with the Resource Support Emergency Support Function on resource accountability.	St. Joseph County Health Department & Resource Support
9	The St. Joseph County Health Department will prepare appropriate After-Action Reports.	St. Joseph County Health Department

√	Recovery Task	Resource
10	The St. Joseph County Health Department will provide guidance on long-term medical care and monitoring according to Agency for Toxic Substances and Disease Registry, Indiana State Department of Health and Centers for Disease Control and Prevention recommendations.	St. Joseph County Health Department
11	The St. Joseph County Health Department will continue epidemiological investigations in conjunction with the Indiana State Department of Health and Centers for Disease Control and Prevention.	St. Joseph County Health Department
12	The St. Joseph County Health Department will continue to monitor the medical surveillance system.	St. Joseph County Health Department

LETTER OF AGREEMENT

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The plan covers all four (4) phases of emergency management: mitigation, preparedness, response and recovery.

The plan is in a checklist format that requires all local agencies to develop and implement Standard Operating Procedures and Guidelines.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Health and Medical Emergency Support Function**.

Primary Coordinating Agency
Health and Medical ESF
St. Joseph County Health Dept.

Search and Rescue Emergency Support Function

Primary Coordinating Agency: Clay Fire Territory

Support Agencies:

- Centre Township Fire Department
- German Township Fire Department
- Harris Township Fire Department
- Lakeville Fire Department
- Madison Township Fire Department
- Mishawaka Fire Department
- New Carlisle Fire Department
- North Liberty Fire Department
- Notre Dame Fire Department
- Osceola Fire Department
- Penn North Fire Department
- Penn South Fire Department
- Portage Fire Department
- South Bend Fire Department
- South Bend Regional Airport Fire Department
- Walkerton Fire Department
- Warren Township Fire Department
- Northern Indiana Search and Rescue
- St. Joseph County Volunteer Emergency Service Team
- Mishawaka Police
- South Bend Police Department
- St. Joseph County Police Dive/Scuba Team
- St. Joseph County Police Reserves

Mitigation

√	Mitigation Task	Resource
1	Identify potential funding sources that are available to mitigate a natural or man made event.	All Emergency Support Functions
2	Investigate new technology and procedures for use in completing the Search and Rescue Emergency Support Function goals and objectives.	All Support Agencies
3	Identify areas where mutual aid agreements and memoranda of understanding are needed.	Jurisdictional Fire Departments
4	Identify areas where public education programs describing search and rescue efforts are needed.	Jurisdictional Fire Departments
5	Identify the Search and Rescue Emergency Support Function leads/supervisors St. Joseph County Emergency Operations Center activation and field operations.	Jurisdictional Fire Departments
6	Identify sources of hazard-specific needs, resources, and equipment.	Jurisdictional Fire Departments
7	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	Jurisdictional Fire Departments
8	Identify Emergency Support Function-specific training requirements.	Jurisdictional Fire Departments
9	Identify personal protective equipment needs, sources, and potential funding sources.	Jurisdictional Fire Departments
10	Conduct risk assessment.	Jurisdictional Fire Departments

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain standard operating procedures/guidelines, other plans, and procedures necessary for Search and Rescue Emergency Support Function and its support agencies to operate efficiently.	Jurisdictional Fire Departments & All Support Agencies
2	Develop and conduct awareness training and exercise programs involving search and rescue issues.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies

√	Preparedness Task	Resource
3	Develop and maintain mutual aid agreements and memoranda of understanding with support agencies, ancillary or contract support services, and resource providers.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
4	Develop and maintain resource and equipment lists for jurisdictional fire departments and submit to St. Joseph County Emergency Management Agency, update as requested.	St. Joseph County Fire Chiefs' Association
5	Develop and maintain a roster of Search and Rescue Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	St. Joseph County Fire Chiefs' Association
6	Obtain detailed maps of County jurisdictions.	St. Joseph County Fire Chiefs' Association & St. Joseph County Geographic Information System
7	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures, and other reference materials are located at the Emergency Support Function station in the St. Joseph County Emergency Operations Center.	St. Joseph County Fire Chiefs' Association
8	Develop and maintain lists of hazard-specific resources and equipment and submit copy to St. Joseph County Emergency Management Agency, update as requested.	St. Joseph County Fire Chiefs' Association
9	Provide guidance on State regulations.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
10	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the St. Joseph County Emergency Operations Center or in the field.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
11	Develop and coordinate standards for Search and Rescue Emergency Support Function personnel and resources.	St. Joseph County Fire Chiefs' Association
12	Train searchers and their animals based on standards.	Northern Indiana Search and Rescue

Response

√	Response Task	Resource
1	Assess scope, magnitude, extent, and potential duration of incident.	Jurisdictional Fire Departments
2	Activate Search and Rescue Emergency Support Function and its personnel based on incident assessment.	Jurisdictional Fire Departments
3	Obtain status report on County activities once in the Emergency Operations Center.	Information and Planning Emergency Support Function
4	Provide periodic status reports on activities to the Emergency Operations Center.	Section Commander (Agency in charge of incident search & rescue operations.)
5	Assist in the development of an incident action plan.	Section Commander (Agency in charge of incident search & rescue operations.)
6	Provide technical assistance as requested.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
7	Provide hourly situation reports of Search and Rescue Emergency Support Function activities to the Emergency Operations Center supervisor.	Section Commander (Agency in charge of incident search & rescue operations.)
8	Attend meetings for periodic situation updates.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
9	Document incoming and outgoing notifications.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
10	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs

√	Response Task	Resource
11	Maintain record of actions taken.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
12	If Joint Information or Operations Centers are activated, send Emergency Support Function representative to those locations if appropriate.	St. Joseph County Fire Chiefs' Association & Jurisdictional Fire Departments
13	Couple the search and recovery needs resulting from a local incident with the resources available in the area.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
14	Request State and Federal assistance/resources as needed.	Resource Support Emergency Support Function & St. Joseph County Emergency Management Agency
15	Interface with State and Federal personnel to coordinate the Information and Planning Emergency Support Function functions/activities as needed.	Information and Planning Emergency Support Function, St. Joseph County Emergency Management Agency, & Jurisdictional Fire Departments
16	Coordinate with the Public Works and Engineering Emergency Support Function on equipment and resource needs for search and rescue operations as needed.	St. Joseph County Fire Chiefs' Association & Jurisdictional Fire Departments
17	Coordinate with the Law Enforcement Emergency Support Function on search and rescue security needs and evidence recovery, collection, and chain of custody.	St. Joseph County Fire Chiefs' Association & Jurisdictional Fire Departments
18	Coordinate with the Hazardous Materials Emergency Support Function on search and rescue personnel and animal safety with regard to chemical agents.	St. Joseph County Fire Chiefs' Association & Jurisdictional Fire Departments
19	Coordinate with the Health and Medical Emergency Support Function on search and rescue personnel and animal safety with regard to biological agents.	St. Joseph County Fire Chiefs' Association & Jurisdictional Fire Departments

Recovery

√	Recovery Task	Resource
1	Maintain search and recovery function, as needed, for additional rescue attempts.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
2	Identify need for medical attention of search and rescue personnel and animals with follow up monitoring.	Veterinary Association & Health and Medical Emergency Support Function
3	Ensure Emergency Support Function personnel have been decontaminated when applicable.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments
4	Coordinate the collection, inventorying, maintenance, and decontamination of all equipment used during an incident.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments
5	Coordinate with the Resource Support Emergency Support Function on resource accountability.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
6	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	St. Joseph County Fire Chiefs' Association & Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
7	Prepare and compile After-Action Reports for specific areas of responsibility.	St. Joseph County Sheriff's Department
8	Coordinate with the Law Enforcement Emergency Support Function on search and rescue personnel and animal safety and potential evidence recovery, collection, and chain of custody.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, All Support Agencies, & Health and Medical Emergency Support Function
9	Coordinate with the Hazardous Materials Emergency Support Function on search and rescue personnel and animal safety regarding chemical agents.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, All Support Agencies, & Health and Medical Emergency Support Function
10	Coordinate with Health and Medical Emergency Support Function on search and rescue personnel and animal safety regarding biological agents.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies

LETTER OF AGREEMENT

The St. Joseph County Comprehensive Emergency Management Plan, hereafter referred to as the Plan, establishes the basis for providing assistance to county residents impacted by a disaster or emergency requiring local, state and possibly Federal assistance. The plan assumes that a disaster or emergency overwhelms the day to day capability of local governments.

The plan covers all four (4) phases of emergency management: mitigation, preparedness, response and recovery.

The plan is in a checklist format that requires all local agencies to develop and implement Standard Operating Procedures and Guidelines.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Search and Rescue Emergency Support Function**.

Primary Coordinating Agency
Search and Rescue ESF
St. Joseph County Fire Chief's Association

Hazardous Materials Emergency Support Function

Primary Coordinating Agency: South Bend Fire Department Hazardous Materials Team

Support Agencies:

Jurisdictional Fire Departments

- South Bend Fire Department
- Mishawaka Fire Department
- Clay Fire Department
- Airport Fire Department
- Township Fire Departments
 - Centre Township Fire Department
 - German Township Fire Department
 - Harris Township Fire Department
 - Lakeville Fire Department
 - Madison Township Fire Department
 - New Carlisle Fire Department
 - North Liberty Fire Department
 - Osceola Fire Department
 - Penn North Fire Department
 - Penn South Fire Department
 - Portage Township Fire Department
 - Walkerton Fire Department
 - Warren Township Fire Department

Off-Site Support: Recognition and Identification

- South Bend Medical Foundation
- St. Joseph County Health Department
- University of Notre Dame
- CSX Railroad
- Norfolk & Southern Railroad

Jurisdictional Police Agencies

- St. Joseph County Police
- City of South Bend Police
- City of Mishawaka Police
- Airport Police
- Notre Dame Police

Mitigation

√	Mitigation Task	Resource
1	Identify potential funding sources that are available to mitigate acts of terrorism.	St. Joseph County Local Emergency Planning Committee & city/County Grants
2	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies and ancillary or contract support services.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments
3	Identify sources of hazard-specific needs, resources, and equipment.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments
4	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments
5	Identify Emergency Support Function-specific training requirements.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments

Preparedness

√	Preparedness Task	Resource
1	Develop and conduct awareness training and exercise programs for South Bend Fire Department and response agencies, including emergency medical technicians, paramedics, law enforcement officers, firefighters, and search and rescue personnel.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments
2	Develop and maintain a roster of all hazardous materials technicians, leads/supervisors, and shift change/staffing procedures.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments

√	Preparedness Task	Resource
3	Develop and maintain a roster of the Hazardous Materials Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	South Bend Fire Department Hazardous Materials Team, Jurisdictional Fire Departments, & Geographic Information Systems
4	Develop fact sheets on chemical agents.	South Bend Fire Department Hazardous Materials Team, (Multiple Reference Manuals), Chemtrec, & Computer-Aided Management of Emergency Operations

Response

√	Response Task	Resource
1	Obtain status report on St. Joseph County activities, once in the Emergency Operations Center.	South Bend Fire Department Hazardous Materials Team
2	Support other Emergency Support Functions with technical expertise and equipment as needed.	South Bend Fire Department Hazardous Materials Team
3	Each jurisdictional agency shall provide an incident report to the South Bend Fire Department.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments
4	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
5	Coordinate required environmental assessments.	South Bend Fire Department Hazardous Materials Team
6	Prepare technical information for appropriate Emergency Operations Center representatives to utilize for public release.	South Bend Fire Department Hazardous Materials Public Information Officer
7	Request State and Federal assistance/resources as needed.	

Recovery

√	Recovery Task	Resource
1	Ensure that all staff members are properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies & Indiana Northern Critical Incident Stress Management, Contract Employee Assistance Programs
2	Coordinate decontamination and other clean up efforts as requested.	All Hazardous Materials Responders

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The plan covers all four (4) phases of emergency management: mitigation, preparedness, response and recovery.

The plan is in a checklist format that requires all local agencies to develop and implement Standard Operating Procedures and Guidelines.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Hazardous Materials Emergency Support Function**.

Primary Coordinating Agency
Hazardous Materials ESF
South Bend Fire Dept. Hazardous Materials Team

Law Enforcement Emergency Support Function

Primary Coordinating Agency: South Bend Police Department

Support Agencies:

- Local Police Departments:
 - Indiana University at South Bend Security
 - Lakeville Police Department
 - Mishawka Police Department
 - New Carlisle Police Department
 - North Liberty Police Department
 - Osceola Police Department
 - Roseland Police Department
 - St. Joseph County Airport Authority Department of Public Safety
 - University of Notre Dame Security
 - St. Joseph County Police

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities that are vulnerable to a natural or man-made event evaluate that vulnerability, and determine what actions can be taken to prevent or reduce that vulnerability.	Jurisdictional Law Enforcement Agencies
2	Identify potential funding sources that are available to mitigate acts of terrorism.	Jurisdictional Law Enforcement Agencies
3	Investigate new technology and procedures for use in completing the Emergency Support Function goals and objectives.	Jurisdictional Law Enforcement Agencies
4	Identify areas where public education programs addressing public safety are needed.	Jurisdictional Law Enforcement Agencies & St. Joseph County Emergency Management Agency
5	Identify Emergency Support Function supervisors and their shift change and staffing requirements for the St. Joseph County Emergency Operations Center activation and field operations.	Jurisdictional Law Enforcement Agencies & St. Joseph County Emergency Management Agency
6	Identify sources for hazard-specific needs, resources, and equipment, including personal protective equipment.	Jurisdictional Law Enforcement Agencies & Resource Support Emergency Support Function
7	Identify the unique planning requirements necessary for special events.	Jurisdictional Law Enforcement Agencies & St. Joseph County Emergency Management Agency
8	Identify requirements for Emergency Support Function-specific standard operating procedures, plans, and checklists for lead and support agencies.	Jurisdictional Law Enforcement Agencies
9	Identify Emergency Support Function-specific training requirements.	Jurisdictional Law Enforcement Agencies
10	Develop appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain standard operating procedures/guidelines, other plans, and procedures necessary for the Law Enforcement Emergency Support Function and its support agencies to operate efficiently.	Jurisdictional Law Enforcement Agencies
2	Establish a method to disseminate intelligence regarding credible threats and or imminent events to appropriate Emergency Support Function agencies	Jurisdictional Law Enforcement Agencies
3	Develop and conduct training for the Law Enforcement Emergency Support Function primary and support agency personnel.	Jurisdictional Law Enforcement Agencies
4	Develop public education programs that address issues pertaining to public safety.	Jurisdictional Law Enforcement Agencies, St. Joseph County Emergency Management Agency, & Public Information Emergency Support Function
5	Develop and maintain mutual aid agreements and memoranda of understanding with support agencies and other law enforcement agencies.	Jurisdictional Law Enforcement Agencies
6	Develop and maintain a roster of Law Enforcement Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	Jurisdictional Law Enforcement Agencies
7	Obtain detailed maps of County jurisdictions.	Jurisdictional Law Enforcement Agencies & County Geographic Information System
8	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures, and other reference materials are located at the Emergency Support Function station in the St. Joseph County Emergency Operations Center.	Jurisdictional Law Enforcement Agencies & St. Joseph County Emergency Management Agency

√	Preparedness Task	Resource
9	Develop and maintain lists of hazard-specific resources and equipment including personal protective equipment.	South Bend Fire Department Hazardous Materials Team, Jurisdictional Law Enforcement Agencies, & Resource Support Emergency Support Function
10	Provide guidance on State and Federal regulations.	Jurisdictional Law Enforcement Agencies
11	Ensure that agency representatives can access their respective agencies' networks, if available, while in the St. Joseph County Emergency Operations Center or in the field.	Jurisdictional Law Enforcement Agencies, Communications Centers, & St. Joseph County Emergency Management Agency
12	Involve the Indiana State Police in the planning role for the Law Enforcement Emergency Support Function.	Jurisdictional Law Enforcement Agencies
13	Coordinate with the Firefighting, Health and Medical, and Hazardous Materials Emergency Support Functions on establishing procedures that allow for the preservation of evidence during collection at hospitals and at the scene.	Jurisdictional Law Enforcement Agencies & St. Joseph County Prosecutor's Office
14	Coordinate with the Health and Medical Emergency Support Function to establish procedures that resolve issues of patient confidentiality during criminal investigations.	Jurisdictional Law Enforcement Agencies, St. Joseph County Prosecutor's Office, & Area Health Care Providers

Response

√	Response Task	Resource
1	Assess scope, magnitude, extent, and potential duration of incident.	First Responding Agents from all involved Public Safety/Service Agencies
2	Obtain status report on County activities once in the Emergency Operations Center.	St. Joseph County Emergency Management Agency & Information and Planning Emergency Support Function
3	Collect information concerning the Law Enforcement Emergency Support Function field activities.	Jurisdictional Law Enforcement Agencies

√	Response Task	Resource
4	Assist in the development of an incident action plan.	Jurisdictional Law Enforcement Agencies, St. Joseph County Emergency Management Agency, & Information and Planning Emergency Support Function
5	Dispatch Emergency Support Function personnel to appropriate field locations, as required.	Jurisdictional Law Enforcement Agencies
6	Provide technical assistance, as requested.	Jurisdictional Law Enforcement Agencies
7	Support other Emergency Support Functions, as needed.	Jurisdictional Law Enforcement Agencies
8	Provide hourly situation reports of the Law Enforcement Emergency Support Function activities to the Emergency Operations Center supervisor.	Jurisdictional Law Enforcement Agencies
9	Attend briefings for periodic situation updates.	Jurisdictional Law Enforcement Agencies
10	Document incoming and outgoing communications.	Communications Centers & Jurisdictional Law Enforcement Agencies
11	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
12	Maintain record of actions taken.	Jurisdictional Law Enforcement Agencies
13	If Joint Information or Operations Centers are activated, send an Emergency Support Function representative to those locations if appropriate.	Public Information Representatives from Jurisdictional Law Enforcement Agencies
14	Notify law enforcement agencies of an incident using the incident-specific contact list.	Jurisdictional Law Enforcement Agencies
15	Coordinate support for special events.	Jurisdictional Law Enforcement Agencies
16	Coordinate investigations in accordance with agency responsibilities and procedures.	Jurisdictional Law Enforcement Agencies

√	Response Task	Resource
17	Coordinate all activities relative to evacuation.	Jurisdictional Law Enforcement Agencies
18	Coordinate all activities relative to traffic control.	Jurisdictional Law Enforcement Agencies
19	Coordinate all requests pertaining to personnel and security.	Jurisdictional Law Enforcement Agencies
20	Request State and Federal resources, as needed.	Jurisdictional Law Enforcement Agencies, St. Joseph County Emergency Management Agency, & Resource Support Emergency Support Function
21	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions, as needed.	Jurisdictional Law Enforcement Agencies & St. Joseph County Emergency Management Agency
22	Notify and coordinate with applicable Emergency Support Functions.	Jurisdictional Law Enforcement Agencies
23	Upon notification of or receipt of information relevant to a credible threat, contact emergency response agencies as necessary.	Jurisdictional Law Enforcement Agencies
24	Coordinate the requirements for technical equipment, expertise, and specialized assistance.	Jurisdictional Law Enforcement Agencies, Jurisdictional Fire Departments, South Bend Fire Department Hazardous Materials Team, & Resource Support Emergency Support Function
25	Coordinate with the Resource Support Emergency Support Function to obtain additional personal protective equipment as needed.	Jurisdictional Law Enforcement Agencies
26	Coordinate with the Health and Medical Emergency Support Function on assessment of personal protective equipment and universal precautions needs.	Jurisdictional Law Enforcement Agencies
27	Coordinate all efforts regarding re-entry of evacuated areas.	Jurisdictional Law Enforcement Agencies

Recovery

√	Recovery Task	Resource
1	Support other Emergency Support Functions and local authorities with traffic control, security, and site re-entry.	Jurisdictional Law Enforcement Agencies
2	Ensure Emergency Support Function personnel have been decontaminated when applicable.	Jurisdictional Law Enforcement Agencies & South Bend Fire Department Hazardous Materials Team
3	Collect and inventory all equipment used during incident and ensure that the equipment has been decontaminated as required.	Jurisdictional Law Enforcement Agencies & South Bend Fire Department Hazardous Materials Team
4	Provide guidance on State and Federal regulations.	Jurisdictional Law Enforcement Agencies
5	Coordinate with the Resource Support Emergency Support Function on resource accountability.	Jurisdictional Law Enforcement Agencies
6	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	Jurisdictional Law Enforcement Agencies, Area Critical Incident Debriefing Teams, & Madison Center and Hospital
7	Prepare appropriate After-Action Reports.	Jurisdictional Law Enforcement Agencies

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The plan is in a checklist format that requires all local agencies to develop and implement Standard Operating Procedures and Guidelines.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Law Enforcement Emergency Support Function**.

Primary Coordinating Agency
Law Enforcement ESF
Airport Security/Police

HUMAN SUPPORT SECTION

The Human Support Section consists of the Emergency Support Functions: Shelter and Mass Care, Food and Water, Animal Health, Donations and Volunteer Management, and Evacuation. These Emergency Support Functions directly support those agencies giving aid to victims of disasters and emergencies.

Shelter and Mass Care Emergency Support Function

Primary Coordinating Agency: St. Joseph County Emergency Management Agency

Primary Support Agency: St. Joseph County American Red Cross Chapter

Support Agencies:

- South Bend Community Schools
- Mishawaka Public Schools
- Penn Harris Madison Schools
- John Glen Schools
- Union North United Schools
- Area Private Schools
- Area Churches
- University of Notre Dame
- Indiana University South Bend
- Bethel College
- St. Mary's College
- Salvation Army
- Seventh Day Adventist
- St. Joseph County Hotel/Motel Association
- Holy Cross College
- Connections
- Memorial Hospital of South Bend
- St. Joseph's Regional Medical Center
- St. Joseph Community Hospital Mishawaka
- St. Joseph County Health Department
- Healthwin Hospital
- Portage Manor
- St. Joseph County Chapter American Red Cross

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities that are vulnerable to a natural or man made event, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
2	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	St. Joseph County American Red Cross & St. Joseph County Health Department
3	Identify areas where public education programs detailing sheltering and mass care are needed.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
4	Identify Shelter and Mass Care Emergency Support Function leads/supervisors and their shift change and staffing procedures for County Emergency Operations Center activation and field operations.	St. Joseph County American Red Cross
5	Identify sources of hazard-specific needs, resources, and equipment.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
6	Identify requirements for Emergency Support Function-specific standard operating procedures, plans, and checklists for lead and support agencies.	St. Joseph County American Red Cross
7	Identify Emergency Support Function-specific training requirements.	St. Joseph County American Red Cross
8	Identify potential special medical needs that require specialized sheltering.	St. Joseph County Health Department & St. Joseph County American Red Cross
9	Identify potential facilities that can accommodate the sheltering of people having special medical needs.	St. Joseph County Health Department
10	Develop appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities
11	Identify backup communication needs.	St. Joseph County American Red Cross & Radio Amateur Civil Emergency Service

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain standard operating procedures, other plans, and procedures necessary for Shelter and Mass Care Emergency Support Function and its support agencies to operate efficiently.	St. Joseph County American Red Cross
2	Develop and conduct awareness training and exercise programs involving shelter and mass care issues.	St. Joseph County American Red Cross, St. Joseph County Emergency Management Agency, & St. Joseph County Medical Disaster Task Force
3	Develop and maintain a contact list of all agencies and organizations involved with Shelter and Mass Care Emergency Support Function during emergencies or disasters.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
4	Develop and maintain a roster of Shelter and Mass Care Emergency Support Function leads/supervisors, including shift change and staffing procedures, for County Emergency Operations Center activation and field operations.	St. Joseph County American Red Cross
5	Develop and maintain a Shelter and Mass Care Emergency Support Function manpower list, delineating specialized skills of personnel for certifications.	St. Joseph County American Red Cross
6	Develop and maintain resource lists.	St. Joseph County American Red Cross & Resource Support Emergency Support Function
7	Develop and maintain notification lists that include emergency information such as address, phone, cell, facsimile numbers, and email.	St. Joseph County American Red Cross
8	Obtain detailed maps of County jurisdictions.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
9	Ensure that copies of all necessary Emergency Support Function specific emergency manuals, plans, procedures, and other reference materials are located at Emergency Support Function station in the County Emergency Operations Center.	St. Joseph County American Red Cross

√	Preparedness Task	Resource
10	Develop and maintain lists of hazard-specific resources and equipment.	St. Joseph County American Red Cross, St. Joseph County Emergency Management Agency, & Resource Support Emergency Support Function
11	Provide guidance on State and Federal regulations.	St. Joseph County Emergency Management Agency & St. Joseph County Health Department
12	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the County Emergency Operations Center or in the field.	St. Joseph County American Red Cross
13	Develop and maintain a list of tasks and responsibilities for sheltering.	St. Joseph County American Red Cross
14	Maintain emergency response vehicles to be used in case of an emergency.	St. Joseph County American Red Cross & Each Agency That Has An Emergency Response Vehicle Being Used
15	Coordinate with the Public Information Emergency Support Function for the releases of all information relating to public shelters and mass care facilities.	St. Joseph County American Red Cross
16	Conduct physical inspections of current and proposed shelter sites.	St. Joseph County American Red Cross
17	Develop and maintain a shelter inventory database.	St. Joseph County American Red Cross
18	Coordinate with the Communications and Warning Emergency Support Function regarding backup communication capabilities.	St. Joseph County American Red Cross
19	Coordinate with the Law Enforcement Emergency Support Function for the provision of security at all shelter sites.	St. Joseph County American Red Cross
20	Develop and maintain agreements with facilities necessary and suitable for sheltering individuals with special medical needs.	St. Joseph County Health Department, Area Hospitals, & Intermediate Care Facilities

Response

√	Response Task	Resource
1	Assess scope, magnitude, extent, and potential duration of incident.	St. Joseph County American Red Cross
2	Activate the Shelter and Mass Care Emergency Support Function and its personnel, based on incident assessment.	St. Joseph County American Red Cross
3	Obtain status report on County activities, once in the Emergency Operations Center.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
4	Collect information concerning Emergency Support Function field activities.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
5	Assist in the development of an incident action plan.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
6	Support other Emergency Support Functions as needed.	St. Joseph County American Red Cross
7	Provide hourly situation reports of Shelter and Mass Care Emergency Support Function activities to the Emergency Operations Center supervisor.	St. Joseph County American Red Cross
8	Attend meetings for periodic situation updates.	St. Joseph County American Red Cross
9	Document incoming and outgoing notifications.	St. Joseph County American Red Cross
10	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
11	Maintain record of actions taken.	St. Joseph County American Red Cross
12	Coordinate with public information officers regarding sheltering information media release.	St. Joseph County American Red Cross

√	Response Task	Resource
13	If Joint Information or Operations Centers are activated, send Emergency Support Function representative to those locations if appropriate.	St. Joseph County American Red Cross
14	Provide family well being inquiries as requested.	St. Joseph County American Red Cross
15	Coordinate with the Law Enforcement Emergency Support Function on providing security for the shelters.	St. Joseph County American Red Cross
16	Provide patient tracking assistance in hospitals as needed.	St. Joseph County American Red Cross
17	Assist in establishing alternative health care facilities staffed by health care professionals, as needed.	St. Joseph County American Red Cross, St. Joseph County Health Department, Area Hospitals, & Intermediate Care Facilities
18	Provide public service messages regarding the use of disaster welfare inquiry services and other methods of making contact with missing friends, family, etc.	St. Joseph County American Red Cross & Public Information Emergency Support Function
19	Coordinate with the Public Information Emergency Support Function to disseminate public information releases relating necessary information on shelters and mass care facilities to the public.	St. Joseph County American Red Cross
20	Coordinate with the Public Information Emergency Support Function in operating a public information hotline.	St. Joseph County American Red Cross
21	Provide crisis-counseling services, as needed.	St. Joseph County American Red Cross
22	Request State and Federal assistance/resources as needed.	St. Joseph County American Red Cross
23	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions/activities, as needed.	St. Joseph County American Red Cross

Recovery

√	Recovery Task	Resource
1	Ensure Emergency Support Function agency personnel have been decontaminated, when applicable.	South Bend Fire Department & St. Joseph County American Red Cross
2	Collect all equipment used during incident.	St. Joseph County American Red Cross
3	Coordinate with the Resource Support Emergency Support Function on resource accountability.	St. Joseph County American Red Cross & St. Joseph County Purchasing
4	Assist with short-term temporary housing and relocation.	St. Joseph County American Red Cross
5	Provide crisis counseling as needed.	St. Joseph County American Red Cross
6	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies, Indiana Northern Critical Incident Stress Management, & Contract Employee Assistance Programs
7	Prepare appropriate After-Action Reports.	St. Joseph County American Red Cross
8	Deactivate shelters/shelter operations and return sites to normal use.	St. Joseph County American Red Cross

LETTER OF AGREEMENT

The St. Joseph County Comprehensive Emergency Management Plan, hereafter referred to as the Plan, establishes the basis for providing assistance to county residents impacted by a disaster or emergency requiring local, state and possibly Federal assistance. The plan assumes that a disaster or emergency overwhelms the day to day capability of local governments.

The plan covers all four (4) phases of emergency management: mitigation, preparedness, response and recovery.

The plan is in a checklist format that requires all local agencies to develop and implement Standard Operating Procedures and Guidelines.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Shelter and Mass Care Emergency Support Function**.

Primary Coordinating Agency
Shelter and Mass Care emergency Support Function
St. Joseph County Emergency Management Agency

Primary Support Agency
St. Joseph County Chapter American Red Cross

Food and Water Emergency Support Function

Primary Coordinating Agency: St. Joseph County Emergency Management Agency

Primary Support Agency: St. Joseph County American Red Cross Chapter

Support Agencies:

- St. Joseph County Chapter American Red Cross
- Salvation Army
- Northern Indiana Food Bank
- St. Joseph County Volunteer Emergency Service Team
- Public School Corporations Food and Nutrition Departments
- University of Notre Dame Food Service
- St. Mary's Food Service
- St. Joseph County Hotel/Motel Association
- St. Joseph County Health Department Food Section
- Volume Services America
- Churches
 - Mennonite
 - Church of the Brethren
 - Little Flower

Water Resources Only

- South Bend Water Works
- Mishawaka Water
- Krystal Mountain Water
- Keck Water
- Culligan Water
- Pepsi Bottlers
- Coke Bottlers

Mitigation

√	Mitigation Task	Resource
1	Investigate new technology and procedures for use in completing Food and Water Emergency Support Function goals and objectives.	St. Joseph County American Red Cross in consultation with St. Joseph County Health Department
2	Identify private sector organizations that could provide resources, supplies, and/or manpower in the event of natural or man made event.	St. Joseph County American Red Cross
3	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	St. Joseph County American Red Cross, St. Joseph County Emergency Management Agency, & St. Joseph County Health Department
4	Identify facilities that can provide for food/water/ice storage, staging, and/or distribution.	St. Joseph County American Red Cross & St. Joseph County Purchasing Department (Resource Support Emergency Support Function)
5	Identify individual volunteers and volunteer groups/organizations that can support Food and Water Emergency Support Function activities.	St. Joseph County American Red Cross
6	Identify Food and Water Emergency Support Function leads/supervisors and their shift change and staffing procedures for St. Joseph County Emergency Operations Center activation and field operations.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
7	Identify plans and procedures necessary for assuring the safety of foodstuffs and drinking water.	St. Joseph County Health Department, St. Joseph County American Red Cross, & St. Joseph County Emergency Management Agency
8	Identify facilities that could be used for cooking and serving hot meals to emergency workers and others.	St. Joseph County American Red Cross
9	Identify the need for special diets and assess the Food and Water Emergency Support Function capabilities to provide these if necessary.	St. Joseph County American Red Cross & St. Joseph County Health Department
10	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	St. Joseph County Emergency Management Agency
11	Identify specific procedures that will be needed to properly document costs incurred due to Food and Water Emergency Support Function activities.	St. Joseph County American Red Cross & Volume Services of America

√	Mitigation Task	Resource
12	Coordinate with the Transportation Emergency Support Function and other support agencies/organizations regarding the identification and location of vehicles that may be necessary for the transport of food/water/ice.	St. Joseph County American Red Cross & St. Joseph County Highway Department (Transportation Emergency Support Function)

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for Food and Water Emergency Support Function and its support agencies to operate efficiently.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
2	Develop and conduct awareness training and exercise programs involving food and water issues.	St. Joseph County Emergency Management Agency, St. Joseph County American Red Cross, & Food and Water Emergency Support Function Support Agencies
3	Coordinate with the Law Enforcement Emergency Support Function to develop procedures to address security issues during transport and storage of food/water/ice and other supplies.	St. Joseph County American Red Cross & Law Enforcement Emergency Support Function Lead Agency
4	Develop and maintain a contact list of all agencies, organizations, and volunteers, including specialized skills of personnel that will support the Food and Water Emergency Support Function.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
5	Develop and maintain a roster of Food and Water Emergency Support Function leads/supervisors, including shift change and staffing procedures, for the St. Joseph County Emergency Operations Center activation and field operations.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
6	Develop and maintain resource lists.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
7	Develop and maintain notification lists that include emergency information such as address, phone, cell, facsimile numbers, and email.	St. Joseph County American Red Cross

√	Preparedness Task	Resource
8	Ensure that copies of all Food and Water Emergency Support Function emergency plans, procedures, and reference materials are located at the Food and Water Emergency Support Function station in the St. Joseph County Emergency Operations Center.	St. Joseph County American Red Cross
9	Develop a number of special diets that the Food and Water Emergency Support Function will be able to provide if necessary.	St. Joseph County American Red Cross & St. Joseph County Health Department
10	Execute agreements, where necessary, to procure the use of facilities that can provide for food/water/ice storage, staging, and/or distribution.	St. Joseph County American Red Cross
11	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the St. Joseph County Emergency Operations Center or in the field.	St. Joseph County American Red Cross & Communications and Warning Emergency Support Function Lead & Support Agencies
12	Develop and maintain relationships with cooperative extensions to provide additional resources where necessary.	St. Joseph County American Red Cross
13	Develop and maintain a list of tasks and responsibilities for feeding victims and emergency workers.	St. Joseph County American Red Cross
14	Coordinate with the Public Information Emergency Support Function to develop press releases containing information relating to feeding and distribution facilities.	St. Joseph County American Red Cross & Jurisdictional Law Enforcement Public Information Officers (Public Information Emergency Support Function)
15	Execute agreements with facilities, where necessary, that could be used for cooking and serving hot meals to emergency workers and others.	St. Joseph County Emergency Management Agency, St. Joseph County American Red Cross, & School Corporations
16	Execute agreements with private sector organizations that could provide resources, supplies, and/or manpower in the event of a natural or man made event.	St. Joseph County American Red Cross & Volunteer Organizations Active in Disasters Agencies
17	Train personnel and volunteers in specific procedures that will be needed to properly document costs incurred due to Food and Water Emergency Support Function activities.	St. Joseph County American Red Cross

√	Preparedness Task	Resource
18	Coordinate with the Transportation Emergency Support Function to develop procedures for the transportation of food/water/ice and other supplies to shelters and feeding sites/facilities.	St. Joseph County American Red Cross, St. Joseph County Emergency Management Agency, & Transportation Emergency Support Function Lead Agency (St. Joseph County Highway Department)

Response

√	Response Task	Resource
1	Assess scope, magnitude, extent, and potential duration of incident.	St. Joseph County American Red Cross, St. Joseph County Emergency Management Agency, & Jurisdictional Law Enforcement Agencies
2	Activate the Food and Water Emergency Support Function and its personnel and volunteers, based on incident assessment.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
3	Obtain status report on St. Joseph County activities, once in the Emergency Operations Center.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
4	Collect information concerning Emergency Support Function field activities.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
5	Assist in the development of an incident action plan.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
6	Exercise agreements to procure the use of facilities that can provide for food/water/ice storage, staging, and/or distribution during a natural or man made event.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
7	Exercise agreements and activate facilities that will be used for cooking and serving hot meals to emergency workers and others.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency

√	Response Task	Resource
8	Give technical assistance with preparation of special diets where necessary.	St. Joseph County Health Department
9	Support other Emergency Support Functions as needed.	Food and Water Emergency Support Function Lead & Support Agencies
10	Provide hourly situation reports of Food and Water Emergency Support Function activities to the Emergency Operations Center supervisor.	St. Joseph County American Red Cross
11	Attend meetings for periodic situation updates.	St. Joseph County American Red Cross
12	Document incoming and outgoing notifications.	St. Joseph County American Red Cross
13	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
14	Maintain record of actions taken and costs incurred.	St. Joseph County American Red Cross
15	Coordinate with the Law Enforcement Emergency Support Function on providing security for feeding locations, warehouses, and distribution locations.	St. Joseph County American Red Cross, St. Joseph County Emergency Management Agency, & Jurisdictional Law Enforcement Agencies
16	Provide public service messages regarding the locations of public feeding and water/ice distribution sites.	St. Joseph County American Red Cross & St. Joseph County Sheriff's Department Public Information Officer
17	Coordinate with Public Information Emergency Support Function in operating a public information hotline.	St. Joseph County American Red Cross & St. Joseph County Sheriff's Department Public Information Officer
18	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
19	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions/activities, as needed.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross

√	Response Task	Resource
20	Coordinate with the Transportation Emergency Support Function to implement procedures for the transportation of food/water/ice and other supplies to shelters and feeding sites/facilities.	St. Joseph County American Red Cross & St. Joseph County Highway Department (Transportation Emergency Support Function)
21	Exercise agreements with private sector organizations, where necessary, that could provide resources, supplies, and/or manpower.	St. Joseph County American Red Cross, St. Joseph County Emergency Management Agency, & Resource Support Emergency Support Function

Recovery

√	Recovery Task	Resource
1	Ensure Food and Water Emergency Support Function personnel and volunteers have been decontaminated, when applicable.	South Bend Fire Department Hazardous Materials Team
2	Collect all equipment used during an incident.	St. Joseph County American Red Cross
3	Coordinate with the Resource Support Emergency Support Function on resource accountability and document costs incurred.	St. Joseph County American Red Cross & Resource Support Emergency Support Function
4	Provide documentation of all transactions with private sector organizations that provided resources, supplies, and/or manpower for the event.	St. Joseph County American Red Cross
5	Provide documentation of any costs incurred due to the use of facilities that provided for food/water/ice storage, staging, and/or distribution.	St. Joseph County American Red Cross
6	Provide documentation of all activities and costs associated with facilities that were used for cooking and serving hot meals to emergency workers and others.	St. Joseph County American Red Cross & Food and Water Emergency Support Function Support Agencies
7	Provide crisis counseling as needed.	St. Joseph County American Red Cross

√	Recovery Task	Resource
8	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	St. Joseph County American Red Cross & Indiana Northern Critical Incident Stress, Contracted Employee Assistance Programs Management
9	Prepare appropriate After-Action Reports.	St. Joseph County American Red Cross, St. Joseph County Emergency Management Agency, & other Food and Water Emergency Support Function Agencies

LETTER OF AGREEMENT

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The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Food and Water Emergency Support Function**.

Primary Coordinating Agency
Food and Water ESF
St. Joseph County Emergency Management Agency

Primary Support Agency
St. Joseph County Chapter American Red Cross

Animal Health Emergency Support Function

Primary Coordinating Agency: South Bend Animal Control

Support Agencies:

- St. Joseph County Emergency Management Agency
- St. Joseph County Humane Society
- St. Joseph County Veterinarians' Association
- St. Joseph County Cooperative Extension Service
- Potawatomi Zoo

Mitigation

√	Mitigation Task	Resource
1	Investigate new technology and procedures for use in completing the Animal Health Emergency Support Function goals and objectives.	Veterinary Association
2	Identify areas where mutual aid agreements and memoranda of understanding are in place or are needed with support agencies and ancillary or contract support services.	Resource Support Emergency Support Function
3	Identify Animal Health Emergency Support Function leads/supervisors and their shift change and staffing procedures for the St. Joseph County Emergency Operations Center activation and field operations.	All Support Agencies
4	Identify requirements for Emergency Support Function-specific standard operating procedures, plans, and checklists for lead and support agencies.	All Support Agencies
5	Identify Emergency Support Function-specific training requirements, especially with regard to Emergency Operations Center operations.	All Support Agencies

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain standard operating procedures/guidelines, other plans, and procedures necessary for the Animal Health Emergency Support Function and its support agencies to operate efficiently.	All Support Agencies
2	Develop and conduct training and exercise programs for Animal Health Emergency Support Function staff regarding Emergency Operations Center procedures.	All Support Agencies & St. Joseph County Emergency Management Agency
3	Develop and maintain a roster of Animal Health Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	All Support Agencies

√	Preparedness Task	Resource
4	Develop and maintain contact lists with essential information included such as address, phone, cell, facsimile numbers, and email.	All Support Agencies
5	Ensure that copies of all necessary Emergency Support Function-specific emergency plans, procedures, and other reference materials are located at the Emergency Support Function position in the Emergency Operations Center.	All Support Agencies & St. Joseph County Emergency Management Agency
6	Identify and secure agreements for transport of exotic and research animals.	South Bend Animal Control, Potawatomi Zoo, & St. Joseph County Humane Society
7	The St. Joseph County Health Department, in conjunction with Animal Control and the Humane Society, will develop and maintain provisions for the sheltering of animals.	South Bend Animal Control & St. Joseph County Humane Society
8	The St. Joseph County Health Department will obtain standard operating procedures from local institutions of higher learning for laboratory animal evacuations.	St. Joseph County Health Department, Area Universities, & Laboratories
9	Animal Control, in conjunction with the Humane Society, will encourage pet owners to prominently display identification on their animals.	South Bend Animal Control & St. Joseph County Humane Society
10	The St. Joseph County Health Department will obtain a copy of Animal Control and the Humane Society's emergency animal procedures.	St. Joseph County Health Department, South Bend Animal Control, & St. Joseph County Humane Society

Response

√	Response Task	Resource
1	In conjunction with the Information and Planning Emergency Support Function gather, verify, analyze, and disseminate incident information as needed.	Health and Medical Emergency Support Function & All Support Agencies
2	Assess scope, magnitude, and extent of incident. Estimate amount of manpower requirements needed to fulfill the Animal Health Emergency Support Function role.	Information and Planning Emergency Support Function & All Support Agencies

√	Response Task	Resource
3	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
4	Collect information for periodic situation updates.	All Support Agencies & Information and Planning Emergency Support Function
5	Coordinate triage and treatment of animals.	Local Veterinary Personnel, South Bend Animal Control, Potawatomi Zoo, St. Joseph County Humane Society, & St. Joseph County Health Department
6	Give status or situation reports as required.	All Support Agencies & Information and Planning Emergency Support Function
7	The St. Joseph County Health Department, in conjunction with South Bend Animal Control and the Humane Society, will coordinate feeding and sheltering logistics for animals.	South Bend Animal Control & St. Joseph County Humane Society
8	The St. Joseph County Health Department, in conjunction with South Bend Animal Control and the Humane Society, will coordinate triage and treatment of animals.	South Bend Animal Control & St. Joseph County Humane Society
9	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions.	Information and Planning Emergency Support Function

Recovery

√	Recovery Task	Resource
1	Animal Control and the Humane Society will evaluate the safety of animals and provide necessary medical attention.	South Bend Animal Control & St. Joseph County Humane Society
2	Animal Control and the Humane Society will assist in the determination of appropriate burial/disposal procedures for large amounts of dead animals that are contaminated.	South Bend Animal Control, St. Joseph County Humane Society, & Public Works and Engineering Emergency Support Function

√	Recovery Task	Resource
3	Ensure that all staffs are properly debriefed, to include mental health debriefings if appropriate	All Support Agencies & Indiana Northern Critical Incident Stress Management, Contract Employee Assistance Programs
4	Prepare appropriate After-Action Reports.	All Support Agencies

LETTER OF AGREEMENT

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The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Animal Health Emergency Support Function**.

Primary Coordinating Agency
Animal Health Emergency Support Function
South Bend Animal Control

Donations and Volunteers Emergency Support Function

Primary Coordinating Agency: Partnership Assistance Center

Support Agencies:

- St. Joseph County Emergency Management Agency
- St. Joseph County Citizens Corps Council
- Volunteer Organizations Active in Disasters
- United Way Member Agencies
- St. Joseph County Volunteer Emergency Service Team
- St. Joseph County Radio Amateur Civil Emergency Service
- St. Joseph County American Red Cross

Mitigation

√	Mitigation Task	Resource
1	Identify potential funding sources that are available to mitigate natural or man made events.	St. Joseph County Emergency Management Agency
2	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies and ancillary or contract support services.	Resource Support Emergency Support Function
3	Identify Emergency Support Function supervisors and their shift change and staffing procedures for the St. Joseph County Emergency Operations Center activation and field operations.	All Support Agencies
4	Identify sources of hazard-specific needs, resources, and equipment.	St. Joseph County Emergency Management Agency
5	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for primary and support agencies.	St. Joseph County Emergency Management Agency & All Support Agencies
6	Identify Emergency Support Function specific training requirements.	All Support Agencies
7	Develop appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Emergency Support Function and its support agencies to operate efficiently.	St. Joseph County Emergency Management Agency & All Support Agencies
2	Develop and conduct training for Emergency Support Function primary and support agency staff.	St. Joseph County Emergency Management Agency & All Support Agencies

√	Preparedness Task	Resource
3	Develop and maintain a roster of Donations and Volunteers Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	All Support Agencies
4	Develop and maintain an Emergency Support Function manpower list, delineating specialized skills of personnel.	Resource Support Emergency Support Function & All Support Agencies
5	Develop and maintain mutual aid agreements and memoranda of understanding, where needed.	Resource Support Emergency Support Function
6	Develop public education programs involving volunteer safety issues.	Public Information Emergency Support Function
7	Obtain detailed maps of County jurisdictions.	Information and Planning Emergency Support Function
8	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures, and other reference materials are located at the respective Emergency Support Function station in the County Emergency Operations Center.	St. Joseph County Emergency Management Agency
9	Develop and maintain lists of hazard-specific resources and equipment.	Resource Support Emergency Support Function & All Support Agencies
10	Ensure that agency representatives can access their respective agencies' networks, if available, while in the County Emergency Operations Center.	Communications and Warning Emergency Support Function

Response

√	Response Task	Resource
1	Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.	Information and Planning Emergency Support Function
2	Obtain status report on St. Joseph County activities, once in Emergency Operations Center.	St. Joseph County Emergency Management Agency

√	Response Task	Resource
3	Identify and coordinate additional resources, as needed, in support of local field operations.	Resource Support Emergency Support Function & All Support Agencies
4	Assist in the development of the incident action plan.	Information and Planning Emergency Support Function & All Support Agencies
5	Provide technical assistance, as requested.	All Support Agencies
6	Support other Emergency Support Functions, as needed.	All Support Agencies
7	Provide situation reports of Emergency Support Function activities to Emergency Operations Center supervisor, as required.	Information and Planning Emergency Support Function & All Support Agencies
8	Attend briefings for periodic situation updates.	Information and Planning Emergency Support Function & All Support Agencies
9	Document incoming and outgoing communications.	All Support Agencies
10	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management & Contracted Employee Assistance Programs
11	Maintain record of actions taken.	All Support Agencies
12	If Joint Operations Center is activated, send Emergency Support Function representative to location, if appropriate.	Public Information Emergency Support Function
13	Request State and Federal resources, as needed.	Resource Support Emergency Support Function

Recovery

√	Recovery Task	Resource
1	Coordinate with the Resource Support Emergency Support Function on resource accountability.	All Support Agencies

√	Recovery Task	Resource
2	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies & Indiana Northern Critical Incident Stress Management, Contract Employee Assistance Programs
3	Ensure that all equipment and personnel have been decontaminated if applicable	Health and Medical & Hazardous Materials Emergency Support Functions
4	Prepare appropriate After-Action Reports.	All Support Agencies

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The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Donations and Volunteers Emergency Support Function**.

Primary Coordinating Agency
Donations and Volunteers ESF
Partnership Assistance Center

Evacuation Emergency Support Function

Primary Coordinating Agency: South Bend Police Department

Support Agencies:

- School Corporations
- St. Joseph County Chapter American Red Cross
- Local Police Departments:
 - Indiana University at South Bend Security
 - Lakeville Police Department
 - Mishawka Police Department
 - New Carlisle Police Department
 - North Liberty Police Department
 - Osceola Police Department
 - Roseland Police Department
 - St. Joseph County Airport Authority Department of Public Safety
 - University of Notre Dame Security
 - St. Joseph County Police

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities that are vulnerable to a natural or man-made event, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	St. Joseph County Emergency Management Agency
2	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies and ancillary or contract support services.	Shelter and Mass Care Emergency Support Function & St. Joseph County American Red Cross
3	Identify areas where public education programs involving evacuation information are needed.	St. Joseph County Emergency Management Agency, Public Information Emergency Support Function, & St. Joseph County American Red Cross
4	Identify Evacuation Emergency Support Function leads/supervisors and their shift change and staffing procedures for the St. Joseph County Emergency Operations Center activation and field operations.	Firefighting & Law Enforcement Emergency Support Functions & St. Joseph County American Red Cross
5	Identify sources of hazard-specific needs, resources, and equipment.	Firefighting, Law Enforcement, Transportation, Shelter and Mass Care, & Resource Support Emergency Support Functions
6	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	Firefighting, Law Enforcement, Transportation, Shelter and Mass Care, & Resource Support Emergency Support Functions
7	Identify Emergency Support Function training on evacuation issues resulting from a bomb threat, locating a device, or the detonation of a device.	Law Enforcement Emergency Support Function (Bomb Squad)
8	Develop appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities
9	Develop and conduct training and exercise programs for Evacuation Emergency Support Function personnel on evacuation issues resulting from a bomb threat, locating of a device, or the detonation of a device.	Law Enforcement Emergency Support Function (Bomb Squad)

√	Mitigation Task	Resource
10	Develop and maintain evacuation procedures that address protection from secondary devices.	Law Enforcement Emergency Support Function (Bomb Squad)
11	Plan for supporting the evacuation of contaminated injured victims from incident site(s) to hospitals as needed.	Health and Medical, Hazardous Materials, & Firefighting Emergency Support Functions

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain a roster of Evacuation Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	St. Joseph County Emergency Management Agency & All Support Agencies
2	Develop and maintain mutual aid agreements and memoranda of understanding where needed.	Resource Support Emergency Support Function & All Support Agencies
3	Obtain detailed maps of County jurisdictions.	Information and Planning & Transportation Emergency Support Functions & St. Joseph County Geographic Information System
4	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures, and other reference materials are located at the respective Emergency Support Function station in the County Emergency Operations Center.	St. Joseph County Emergency Management Agency & All Support Agencies
5	Develop and maintain lists of hazard-specific resources and equipment.	Resource Support Emergency Support Function & All Support Agencies
6	Ensure that agency representatives can access their respective agencies' networks, if available, while in the County Emergency Operations Center.	Communications and Warning Emergency Support Function & St. Joseph County Emergency Management Agency

√	Preparedness Task	Resource
7	Develop and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Evacuation Emergency Support Function and its support agencies to operate efficiently.	Communications and Warning, Law Enforcement, Firefighting, Transportation, Shelter and Mass Care, & Resource Support Emergency Support Functions
8	Implement appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities

Response

√	Response Task	Resource
1	Obtain status report on St. Joseph County activities, once in the Emergency Operations Center.	Information and Planning Emergency Support Function
2	Identify and coordinate additional resources, as needed, in support of local field operations.	Resource Support Emergency Support Function & All Support Agencies
3	Assist in the development of an incident action plan.	Information and Planning Emergency Support Function
4	Provide situation reports of Emergency Support Function activities to the Emergency Operations Center supervisor as required.	Information and Planning, Transportation, Law Enforcement, Firefighting, & Shelter and Mass Care Emergency Support Functions & All Support Agencies
5	Attend briefings for periodic situation updates.	Information and Planning, Transportation, Law Enforcement, Firefighting, & Shelter and Mass Care Emergency Support Functions & All Support Agencies

√	Response Task	Resource
6	Document incoming and outgoing communications.	Communications and Warning & Resource Support Emergency Support Functions & All Support Agencies
7	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
8	Maintain record of actions taken.	All Support Agencies & Information and Planning Emergency Support Function
9	If Joint Operations Center is activated, send Emergency Support Function representative to that location if appropriate.	Public Information, Law Enforcement, Firefighting, Shelter and Mass Care, & Transportation Emergency Support Functions
10	Request State and Federal assistance/resources as needed.	Resource Support Emergency Support Function & St. Joseph County Emergency Management Agency
11	Coordinate with the Law Enforcement and Firefighting Emergency Support Functions in assisting with building evacuations, as needed.	Transportation & Shelter and Mass Care Emergency Support Functions
12	Coordinate with local jurisdictions for the acquisition of transportation resources, as needed, in the event of the evacuation of jails.	Law Enforcement & Transportation Emergency Support Functions
13	Provide transportation assistance for the evacuation of special needs population throughout the County as needed.	Transportation, Shelter and Mass Care, & Health and Medical Emergency Support Functions

Recovery

√	Recovery Task	Resource
1	Coordinate with the Law Enforcement Emergency Support Function to assist local authorities in establishing checkpoints for re-entry to evacuated areas.	Transportation & Public Information Emergency Support Functions

√	Recovery Task	Resource
2	Ensure Emergency Support Function personnel have been decontaminated, where applicable.	Hazardous Materials & Health and Medical Emergency Support Functions
3	Collect and inventory all equipment used during an incident and determine the need for decontamination or replacement.	Hazardous Materials, Health and Medical, & Resource Support Emergency Support Functions
4	Coordinate with the Resource Support Emergency Support Function on resource accountability.	All Support Agencies
5	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies & Indiana Northern Critical Incident Stress Management, Contract Employee Assistance Programs
6	Prepare appropriate After-Action Reports.	All Support Agencies
7	Aid local departments in resource accountability and procedures for obtaining reimbursement from the State and/or Federal government.	Resource Support Emergency Support Function & St. Joseph County Emergency Management Agency
8	Coordinate with the Public Information Emergency Support Function to determine public information strategy for assuring public that evacuated areas are safe for re-entry.	Law Enforcement, Hazardous Materials, & Transportation Emergency Support Functions

LETTER OF AGREEMENT

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The plan covers all four (4) phases of emergency management: mitigation, preparedness, response and recovery.

The plan is in a checklist format that requires all local agencies to develop and implement Standard Operating Procedures and Guidelines.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Evacuation Emergency Support Function**.

Primary Coordinating Agency
Evacuation ESF
Airport Security Police

INFRASTRUCTURE SUPPORT SECTION

The Infrastructure Support Section consists of the Emergency Support Functions: Transportation, Public Works and Engineering including all public utility bureaus and/or subdivisions, Energy, and Damage Assessment.

Transportation Emergency Support Function

Primary Coordinating Agency: South Bend Transpo

Support Agencies:

- South Bend Community Schools
- Penn Harris Madison Schools
- St. Joseph County American Red Cross Chapter
- St. Joseph County Emergency Management Agency
- St. Joseph County Highway Department
- South Bend Street Department
- Mishawaka Street Department
- St. Joseph County Health Department
- St. Joseph County Coroner
- Area Ambulance Services
 - South Bend Emergency Medical Services
 - Mishawaka Emergency Medical Services
 - Memorial Air Angels

Mitigation

√	Mitigation Task	Resource
1	Identify critical transportation facilities and fueling sites that are vulnerable to damage from a natural or man-made event, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
2	Identify Transportation Emergency Support Function leads/supervisors and their shift change and staffing procedures for the St. Joseph County Emergency Operations Center activation and field operations.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
3	Identify sources of hazard-specific needs, resources, and equipment.	St. Joseph County Highway and City Street Departments
4	Identify requirements for Emergency Support Function-specific standard operating procedures, plans, and checklists for lead and support agencies.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
5	Identify roles and responsibilities of support agencies.	South Bend Transpo & St. Joseph County Highway Department

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain standard operating procedures/guidelines, other plans, and procedures necessary for the Transportation Emergency Support Function and its support agencies to operate efficiently.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
2	Develop and conduct training and exercise programs for Transportation Emergency Support Function personnel.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & St. Joseph County Emergency Management Agency

√	Preparedness Task	Resource
3	Develop and maintain a roster of Transportation Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & St. Joseph County Emergency Management Agency
4	Maintain and update personnel and equipment certifications.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
5	Obtain detailed maps of County jurisdictions.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, County Geographic Information System, & Area Plan Commission
6	Identify and secure agreements for transport of exotic and research animals.	South Bend Animal Control, Potawatomi Zoo, & St. Joseph County Humane Society
7	Ensure that copies of all necessary Transportation Emergency Support Function emergency manuals, plans, procedures, and other reference materials are located at the Transportation Emergency Support Function station in the St. Joseph County Emergency Operations Center.	St. Joseph County Emergency Management Agency
8	Develop and maintain lists of sources of hazard-specific resources and equipment.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, St. Joseph County Emergency Management Agency, & Resource Support Emergency Support Function
9	Execute mutual aid agreements and memoranda of understanding with support agencies, ancillary or contract support services, and resources.	St. Joseph County Highway Department, St. Joseph County Emergency Management Agency, & Resource Support Emergency Support Function
10	Provide guidance on State and Federal regulations regarding transportation issues.	St. Joseph County Highway Department

√	Preparedness Task	Resource
11	Provide assistance to support agencies to ensure development of procedures and checklists.	St. Joseph County Emergency Management Agency
12	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the St. Joseph County Emergency Operations Center or in the field.	St. Joseph County Highway Department, Jurisdictional Communications Departments, & St. Joseph County Emergency Management Agency

Response

√	Response Task	Resource
1	Make notifications as required by standard operating procedures, using call down lists, including all support agencies.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
2	Obtain status report on County activities, once in the Emergency Operations Center.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
3	Collect information concerning Transportation Emergency Support Function field activities.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
4	Assist in the development of an incident action plan.	St. Joseph County Emergency Management Agency & Information and Planning Emergency Support Function
5	Provide technical assistance as requested.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & Jurisdictional Public Works Departments

√	Response Task	Resource
6	Support other Emergency Support Functions as needed.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
7	Provide situation reports of Transportation Emergency Support Function activities to the Emergency Operations Center supervisor when requested.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
8	Attend meetings for periodic situation updates.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
9	Document incoming and outgoing notifications, and maintain record of actions taken.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
10	If Joint Information Center is activated, send Emergency Support Function representative to that location, as needed.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
11	Coordinate with the Law Enforcement and Public Works Emergency Support Functions to provide assistance in placing barricades, controlling traffic, etc., as needed.	St. Joseph County Highway and City Street Departments & Jurisdictional Public Works Departments
12	Coordinate with the Law Enforcement and Evacuation Emergency Support Functions in assisting with building evacuations, as needed.	Local School Corporation & Public Transportation Departments
13	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management & Contracted Employee Assistance Programs
14	Coordinate the acquisition and allocation of helicopters to assist in searches, overhead incident site inspection, and medical evacuation/transportation needs.	Law Enforcement Emergency Support Function & Memorial Air Angels

√	Response Task	Resource
15	Coordinate with local jurisdictions for the acquisition of transportation resources, materials, and supplies as needed.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & Resource Support Emergency Support Function
16	Coordinate with local jurisdictions for the acquisition of transportation resources as needed in the event of the evacuation of jails.	Local School Corporation, Public Transportation Departments, & Jurisdictional Law Enforcement Agencies
17	Provide transportation assistance for the evacuation of special needs population throughout the County, as needed.	Local School Corporation, Public Transportation Departments, Jurisdictional Emergency Medical Agencies, & Memorial Air Angels
18	Provide public information officer support to St. Joseph County Emergency Management Agency and Emergency Operations Center.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
19	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency, Information and Planning & Resource Support Emergency Support Functions
20	Coordinate with the Law Enforcement Emergency Support Function to provide security for supplies, medications, vaccines, and other disease prevention measures as they are transported into affected areas.	St. Joseph County Health Department, Jurisdictional Law Enforcement, St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & Resource Support Emergency Support Function

Recovery

√	Recovery Task	Resource
1	Coordinate with the Law Enforcement Emergency Support Function to assist local authorities in establishing checkpoints for re-entry to evacuated areas.	Local School Corporation, Transportation Departments, & Public Information Emergency Support Function
2	Collect and inventory all equipment used during the incident.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & Resource Support Emergency Support Function
3	Provide guidance on State and Federal transportation regulations.	St. Joseph County Highway and City Street Departments
4	Coordinate with the Resource Support Emergency Support Function on resource accountability.	All Support Agencies
5	Ensure that all staffs are properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies, Indiana Northern Critical Incident Stress Management, & Contract Employee Assistance Programs
6	Prepare appropriate After-Action Reports.	All Support Agencies

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The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Transportation Emergency Support Function**.

Primary Coordinating Agency
Transportation ESF
South Bend Transpo

Public Works and Engineering Emergency Support Function

Primary Coordinating Agency: Mishawaka Utilities

Support Agencies:

- Mishawaka Department of Public Works
- St. Joseph County Department of Public Works
- New Carlisle Public Works
- Walkerton Public Works
- Lakeville Public Works
- North Liberty Public Works
- Notre Dame Utilities/Engineering
- Indiana Michigan Power (Owner of Hydro Electric Dams)

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities that are vulnerable to a natural or man-made event, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	Public Works Agencies
2	Investigate new technology and procedures for use in completing the Public Works and Engineering Emergency Support Function.	Public Works Agencies
3	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function
4	Identify areas where public education programs are needed.	St. Joseph County Emergency Management Agency
5	Identify Public Works and Engineering Emergency Support Function leads/supervisors and their shift change and staffing procedures for the St. Joseph County Emergency Operations Center activation and field operations.	Jurisdictional Public Works Agencies
6	Identify sources of hazard-specific needs, resources, and equipment.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function
7	Inspect levees and dams throughout the County on an annual basis.	Jurisdictional Public Works Agencies & Engineering
8	Inspect bridges throughout St. Joseph County on an annual basis.	St. Joseph County Engineer & Jurisdictional Public Works Agencies
9	Identify requirements for Emergency Support Function-specific standard operating procedures, plans, and checklists for lead and support agencies.	Jurisdictional Public Works Agencies
10	Identify Emergency Support Function-specific training requirements.	Jurisdictional Public Works Agencies

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Public Works and Engineering Emergency Support Function and its support agencies to operate efficiently.	Jurisdictional Public Works Agencies
2	Develop and conduct hazard awareness training and exercise programs for personnel performing public works and engineering duties under the Public Works and Engineering Emergency Support Function, including training on record keeping.	Jurisdictional Public Works Agencies, St. Joseph County Emergency Management Agency, & Law Enforcement, Hazardous Materials & Health and Medical Emergency Support Functions
3	Develop and maintain roster of the Public Works and Engineering Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function
4	Develop and maintain equipment and resource lists.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function
5	Obtain detailed maps of County jurisdictions.	Jurisdictional Public Works Agencies
6	Ensure that copies of all necessary Public Works and Engineering Emergency Support Function emergency manuals, plans, procedures, and other reference materials are located at the Public Works and Engineering Emergency Support Function station in the County Emergency Operations Center.	Jurisdictional Public Works Agencies & St. Joseph County Emergency Management Agency
7	Maintain small portable generators.	Jurisdictional Public Works Agencies
8	Provide guidance on State and Federal public works regulations.	Jurisdictional Public Works Agencies
9	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the St. Joseph County Emergency Operations Center or in the field.	Jurisdictional Public Works Agencies & Communications and Warning Emergency Support Function

√	Preparedness Task	Resource
10	Ensure that provisions for backup power to lift stations have been made.	Jurisdictional Public Works Agencies

Response

√	Response Task	Resource
1	Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.	Jurisdictional Public Works Agencies
2	Obtain status report on County activities, once in the Emergency Operations Center.	Jurisdictional Public Works Agencies & St. Joseph County Emergency Management Agency
3	Collect information concerning Public Works and Engineering Emergency Support Function field activities.	Jurisdictional Public Works Agencies
4	Assist in the development of an incident action plan.	St. Joseph County Emergency Management Agency & Information and Planning Emergency Support Function
5	Provide traffic control resources to the Law Enforcement Emergency Support Function as needed.	Jurisdictional Public Works Agencies
6	Coordinate with the Law Enforcement Emergency Support Function on the decision to close roads or establish detours. Notify effected response agencies of road closings.	Jurisdictional Public Works Agencies & St. Joseph County Emergency Management Agency
7	In the event of evacuation coordinate with the Transportation Emergency Support Function for preplanned or new routes.	Jurisdictional Public Works Agencies & Public Information Emergency Support Function
8	Provide technical assistance as requested.	Jurisdictional Public Works Agencies
9	Provide engineering expertise, equipment, contractors, contract equipment, traffic control, and barricades, as needed.	Jurisdictional Public Works Agencies
10	Secure dump trucks for use in an emergency, as needed.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function

√	Response Task	Resource
11	Assist in clearing roads and bridges where necessary.	Jurisdictional Public Works Agencies
12	Provide chainsaw crews and loader/dump truck crews for debris removal and road clearing.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function
13	Coordinate requests from local authorities for Public Works and Engineering Emergency Support Function resources.	Resource Support Emergency Support Function & St. Joseph County Emergency Management Agency
14	Provide situation reports of Emergency Support Function activities to the Emergency Operations Center supervisor.	Information and Planning Emergency Support Function
15	Provide assistance in the identification of alternate solid waste disposal sites throughout the County.	Jurisdictional Public Works Agencies
16	Attend meetings for periodic situation updates.	Jurisdictional Public Works Agencies
17	Document incoming and outgoing notifications.	Jurisdictional Public Works Agencies
18	Maintain record of actions taken.	Jurisdictional Public Works Agencies
19	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management & Contracted Employee Assistance Programs
20	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency & Resource Support Emergency Support Function
21	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions/activities, as needed.	St. Joseph County Emergency Management Agency & Information and Planning Emergency Support Function

Recovery

√	Recovery Task	Resource
1	Ensure personnel for Public Works and Engineering Emergency Support Function agencies have been decontaminated, if applicable.	Firefighting & Hazardous Materials Emergency Support Functions
2	Inspect bridges, overpasses, and railroad/highway intersections for structural integrity after a disaster.	Jurisdictional Public Works Agencies
3	Provide assistance in the repair of dams and flood levies/bridges, as needed.	Jurisdictional Public Works Agencies
4	Coordinate local relief efforts for the removal of debris, as needed.	Jurisdictional Public Works Agencies
5	Collect and inventory all equipment used during incident and ensure that the equipment is decontaminated as needed.	Jurisdictional Public Works Agencies & Hazardous Materials Emergency Support Function
6	Provide guidance on State and Federal regulations.	Jurisdictional Public Works Agencies
7	Coordinate with the Resource Support Emergency Support Function on resource accountability.	Jurisdictional Public Works Agencies
8	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies, Indiana Northern Critical Incident Stress Management, & Contract Employee Assistance Programs
9	Prepare appropriate After-Action Reports.	Jurisdictional Public Works Agencies
10	Coordinate with the Public Information Emergency Support Function in developing a public information strategy for reassuring the public that the water system and water is safe for use and drinking.	Local Water Companies & St. Joseph County Health Department
11	Develop plans and procedures for reconstruction and restoration of affected essential sites and infrastructures.	Jurisdictional Public Works Agencies
12	Perform site inspection to determine structural integrity of buildings as needed.	Jurisdictional Public Works Agencies, Engineering, & Building Inspector

√	Recovery Task	Resource
13	Coordinate with the Public Information Emergency Support Function in developing a public information strategy for reassuring the public that the affected areas are safe for re-entry and habitation.	Jurisdictional Public Works Agencies, Engineering, & Building Inspector

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Each agency signed below is either a primary or support agency to the **Public Works and Engineering Emergency Support Function**.

Primary Coordinating Agency
Public Works and Engineering ESF
South Bend Department of Public Works

Energy Emergency Support Function

Primary Coordinating Agency: Northern Indiana Public Service Company/Indiana Michigan Power

Support Agencies:

- Marshall County Rural Electric Membership Corporation
- New Carlisle Utilities
- Walkerton Utilities
- Mishawaka Utilities

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities vulnerable a natural or man made event evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
2	Identify potential funding sources that are available to mitigate natural or man made events.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
3	Investigate new technology and procedures for use in completing Energy Emergency Support Function goals and objectives.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
4	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
5	Identify areas where public education programs detailing energy-related issues are needed.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & St. Joseph County Emergency Management Agency
6	Identify sources of hazard-specific needs, resources, and equipment.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
7	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

√	Mitigation Task	Resource
8	Identify Emergency Support Function-specific training requirements.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Energy Emergency Support Function and its support agencies to operate effectively.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
2	Develop and conduct awareness training and exercise programs for the Energy Emergency Support Function personnel.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & St. Joseph County Emergency Management Agency
3	Develop and maintain mutual aid agreements and memoranda of understanding for energy resources with support agencies and ancillary or contract support services.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
4	Develop and maintain resource lists.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
5	Develop and maintain roster of Energy Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

√	Preparedness Task	Resource
6	Obtain detailed maps of County jurisdictions.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
7	Provide guidance on State and Federal energy regulations.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
8	Establish and maintain a coordination link with non-regulated power generators and government agencies to ensure activities and operations are coordinated during emergencies.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
9	Process applications of entities requesting critical infrastructure status for priority restoration in the event of an emergency.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
10	Develop an energy service monitoring system to facilitate the early detection of a significant disruption of energy service (a loss of 10% service or loss of power to 1,000 or more customers).	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
11	Develop procedures for energy providers to contact the St. Joseph County Emergency Management Agency if a significant energy service disruption occurs (a loss of 10% service or loss of power to 1,000 or more customers).	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

Response

√	Response Task	Resource
1	Assess scope, magnitude, extent, and potential duration of incident.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
2	Activate the Energy Emergency Support Function and its personnel, based on incident assessment.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
3	Assist in the development of an incident action plan.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Information and Planning Emergency Support Function
4	Provide technical assistance as requested.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
5	Support other Emergency Support Functions as needed.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
6	Attend meetings for periodic situation updates.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

√	Response Task	Resource
7	Document incoming and outgoing notifications.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
8	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
9	Maintain record of actions taken.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Information and Planning Emergency Support Function
10	If Joint Information or Operations Centers are activated, send Emergency Support Function representative to those locations if appropriate.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
11	Request State and Federal assistance/resources as needed.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & St. Joseph County Emergency Management Agency
12	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions/activities, as needed.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Information and Planning Emergency Support Function

√	Response Task	Resource
13	In the event of disruptions in the communications system, coordinate with the Communications and Warning Emergency Support Function to establish back up power to communication systems as required.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Communications and Warning Emergency Support Function
14	Provide waivers for normally disallowed energy sources, when energy resources are necessary for a time-critical action and acceptable sources are unavailable in necessary amounts.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
15	Prioritize the re-establishment of energy to affected areas based on emergency response and hazard mitigation needs.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
16	Provide incident information and status of activities to energy providers in affected areas, to those in other regions or jurisdictions, and to mutual aid partners.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
17	Activate mutual aid agreements with other energy providers, as needed, to mitigate service disruptions.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

Recovery

√	Recovery Task	Resource
1	Ensure Energy Emergency Support Function personnel have been decontaminated when applicable.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Hazardous Materials Emergency Support Function
2	Collect and inventory all equipment used during incident.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
3	Provide guidance on State and Federal energy regulations.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
4	Coordinate with the Resource Support Emergency Support Function on resource accountability.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
5	Implement procedures for the restoration of energy production and distribution capabilities in an affected area.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

√	Recovery Task	Resource
6	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
7	Prepare appropriate After-Action Reports.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

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The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Energy Emergency Support Function**.

Primary Coordinating Agency
Energy ESF
Indiana Michigan Power/Northern Indiana Public Service Co.

Damage Assessment Emergency Support Function

Primary Coordinating Agency: St. Joseph County Emergency Management Agency

Support Agencies:

- St. Joseph County Chapter American Red Cross
- St. Joseph County/Township Fire Inspectors
- South Bend/Mishawaka Fire Inspectors
- St. Joseph County/South Bend Building Departments
- Mishawaka Building Departments
- St. Joseph County Department of Public Works
- South Bend Department of Public Works
- Mishawaka Department of Public Works
- St. Joseph County Assessor
- St. Joseph County Volunteer Emergency Service Team
- St. Joseph County Radio Amateur Civil Emergency Services

Mitigation

√	Mitigation Task	Resource
1	Investigate new technology and procedures for use in completing the Damage Assessment Emergency Support Function goals and objectives.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
2	Identify areas where public education programs detailing damage assessment and State and Federal reimbursement procedures are needed.	St. Joseph County Emergency Management Agency
3	Identify requirements for Emergency Support Function-specific standard operating procedures, plans, and checklists for lead and support agencies.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
4	Identify Emergency Support Function-specific training requirements.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
5	Identify damage assessment team staffing patterns and equipment needs.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Damage Assessment Emergency Support Function and its support agencies to operate efficiently.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
2	Develop Damage Assessment Emergency Support Function awareness training and conduct exercise programs for public agencies.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
3	Develop and maintain a contact list for public agencies that may be eligible for public assistance following a disaster emergency declaration.	St. Joseph County Emergency Management Agency

√	Preparedness Task	Resource
4	Develop and maintain roster of Damage Assessment Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
5	Keep current Federal reimbursement criteria on file and make available to department heads.	St. Joseph County Emergency Management Agency
6	Maintain detailed list of jurisdiction for the Damage Assessment Emergency Support Function teams.	St. Joseph County Area Plan Commission
7	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures, and other reference materials are located at the Emergency Support Function station in the St. Joseph County Emergency Operations Center.	St. Joseph County Emergency Management Agency
8	Provide guidance on State and Federal regulations.	St. Joseph County Emergency Management Agency
9	Ensure all damage assessment team members have been trained to properly conduct assigned tasks.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross

Response

√	Response Task	Resource
1	Assess scope, magnitude, extent, and potential duration of incident.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
2	Activate the Damage Assessment Emergency Support Function and its personnel, based on incident assessment.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
3	Collect information concerning the Damage Assessment Emergency Support Function field activities.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross

√	Response Task	Resource
4	Dispatch the Damage Assessment Emergency Support Function personnel to appropriate field locations to conduct damage assessment activities as appropriate and safe to do so.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
5	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
6	Attend meetings for periodic situation updates.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
7	Document incoming and outgoing notifications and maintain record of actions taken.	St. Joseph County American Red Cross Support Staff & St. Joseph County Emergency Management Agency Support Staff
8	Perform damage assessments at affected site(s).	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency Volunteers
9	Coordinate damage assessment reports.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
10	Assist local authorities in performing damage assessments as requested.	St. Joseph County Emergency Management Agency
11	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency & Resource Support Emergency Support Function

Recovery

√	Recovery Task	Resource
1	Collect and inventory all equipment used during an incident.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
2	Provide guidance on State and Federal damage assessment activities and associated forms.	St. Joseph County Emergency Management Agency
3	Coordinate with the Resource Support Emergency Support Function on resource accountability.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
4	Coordinate with insurance companies of affected individuals, businesses, and municipalities.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
5	Advise individuals, businesses, and municipalities as to the repairs and restorative efforts that are likely to be reimbursed or funded.	St. Joseph County Emergency Management Agency
6	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies & Indiana Northern Critical Incident Stress Management, Contract Employee Assistance Programs
7	Prepare appropriate After-Action Reports.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross

LETTER OF AGREEMENT

The St. Joseph County Comprehensive Emergency Management Plan, hereafter referred to as the Plan, establishes the basis for providing assistance to county residents impacted by a disaster or emergency requiring local, state and possibly Federal assistance. The plan assumes that a disaster or emergency overwhelms the day to day capability of local governments.

The plan covers all four (4) phases of emergency management: mitigation, preparedness, response and recovery.

The plan is in a checklist format that requires all local agencies to develop and implement Standard Operating Procedures and Guidelines.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Damage Assessment Emergency Support Function**.

Primary Coordinating Agency
Damage Assessment ESF
St. Joseph County Emergency Management