

## **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

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 **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