

Donations and Volunteers Emergency Support Function

Primary Coordinating Agency: Partnership Assistance Center

Support Agencies:

- ❑ St. Joseph County Emergency Management Agency
- ❑ 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 |

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 **Donations and Volunteers Emergency Support Function**.

Primary Coordinating Agency
Donations and Volunteers ESF
Partnership Assistance Center