

## **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**

√	<b>Recovery Task</b>	<b>Resource</b>
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**.

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