

## **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**

- 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

√	<b>Response Task</b>	<b>Resource</b>
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**

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

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