

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