

Information and Planning Emergency Support Function

Primary Coordinating Agency: St. Joseph County Emergency Management Agency

Support Agencies:

- All County Emergency Support Functions
- St. Joseph County Area Plan Commission
- Mishawaka Planning Department
- South Bend Planning Department
- St. Joseph County Emergency Medical Services Geographic Information Committee
- Board of Commissioners, St. Joseph County, Indiana
- South Bend Mayor
- Mishawaka Mayor
- Town Council Presidents
 - Lakeville
 - New Carlisle
 - North Liberty
 - Osceola
 - Roseland
 - Walkerton
- Prosecuting Attorney
- Convention and Visitor's Bureau

Mitigation

√	Mitigation Task	Resource
1	Identify critical 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.	St. Joseph County Emergency Management Agency Identified Facility Owners
2	Investigate new technology and procedures for use in completing Information and Planning Emergency Support Function goals and objectives.	St. Joseph County Emergency Management Agency & All Support Agencies
3	Develop Disaster Emergency Declaration templates for use in natural or man made events.	Elected Officials & St. Joseph County Emergency Management
4	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	St. Joseph County Emergency Management Agency & All Support Agencies
5	Identify Emergency Support Function specific training requirements.	St. Joseph County Emergency Management Agency & All Support Agencies

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain standard operating procedures, other plans, and procedures necessary for the Information and Planning Emergency Support Function to operate efficiently.	St. Joseph County Emergency Management Agency & All Support Agencies
2	Develop and conduct training and education programs for Information and Planning Emergency Support Function staff.	St. Joseph County Emergency Management Agency & All Support Agencies
3	Develop system for Chief Elected Official coordination between the County and cities regarding disaster emergency declarations.	Chief Elected Officials & St. Joseph County Emergency Management Agency

√	Preparedness Task	Resource
4	Develop and maintain roster of Information and Planning 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 & All Support Agencies
5	Obtain detailed maps of County jurisdictions.	Geographic Information Systems & St. Joseph County Area Plan Commission
6	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures, and other reference materials are located at Emergency Support Function station in the County Emergency Operations Center.	St. Joseph County Emergency Management Agency & All Support Agencies
7	Develop and maintain standardized format for information and intelligence gathering as well as reporting documents and systems.	All Support Agencies
8	Determine availability of Geographic Information System mapping for use in the Emergency Operations Center.	St. Joseph County Area Plan Commission & Geographic Information Systems
9	Develop and maintain standard operating procedures necessary for the activation, operation, and deactivation of the Emergency Operations Center.	St. Joseph County Emergency Management Agency
10	Develop training and exercise program for the Information and Planning Emergency Support Function role and other Emergency Operations Center procedures.	St. Joseph County Emergency Management Agency

Response

√	Response Task	Resource
1	When declaring a State of Disaster Emergency, Chief Elected Officials from the County and the cities will coordinate on perimeters of declaration.	Chief Elected Officials & St. Joseph County Emergency Management Agency
2	Gather, verify, analyze, and disseminate incident information, as needed.	All Support Agencies

√	Response Task	Resource
3	Assess scope, magnitude, and extent of incident. Estimate amount of manpower requirements needed to fulfill Information and Planning Emergency Support Function role.	All Support Agencies
4	Notify appropriate County agencies, keeping them up-to-date on the situation.	All Response Agencies & St. Joseph County Emergency Management Agency
5	Coordinate with the Emergency Operations Center Supervisor regarding duration of activation for the County Emergency Operations Center.	Elected Officials & St. Joseph County Emergency Management Agency
6	Prepare status or situation reports on County activities and distribute, as required.	All Response Agencies & St. Joseph County Emergency Management Agency
7	Attend briefings and collect information for periodic situation updates.	All Support Agencies
8	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
9	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions/activities, as needed.	All Support Agencies

Recovery

√	Recovery Task	Resource
1	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs will follow through with disaster reimbursement activities.	St. Joseph County Emergency Management Agency & All Support Agencies
2	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

√	Recovery Task	Resource
3	Deactivate the Emergency Operations Center.	St. Joseph County Emergency Management Agency & Chief Elected Officials
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 **Information and Planning Emergency Support Function**.

Primary Coordinating Agency
Information and Planning ESF
St. Joseph County Emergency Management Agency