

Resource Support Emergency Support Function

Primary Coordinating Agency: St. Joseph County Purchasing Department

Support Agencies:

- St. Joseph County Emergency Management Agency
- City of Mishawaka Purchasing
- City of South Bend Purchasing
- Geographic Information System
- Airport Authority

Mitigation

√	Mitigation Task	Resource
1	Identify potential funding sources that are available to mitigate a natural or man made event.	All County & City Departments
2	Identify requirements for standard operating procedures/guidelines, other plans, and procedures that are required for lead and support agencies.	All County & City Departments
3	Identify areas where mutual aid agreements and memorandums of understanding are needed.	All Purchasing Departments & St. Joseph County Emergency Management Agency (Reference: St. Joseph County Emergency Purchasing Guide)
4	Identify sources of hazard-specific needs, resources, and equipment.	All Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
5	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	(Reference: St. Joseph County Emergency Purchasing Guide)

Preparedness

√	Preparedness Task	Resource
1	Develop standard operating procedures and checklists necessary for the Resource Support Emergency Support Function and its support agencies to operate efficiently.	St. Joseph County Purchasing Department
2	Conduct training addressing resource acquisition, allocation, prioritization, and management.	Jurisdictional Purchasing Departments
3	Develop mutual aid agreements and memoranda of understanding.	St. Joseph County Emergency Management Agency

√	Preparedness Task	Resource
4	Develop and maintain a roster of Resource Support Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, facsimile, cell, and email, delineating specialized skills and certifications of personnel.	St. Joseph County Purchasing
5	Develop supplier contact database.	Jurisdictional Purchasing Departments & Geographic Information System (Reference: St. Joseph County Emergency Purchasing Guide)
6	Develop staff contact notification lists with essential information included such as address, phone, cell, facsimile numbers, and email.	Geographic Information System
7	Obtain detailed maps of County jurisdictions.	St. Joseph County Area Plan Commission & Geographic Information System
8	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 & St. Joseph County Purchasing (Reference: St. Joseph County Emergency Purchasing Guide)
9	Develop emergency purchasing procedures.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
10	Ensure that agency representatives can access required information networks while in the Emergency Operations Center.	Geographic Information System (Reference: St. Joseph County Emergency Purchasing Guide)

Response

√	Response Task	Resource
1	Activate the Resource Support Emergency Support Function and its personnel, based on incident assessment.	St. Joseph County Purchasing
2	Obtain status report on St. Joseph County incident activities once in the Emergency Operations Center.	St. Joseph County Purchasing
3	Provide situation reports of logistical activities to the Emergency Operations Center supervisor as required.	St. Joseph County Purchasing
4	Attend briefings for periodic situation updates.	St. Joseph County Purchasing
5	Maintain record of actions taken.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
6	Acquire resources, when requested by agency, and approved by appropriate authority.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
7	Verify and prioritize resource requests and allocate in accordance with established procedures.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
8	Contact suppliers and alert them of potential needs.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
9	Implement emergency purchasing procedures.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)

√	Response Task	Resource
10	Provide guidance on St. Joseph County resource acquisition rules and regulations.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
11	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency
12	Activate staging areas as required.	Appropriate Emergency Support Function & Incident Commander

Recovery

√	Recovery Task	Resource
1	Provide resource status and accountability updates as required.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
2	Compile accurate accounting for all resources acquired.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
3	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
4	Prepare appropriate After-Action Reports.	All Emergency Support Functions & St. Joseph County Purchasing Department (Reference: St. Joseph County Emergency Purchasing Guide)

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 **Resource Support Emergency Support Function**.

Primary Coordinating Agency
Resource Support ESF
St. Joseph County Purchasing