

Health and Medical Emergency Support Function

Primary Coordinating Agency: St. Joseph County Health Department

Support Agencies:

- ❑ St. Joseph County Coroner
- ❑ Madison Center and Hospital
- ❑ Memorial Hospital of South Bend
- ❑ St. Joseph's Regional Medical Center- South Bend
- ❑ St. Joseph Regional Medical Center -Mishawaka
- ❑ Lakeville/Lapaz Ambulance
- ❑ Private Ambulance Services
- ❑ Indiana Critical Incident Stress Management
- ❑ Lakeville Emergency Medical Services
- ❑ Mishawaka Emergency Medical Services
- ❑ New Carlisle Emergency Medical Services
- ❑ North Liberty Emergency Medical Services
- ❑ South Bend Emergency Medical Services
- ❑ Mishawaka Emergency Medical services
- ❑ Walkerton Emergency Medical Services
- ❑ St. Joseph County American Red Cross
- ❑ South Bend Medical Foundation
- ❑ Funeral Directors' Association
- ❑ Memorial Air Angels

Mitigation

√	Mitigation Task	Resource
1	The St. Joseph County Health Department will establish a communication mechanism with the three largest medical facilities within the County.	St. Joseph County Health Department
2	The St. Joseph County Health Department and each support agency will identify sections in their standard operating procedures/guidelines, other plans, and procedures where emergency response needs to be addressed.	St. Joseph County Health Department & All Support Agencies
3	The St. Joseph County Health Department and each support agency will identify their respective technology and procedures for use in completing health and medical support functions.	St. Joseph County Health Department & All Support Agencies
4	The St. Joseph County Health Department and each support agency will identify areas where mutual aid agreements and memoranda of understanding are needed.	St. Joseph County Health Department & All Support Agencies
5	The St. Joseph County Health Department and each support agency will identify leads/supervisors and their shift change and staffing procedures for incidents involving mass casualties or contagious diseases.	St. Joseph County Health Department & All Support Agencies
6	The St. Joseph County Health Department and support acute care agencies will identify sources for hazard-specific needs, resources, and equipment, such as respiratory support equipment and pharmaceutical supplies.	St. Joseph Health Department & Memorial, St. Joseph Regional Hospital-South Bend, and St. Joseph Regional Medical Center-Mishawaka
7	The St. Joseph County Health Department and each support agency will identify their individual personal protective equipment needs and potential vendor sources and funding sources for the equipment for incidents involving mass casualties or contagious diseases.	St. Joseph County Health Department & All Support Agencies
8	The St. Joseph County Health Department and each support agency will identify facility and Health and Medical Emergency Support Function-specific training requirements.	St. Joseph County Health Department & All Support Agencies
9	The County Coroner and County's Funeral Directors' Association will identify procedures for the transport and storage of large numbers of deceased victims.	St. Joseph County Coroner & Funeral Directors' Association

√	Mitigation Task	Resource
10	The Medical Response Task Force shall prepare and maintain the St. Joseph County Emergency Medical Response Plan. Memorial Hospital and St. Joseph Regional Medical Center shall provide Hospital Control and shall trade off responsibility for managing Hospital Control every two years.	Memorial Hospital St. Joseph Regional Medical Center
11	The St. Joseph County Health Department will identify procedures for accepting, storing, and distributing the National Pharmaceutical Stockpile for use during a catastrophic event.	St. Joseph County Health Department
12	The St. Joseph County Health Department, along with the South Bend Fire Department Hazardous Materials Team, will identify resources for hospital based decontamination capabilities.	St. Joseph County Health Department & South Bend Fire Department Hazardous Materials Team
13	The St. Joseph County Health Department and supporting acute care agencies will identify vendors who can provide items that will be in high demand during public health emergencies.	St. Joseph County Health Department & Area Hospitals
14	The St. Joseph County Health Department, in conjunction with the Indiana State Department of Health and Centers for Disease Control and Prevention, will identify procedures for the transport of samples to laboratories for analysis.	St. Joseph County Health Department
15	The St. Joseph County Health Department in conjunction with all support agencies will develop appropriate medical protective procedures for emergency responders and their immediate families for incidents involving biological agents.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities
16	The St. Joseph County Health Department and supporting acute care agencies, in conjunction with the Indiana State Department of Health and Centers for Disease Control and Prevention, will identify “early warning indicators” that would be used in developing a medical surveillance system.	St. Joseph County Health Department & Area Hospitals

Preparedness

√	Preparedness Task	Resource
1	The St. Joseph County Health Department and each support agency will develop and maintain their respective standard operating procedures, other plans, procedures and checklists that address specific incidents and will coordinate with all appropriate agencies and staff.	St. Joseph County Health Department & All Support Agencies
2	The St. Joseph County Health Department and each support agency will develop and maintain agency-specific mutual aid agreements and memoranda of understanding as necessary.	St. Joseph County Health Department & All Support Agencies
3	The St. Joseph County Health Department, with information received from each support agency, will develop a Health and Medical 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 Health Department & All Support Agencies
4	The St. Joseph County Health Department and each support agency will develop and maintain their respective resource and equipment lists.	St. Joseph County Health Department & All Support Agencies
5	The supporting acute care agencies, and emergency medical services providers will develop and maintain an emergency communication system for emergency medical services agencies and medical facilities.	Department, Supporting Acute Care Agencies, & Emergency Medical Services Providers
6	The St. Joseph County Health Department and each support agency will maintain personnel and equipment certifications.	St. Joseph County Health Department & All Support Agencies
7	The St. Joseph County Health Department and each support agency will develop and maintain contact notification lists with emergency contact information such as address, phone, cell, facsimile numbers, and email.	St. Joseph County Health Department & All Support Agencies
8	The St. Joseph County Health Department will provide a copy of the Health and Medical Emergency Support Function-specific emergency manual, plans, procedures, and other reference materials to the Emergency Management Agency.	St. Joseph County Health Department & St. Joseph County Emergency Management Agency

√	Preparedness Task	Resource
9	The supporting acute care agencies will coordinate with the Health Professions Bureau and Indiana State Medical Association to establish plans and procedures addressing credential verification of emergent medical volunteers.	Memorial Hospital, St. Joseph Regional Medical Center, & St. Joseph Community Hospital
10	The St. Joseph County Health Department will provide guidance on State and Federal public health and medical laws and regulations to local agencies as needed.	St. Joseph County Health Department
11	The acute care and emergency medical services agencies will develop and maintain periodic tests for two forms of radio communications for alert/notification: hospital-to-hospital and emergency medical system-to-hospital.	Supporting Acute Care & Emergency Medical Services Agencies
12	The St. Joseph County Health Department, in conjunction with the Indiana State Department of Health and Centers for Disease Control and Prevention, will develop and maintain a list of reportable diseases for people and animals.	St. Joseph County Health Department
13	The St. Joseph County Health Department will disseminate information regarding pertinent public health issues to support agencies and the public.	St. Joseph County Health Department
14	The St. Joseph County Health Department and each support agency will establish and maintain a database of medical personnel who are willing to accept emergency/disaster assignments within their organizations.	St. Joseph County Health Department & All Support Agencies
15	The St. Joseph County Health Department and each supporting acute care agency will execute mutual aid agreements with other licensed healthcare facilities and providers, such as home health and medical supply companies, as necessary.	St. Joseph County Health Department & Each Supporting Acute Care Agency
16	The St. Joseph County Health Department will establish and maintain a 24-hour, 7 day/week emergency number for use by the public during a public health emergency.	St. Joseph County Health Department
17	The St. Joseph County Health Department will coordinate with the Information and Planning Emergency Support Function to develop a system for tracking victims' locations, recovery status, and witness/victim interview statements.	St. Joseph County Health Department

√	Preparedness Task	Resource
18	The St. Joseph County Health Department will coordinate with the Hazardous Materials and Public Information Emergency Support Functions to develop public information releases detailing the properties and effects of chemical and biological agents as they pertain to public safety, site re-entry, and site re-habitation.	St. Joseph County Health Department & South Bend Fire Department Hazardous Materials Team
19	The St. Joseph County Health Department will develop a National Pharmaceutical Stockpile Management Plan for the County. The plan will include assembly, sorting, and packaging the medical equipment and supplies for distribution regionally.	St. Joseph County Health Department
20	The St. Joseph County Health Department, with supporting acute care agencies, will develop and implement a medical surveillance system, using the “early warning indicators,” for early detection and monitoring for a major outbreak of disease.	St. Joseph County Health Department & Supporting Acute Care Agencies
21	The St. Joseph County Health Department, in conjunction with supporting acute care agencies, will develop and implement a reporting system for updating response, medical, and public health officials of disease outbreaks identified by the surveillance system.	St. Joseph County Health Department & Supporting Acute Care Agencies
22	The St. Joseph County Health Department, in conjunction with the Indiana State Department of Health, will develop and maintain a County Mass Prophylaxis Plan that addresses medication dissemination, injury and illness, triage and treatment, and patient tracking for a very large number of victims.	St. Joseph County Health Department
23	The County Coroner and Funeral Directors’ Association will develop and maintain a County Mass Fatality Plan that addresses the removal, storage, transport, tracking, possession, cataloguing, and final disposition of deceased remains. The St. Joseph County Health Department will obtain a copy of this developed plan.	St. Joseph County Coroner, Funeral Directors’ Association, & St. Joseph County Health Department

√	Preparedness Task	Resource
24	The St. Joseph County Health Department will coordinate with the Public Information Support Functions to develop public information releases detailing the properties and effects of the specific diseases as it pertains to public safety, site re-entry, and site re-habitation.	St. Joseph County Health Department
25	The St. Joseph County Health Department, in conjunction with the Indiana State Department of Health and Centers for Disease Control and Prevention, will develop procedures for the transport of samples to laboratories for analysis.	St. Joseph County Health Department

Response

√	Response Task	Resource
1	The St. Joseph County Health Department will collect information concerning Health and Medical Emergency Support Function field activities.	St. Joseph County Health Department
2	The St. Joseph County Health Department will obtain a status report on County activities following activation of the Emergency Operations Center for emergencies involving public health issues.	St. Joseph County Health Department
3	The St. Joseph County Health Department, in conjunction with the Health and Medical Emergency Support Function support agencies, will assist in the development of an incident action plan for emergencies involving public health issues.	St. Joseph County Health Department & All Support Agencies
4	The St. Joseph County Health Department will coordinate with the health and medical agencies and provide technical assistance as requested for emergencies involving public health issues.	St. Joseph County Health Department & All Support Agencies
5	The St. Joseph County Health Department and the Health and Medical Emergency Support Function support agencies will support other Emergency Support Functions for emergencies involving public health issues.	St. Joseph County Health Department & All Support Agencies

√	Response Task	Resource
6	The St. Joseph County Health Department will provide situation reports of Health and Medical Emergency Support Function activities to the Emergency Operations Center as directed.	St. Joseph County Health Department
7	The St. Joseph County Health Department will attend meetings for periodic situation updates for emergencies involving public health issues.	St. Joseph County Health Department
8	The St. Joseph County Health Department will document incoming and outgoing notifications for emergencies involving public health issues.	St. Joseph County Health Department
9	The St. Joseph County Health Department will maintain a record of actions taken for emergencies involving public health issues.	St. Joseph County Health Department
10	If Joint Information or Operations Centers are activated, the St. Joseph County Health Department will send a Health and Medical Emergency Support Function representative to those locations as appropriate.	St. Joseph County Health Department
11	The St. Joseph County Health Department will coordinate with emergency medical services agencies to assess capabilities and needs of local emergency medical services resources.	St. Joseph County Health Department & Jurisdictional Emergency Medical Services
12	Hospital Control will determine treatment capabilities and bed space availability of hospitals as needed.	All Supporting Hospitals
13	The St. Joseph County Health Department will coordinate with Indiana State Department of Health, Centers for Disease Control and Prevention, and St. Joseph County Emergency Management Agency if unable to handle a situation locally or if special medical equipment or supplies are needed.	St. Joseph County Health Department
14	The County Coroner will process and prioritize requests for additional resources regarding disposition of remains.	St. Joseph County Coroner
15	The St. Joseph County Health Department, in conjunction with the area chapter of the Red Cross, will coordinate with other Emergency Support Functions for medical needs at sheltering sites.	St. Joseph County Health Department & American Red Cross
16	The St. Joseph County Health Department will request State and Federal public health assistance/resources as needed.	St. Joseph County Health Department

√	Response Task	Resource
17	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.	Madison Center and Hospital Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
18	The St. Joseph County Health Department will interface with State and Federal personnel to coordinate the Health and Medical Emergency Support Function information and planning functions/activities, as needed.	St. Joseph County Health Department
19	The St. Joseph County Health Department will implement the 24-hour, 7-day/week emergency number for use by the public.	St. Joseph County Health Department
20	The St. Joseph County Health Department, in conjunction with the acute care providers and emergency medical services agencies, will coordinate with the Resource Support Emergency Support Function in obtaining additional supplies for hospitals and emergency medical services as requested.	St. Joseph County Health Department, Local Supporting Hospitals, & Jurisdictional Emergency Medical Services
21	The St. Joseph County Health Department and the American Red Cross will coordinate with the Information and Planning Emergency Support Function for tracking victims' location, recovery and status, as needed.	St. Joseph County Health Department, American Red Cross, & Jurisdictional Law Enforcement
22	The St. Joseph County Health Department, with assistance from the Hazardous Materials Team, will provide technical information to hospitals, clinics, medical practices, first responders, and investigators regarding chemical and biological agent properties and effects.	St. Joseph County Health Department & South Bend Fire Department Hazardous Materials Team
23	The St. Joseph County Health Department will serve as the primary source of information regarding medical and public health issues during an incident.	St. Joseph County Health Department
24	The St. Joseph County Health Department and supporting hospitals will implement medical surveillance systems to track the spread of disease.	St. Joseph County Health Department and supporting Hospitals.
25	The St. Joseph County Health Department will implement the reporting system for updating response, medical, and public health officials of disease outbreaks identified by the surveillance system.	St. Joseph County Health Department

√	Response Task	Resource
26	The St. Joseph County Health Department will request activation of the Indiana Funeral Directors' and Coroner's Disaster Team, as needed.	St. Joseph County Health Department, St. Joseph County Coroner, & Funeral Directors' Association
27	The St. Joseph County Health Department, supporting hospitals, and emergency medical services agencies will implement the County's Mass Casualty Plan.	St. Joseph County Health Department, Area Supporting Hospitals, & Jurisdictional Emergency Medical Services
28	The Coroner, and Funeral Directors' Association will implement the County's Mass Fatality Plan.	, St. Joseph County Coroner, & Funeral Directors' Association
29	The St. Joseph County Health Department will coordinate with the Hazardous Materials and Public Information Emergency Support Functions to disseminate public information releases detailing the signs and symptoms of the specific diseases as they pertain to public safety, site re-entry, and site re-habitation.	St. Joseph County Health Department
30	The St. Joseph County Health Department, in conjunction with the Indiana State Department of Health and Centers for Disease Control and Prevention, will identify diseases and provide guidance on prophylaxis.	St. Joseph County Health Department

Recovery

√	Recovery Task	Resource
1	The St. Joseph County Health Department, in conjunction with the Indiana State Department of Health and Centers for Disease Control and Prevention, will implement decontamination procedures with local fire departments and hazardous materials teams, as needed.	St. Joseph County Health Department
2	The St. Joseph County Health Department, in conjunction with each support agency, will ensure the Health and Medical Emergency Support Function personnel have been decontaminated, where applicable.	St. Joseph County Health Department, All Supporting Agencies, & South Bend Fire Department Hazardous Materials Team
3	The St. Joseph County Health Department and each support agency will collect and inventory their respective equipment used during the incident.	St. Joseph County Health Department & All Support Agencies
4	The St. Joseph County Health Department will provide guidance on State and Federal public health regulations.	St. Joseph County Health Department
5	The St. Joseph County Health Department, American Red Cross, and supporting acute care agencies will monitor the health and recovery of first responders.	St. Joseph County Health Department, American Red Cross, & Area Supporting Hospitals
6	The St. Joseph County Health Department through Madison Center will implement the Countywide network of psychological services available.	St. Joseph County Health Department & Madison Center and Hospital
7	The St. Joseph County Health Department, in conjunction with the Indiana State Department of Health, Centers for Disease Control and Prevention, and the St. Joseph County Coroner, will assist in the determination of appropriate burial/disposition of deceased victims' remains.	St. Joseph County Health Department & St. Joseph County Coroner
8	The St. Joseph County Health Department and all supporting agencies will coordinate with the Resource Support Emergency Support Function on resource accountability.	St. Joseph County Health Department & Resource Support
9	The St. Joseph County Health Department will prepare appropriate After-Action Reports.	St. Joseph County Health Department

√	Recovery Task	Resource
10	The St. Joseph County Health Department will provide guidance on long-term medical care and monitoring according to Agency for Toxic Substances and Disease Registry, Indiana State Department of Health and Centers for Disease Control and Prevention recommendations.	St. Joseph County Health Department
11	The St. Joseph County Health Department will continue epidemiological investigations in conjunction with the Indiana State Department of Health and Centers for Disease Control and Prevention.	St. Joseph County Health Department
12	The St. Joseph County Health Department will continue to monitor the medical surveillance system.	St. Joseph County Health Department

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 **Health and Medical Emergency Support Function**.

Primary Coordinating Agency
Health and Medical ESF
St. Joseph County Health Dept.