

## **Search and Rescue Emergency Support Function**

**Primary Coordinating Agency:** St. Joseph County Fire Chiefs' Association

**Support Agencies:**

- Centre Township Fire Department
- Clay Fire Territory
- German Township Fire Department
- Harris Township Fire Department
- Lakeville Fire Department
- Madison Township Fire Department
- Mishawaka Fire Department
- New Carlisle Fire Department
- North Liberty Fire Department
- Notre Dame Fire Department
- Osceola Fire Department
- Penn North Fire Department
- Penn South Fire Department
- Portage Fire Department
- South Bend Fire Department
- South Bend Regional Airport Fire Department
- Walkerton Fire Department
- Warren Township Fire Department
- Northern Indiana Search and Rescue
- St. Joseph County Volunteer Emergency Service Team
- Mishawaka Police
- South Bend Police Department
- St. Joseph County Police Dive/Scuba Team
- St. Joseph County Police Reserves

## Mitigation

√	Mitigation Task	Resource
1	Identify potential funding sources that are available to mitigate a natural or man made event.	All Emergency Support Functions
2	Investigate new technology and procedures for use in completing the Search and Rescue Emergency Support Function goals and objectives.	All Support Agencies
3	Identify areas where mutual aid agreements and memoranda of understanding are needed.	Jurisdictional Fire Departments
4	Identify areas where public education programs describing search and rescue efforts are needed.	Jurisdictional Fire Departments
5	Identify the Search and Rescue Emergency Support Function leads/supervisors St. Joseph County Emergency Operations Center activation and field operations.	Jurisdictional Fire Departments
6	Identify sources of hazard-specific needs, resources, and equipment.	Jurisdictional Fire Departments
7	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	Jurisdictional Fire Departments
8	Identify Emergency Support Function-specific training requirements.	Jurisdictional Fire Departments
9	Identify personal protective equipment needs, sources, and potential funding sources.	Jurisdictional Fire Departments
10	Conduct risk assessment.	Jurisdictional Fire Departments

## Preparedness

√	Preparedness Task	Resource
1	Develop and maintain standard operating procedures/guidelines, other plans, and procedures necessary for Search and Rescue Emergency Support Function and its support agencies to operate efficiently.	Jurisdictional Fire Departments & All Support Agencies
2	Develop and conduct awareness training and exercise programs involving search and rescue issues.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies

√	Preparedness Task	Resource
3	Develop and maintain mutual aid agreements and memoranda of understanding with support agencies, ancillary or contract support services, and resource providers.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
4	Develop and maintain resource and equipment lists for jurisdictional fire departments and submit to St. Joseph County Emergency Management Agency, update as requested.	St. Joseph County Fire Chiefs' Association
5	Develop and maintain a roster of Search and Rescue 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 Fire Chiefs' Association
6	Obtain detailed maps of County jurisdictions.	St. Joseph County Fire Chiefs' Association & St. Joseph County Geographic Information System
7	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 Fire Chiefs' Association
8	Develop and maintain lists of hazard-specific resources and equipment and submit copy to St. Joseph County Emergency Management Agency, update as requested.	St. Joseph County Fire Chiefs' Association
9	Provide guidance on State regulations.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
10	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the St. Joseph County Emergency Operations Center or in the field.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
11	Develop and coordinate standards for Search and Rescue Emergency Support Function personnel and resources.	St. Joseph County Fire Chiefs' Association
12	Train searchers and their animals based on standards.	Northern Indiana Search and Rescue

**Response**

<b>√</b>	<b>Response Task</b>	<b>Resource</b>
1	Assess scope, magnitude, extent, and potential duration of incident.	Jurisdictional Fire Departments
2	Activate Search and Rescue Emergency Support Function and its personnel based on incident assessment.	Jurisdictional Fire Departments
3	Obtain status report on County activities once in the Emergency Operations Center.	Information and Planning Emergency Support Function
4	Provide periodic status reports on activities to the Emergency Operations Center.	Section Commander (Agency in charge of incident search & rescue operations.)
5	Assist in the development of an incident action plan.	Section Commander (Agency in charge of incident search & rescue operations.)
6	Provide technical assistance as requested.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
7	Provide hourly situation reports of Search and Rescue Emergency Support Function activities to the Emergency Operations Center supervisor.	Section Commander (Agency in charge of incident search & rescue operations.)
8	Attend meetings for periodic situation updates.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
9	Document incoming and outgoing notifications.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
10	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

√	Response Task	Resource
11	Maintain record of actions taken.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
12	If Joint Information or Operations Centers are activated, send Emergency Support Function representative to those locations if appropriate.	St. Joseph County Fire Chiefs' Association & Jurisdictional Fire Departments
13	Couple the search and recovery needs resulting from a local incident with the resources available in the area.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
14	Request State and Federal assistance/resources as needed.	Resource Support Emergency Support Function & St. Joseph County Emergency Management Agency
15	Interface with State and Federal personnel to coordinate the Information and Planning Emergency Support Function functions/activities as needed.	Information and Planning Emergency Support Function, St. Joseph County Emergency Management Agency, & Jurisdictional Fire Departments
16	Coordinate with the Public Works and Engineering Emergency Support Function on equipment and resource needs for search and rescue operations as needed.	St. Joseph County Fire Chiefs' Association & Jurisdictional Fire Departments
17	Coordinate with the Law Enforcement Emergency Support Function on search and rescue security needs and evidence recovery, collection, and chain of custody.	St. Joseph County Fire Chiefs' Association & Jurisdictional Fire Departments
18	Coordinate with the Hazardous Materials Emergency Support Function on search and rescue personnel and animal safety with regard to chemical agents.	St. Joseph County Fire Chiefs' Association & Jurisdictional Fire Departments
19	Coordinate with the Health and Medical Emergency Support Function on search and rescue personnel and animal safety with regard to biological agents.	St. Joseph County Fire Chiefs' Association & Jurisdictional Fire Departments

## Recovery

√	Recovery Task	Resource
1	Maintain search and recovery function, as needed, for additional rescue attempts.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
2	Identify need for medical attention of search and rescue personnel and animals with follow up monitoring.	Veterinary Association & Health and Medical Emergency Support Function
3	Ensure Emergency Support Function personnel have been decontaminated when applicable.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments
4	Coordinate the collection, inventorying, maintenance, and decontamination of all equipment used during an incident.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments
5	Coordinate with the Resource Support Emergency Support Function on resource accountability.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & All Support Agencies
6	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	St. Joseph County Fire Chiefs' Association & Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
7	Prepare and compile After-Action Reports for specific areas of responsibility.	St. Joseph County Sheriff's Department
8	Coordinate with the Law Enforcement Emergency Support Function on search and rescue personnel and animal safety and potential evidence recovery, collection, and chain of custody.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, All Support Agencies, & Health and Medical Emergency Support Function
9	Coordinate with the Hazardous Materials Emergency Support Function on search and rescue personnel and animal safety regarding chemical agents.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, All Support Agencies, & Health and Medical Emergency Support Function
10	Coordinate with Health and Medical Emergency Support Function on search and rescue personnel and animal safety regarding biological agents.	St. Joseph County Fire Chiefs' Association, Jurisdictional Fire Departments, & 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 **Search and Rescue Emergency Support Function**.

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Primary Coordinating Agency  
Search and Rescue ESF  
St. Joseph County Fire Chief's Association