

## **Hazardous Materials Emergency Support Function**

**Primary Coordinating Agency:** South Bend Fire Department Hazardous Materials Team

**Support Agencies:**

**Jurisdictional Fire Departments**

- South Bend Fire Department
- Mishawaka Fire Department
- Clay Fire Department
- Airport Fire Department
- Township Fire Departments
  - Centre Township Fire Department
  - German Township Fire Department
  - Harris Township Fire Department
  - Lakeville Fire Department
  - Madison Township Fire Department
  - New Carlisle Fire Department
  - North Liberty Fire Department
  - Osceola Fire Department
  - Penn North Fire Department
  - Penn South Fire Department
  - Portage Township Fire Department
  - Walkerton Fire Department
  - Warren Township Fire Department

**Off-Site Support: Recognition and Identification**

- South Bend Medical Foundation
- St. Joseph County Health Department
- University of Notre Dame
- CSX Railroad
- Norfolk & Southern Railroad

**Jurisdictional Police Agencies**

- St. Joseph County Police
- City of South Bend Police
- City of Mishawaka Police
- Airport Police
- Notre Dame Police

## Mitigation

√	Mitigation Task	Resource
1	Identify potential funding sources that are available to mitigate acts of terrorism.	St. Joseph County Local Emergency Planning Committee & city/County Grants
2	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies and ancillary or contract support services.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments
3	Identify sources of hazard-specific needs, resources, and equipment.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments
4	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments
5	Identify Emergency Support Function-specific training requirements.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments

## Preparedness

√	Preparedness Task	Resource
1	Develop and conduct awareness training and exercise programs for South Bend Fire Department and response agencies, including emergency medical technicians, paramedics, law enforcement officers, firefighters, and search and rescue personnel.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments
2	Develop and maintain a roster of all hazardous materials technicians, leads/supervisors, and shift change/staffing procedures.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments

√	Preparedness Task	Resource
3	Develop and maintain a roster of the Hazardous Materials 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.	South Bend Fire Department Hazardous Materials Team, Jurisdictional Fire Departments, & Geographic Information Systems
4	Develop fact sheets on chemical agents.	South Bend Fire Department Hazardous Materials Team, (Multiple Reference Manuals), Chemtrec, & Computer-Aided Management of Emergency Operations

## Response

√	Response Task	Resource
1	Obtain status report on St. Joseph County activities, once in the Emergency Operations Center.	South Bend Fire Department Hazardous Materials Team
2	Support other Emergency Support Functions with technical expertise and equipment as needed.	South Bend Fire Department Hazardous Materials Team
3	Each jurisdictional agency shall provide an incident report to the South Bend Fire Department.	South Bend Fire Department Hazardous Materials Team & Jurisdictional Fire Departments
4	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
5	Coordinate required environmental assessments.	South Bend Fire Department Hazardous Materials Team
6	Prepare technical information for appropriate Emergency Operations Center representatives to utilize for public release.	South Bend Fire Department Hazardous Materials Public Information Officer
7	Request State and Federal assistance/resources as needed.	

**Recovery**

√	Recovery Task	Resource
1	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
2	Coordinate decontamination and other clean up efforts as requested.	All Hazardous Materials Responders

## 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 **Hazardous Materials Emergency Support Function**.

---

Primary Coordinating Agency  
Hazardous Materials ESF  
South Bend Fire Dept. Hazardous Materials Team