

## **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**

√	<b>Mitigation Task</b>	<b>Resource</b>
1	Identify critical facilities, if any, that are vulnerable to terrorist attack, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	St. Joseph County Emergency Management Agency
2	Identify potential funding sources that are available to mitigate acts of terrorism.	All County & City Departments
3	Identify requirements for standard operating procedures/guidelines, other plans, and procedures that are required for lead and support agencies.	All County & City Departments
4	Identify areas where mutual aid agreements and memorandums of understanding are needed.	All Purchasing Departments & St. Joseph County Emergency Management Agency <b>(Reference: St. Joseph County Emergency Purchasing Guide)</b>
5	Identify sources of hazard-specific needs, resources, and equipment.	All Purchasing Departments <b>(Reference: St. Joseph County Emergency Purchasing Guide)</b>
6	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	<b>(Reference: St. Joseph County Emergency Purchasing Guide)</b>
7	Identify potential resource staging areas.	St. Joseph County Purchasing Department
	<b>Considerations for conventional attack:</b>	
	<b>For chemical attack:</b>	
	<b>For biological attack:</b>	
8	Develop appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities

## 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
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 <b>(Reference: St. Joseph County Emergency Purchasing Guide)</b>
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 <b>(Reference: St. Joseph County Emergency Purchasing Guide)</b>
9	Develop emergency purchasing procedures.	Jurisdictional Purchasing Departments <b>(Reference: St. Joseph County Emergency Purchasing Guide)</b>

√	Preparedness Task	Resource
10	Ensure that agency representatives can access required information networks while in the Emergency Operations Center.	Geographic Information System <b>(Reference: St. Joseph County Emergency Purchasing Guide)</b>
11	Coordinate with the Law Enforcement Emergency Support Function to develop procedures for security of supplies as they are transported.	St. Joseph County Purchasing
	<b>Considerations for conventional attack:</b>	
	<b>For chemical or biological attack:</b>	
12	Implement appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities

**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	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

√	<b>Response Task</b>	<b>Resource</b>
6	Maintain record of actions taken.	Jurisdictional Purchasing Departments <b>(Reference: St. Joseph County Emergency Purchasing Guide)</b>
7	Acquire resources, when requested by agency, and approved by appropriate authority.	Jurisdictional Purchasing Departments <b>(Reference: St. Joseph County Emergency Purchasing Guide)</b>
8	Verify and prioritize resource requests and allocate in accordance with established procedures.	Jurisdictional Purchasing Departments <b>(Reference: St. Joseph County Emergency Purchasing Guide)</b>
9	Contact suppliers and alert them of potential needs.	Jurisdictional Purchasing Departments <b>(Reference: St. Joseph County Emergency Purchasing Guide)</b>
10	Coordinate with the Law Enforcement Emergency Support Function to provide security for resources and personnel in staging and storage areas.	St. Joseph County Purchasing Department
11	Implement emergency purchasing procedures.	Jurisdictional Purchasing Departments <b>(Reference: St. Joseph County Emergency Purchasing Guide)</b>
12	Provide guidance on St. Joseph County resource acquisition rules and regulations.	Jurisdictional Purchasing Departments <b>(Reference: St. Joseph County Emergency Purchasing Guide)</b>
13	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency
14	Activate staging areas as required.	Appropriate Emergency Support Function & Incident Commander
	<b>Considerations for conventional attack:</b>	

√	<b>Response Task</b>	<b>Resource</b>
	<b>For chemical attack:</b>	
	<b>For biological attack:</b>	

**Recovery**

√	<b>Recovery Task</b>	<b>Resource</b>
1	Provide resource status and accountability updates as required.	Jurisdictional Purchasing Departments <b>(Reference: St. Joseph County Emergency Purchasing Guide)</b>
2	Compile accurate accounting for all resources acquired.	Jurisdictional Purchasing Departments <b>(Reference: St. Joseph County Emergency Purchasing Guide)</b>
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.	<u>All Emergency Support Functions &amp; St. Joseph County Purchasing Department</u> <b>(Reference: St. Joseph County Emergency Purchasing Guide)</b>
	<b>Considerations for conventional attack:</b>	
	<b>For chemical attack:</b>	
	<b>For biological attack:</b>	