



ST. JOSEPH COUNTY

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Terrorism Element

September 9th, 2003

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**St. Joseph County
Comprehensive Emergency Management Plan
Terrorism Element
General Outline**

Definitions Related to Terrorism

Introduction

Purpose

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- Description of the Hazard
- Vulnerability to a Terrorist Attack
- Potential for a Terrorist Attack
- Summation of Risk

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- Emergency Support Function Matrix

Emergency Support Function Tasking Checklists

- Mitigation
- Preparedness
- Response
- Recovery

St. Joseph County Comprehensive Emergency Management Plan Terrorism Element

Definitions Related to Terrorism

Biological agents – Microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

Chemical agents – Solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

Classification of a Terrorist Threat – The following four levels of classification have been defined by the Federal Bureau of Investigation. Upon receipt of a threat by phone or other means, the Bureau would be contacted and given all known information; subsequently, they would research the matter and issue a “Classification Level” based on what is known about the group making the threat and/or the conditions surrounding the receipt of the threat. Emergency management agencies should activate their emergency management system to the extent that the Federal Bureau of Investigation classification will give rise to the severity of the threat or action expected from the terrorist group.

- **Level 4 – Minimal Threat** – Received threats do not warrant actions beyond normal liaison notification or placing assets on heightened alert.
- **Level 3 – Potential Threat** – Intelligence or an articulated threat indicates a potential for a terrorist incident. However, this threat has not yet been assessed as credible, and threat assessment is continued to completion.
- **Level 2 – Credible Threat** – A threat assessment indicates that the potential threat is credible and confirms the involvement of a weapon of mass destruction in the developing terrorist incident. The Federal crisis management response will focus on law enforcement actions taken in the interest of public safety and is predominately concerned with preventing and resolving the threat. The Federal consequence management response will focus on contingency planning and pre-positioning of suitable resources as required.
- **Level 1 – Weapon of Mass Destruction Incident** – It is known that a weapon of mass destruction incident has occurred which requires an immediate process to identify, acquire, and plan the use of Federal resources to augment State and local authorities in response to limited or major consequences.

The classification may be upgraded or downgraded by the Federal Bureau of Investigation at any time, when warranted by conditions.

Comprehensive Emergency Management Plans – The documentation of a planning process at the State and County level that establishes policies and procedures needed to

prepare for, respond to, recover from, and mitigate the impacts of all types of natural, technological, and criminal/hostile disasters.

Consequence Management – Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.

Crisis Management – Measures to identify, acquire and plan the use of resources needed to anticipate, prevent, or resolve a threat or act of terrorism.

Cyberterrorist Attack – An intentional effort to electronically or physically destroy or disrupt computer networks, telecommunication, or Internet services that could threaten critically needed community services or that results in widespread economic consequences.

Decontamination – The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing contaminating or infecting material.

Domestic Emergency Support Team – An interagency team of Federal representatives that can be rapidly deployed to support the Federal Bureau of Investigation Command Group for a terrorist incident involving a weapon of mass destruction.

Early Warning Indicators – Health data – including information on emergency medical services call volumes, emergency room presentations, clinical diagnoses, laboratory-based diagnoses, specific syndromes, health-related behaviors, use of products related to health, and morbidity and mortality rates – that is collected and analyzed in order to detect outbreaks; characterize disease transmission patterns by time, place, and person; evaluate prevention and control programs; and project future health care needs.

Emergency Operations Center – A centralized facility housing representatives of emergency management agencies and Emergency Support Functions for purposes of the identification, mobilization, coordination and allocation of personnel, equipment and materials to support the Unified Command established for an act of terrorism.

Emergency Support Function – That portion of a Comprehensive Emergency Management Plan that describes a grouping of similar or interrelated support activities necessary for managing the impacts of a disaster.

Forward Coordinating Team – A group of representatives of the Federal organizations mobilized to a terrorist incident scene and reporting to the local Unified Command.

Incident Command System – also known as the Incident Management System, is a standardized management system designed for control and coordination of field emergency response operations under the direction of an Incident Commander through the allocation and utilization of resources within pre-defined functional or geographic areas.

Indiana Terrorism Task Force – The State of Indiana has formed a task force whose job is to develop procedures to limit the extent of damage and control the consequences of a nuclear, chemical, or biological attack.

Joint Information Center – A location and operational unit staffed by the public information officers of all key responding agencies, impacted jurisdictions, or other groups closely involved in the incident in order to provide for coordination and consistency in media management operations.

Joint Operations Center – The location at or near the scene of a terrorist incident from where Federal response operations in crisis and consequence management are coordinated.

Local Responding Units – Police, fire, or rescue units of either County or municipal government mobilized to a scene of a known or suspected terrorist attack.

Nuclear Emergency Search Team – A United States Department of Energy Team with specially trained personnel and equipment that assists in the handling of nuclear or radiological threats. The team assets include intelligence, communications, search, assessment, access, diagnostics, disablement, operations, containment/damage limitation, logistics, and health.

Personal Protective Equipment – Clothing and respiratory apparatus designed to shield an individual from chemical, biological, and physical hazards.

Public Information Officer – An individual from an organization or jurisdiction participating in the event and designated to prepare and release public information regarding the situation and the response.

Regional Operations Center – An Emergency Operations Center established by the Federal Emergency Management Agency for a Federal Region that is used for coordination of Federal resources deployed to the State impacted by an event.

Technical Escort Unit – A trained unit of the United States Army, stationed at Aberdeen Proving Ground, Maryland, which handles, dismantles, and disposes of chemical and biological weapons and munitions.

Terrorist Event or Incident – A violent act or an act dangerous to human life, in violation of the criminal laws of the United States, to intimidate or coerce a government, the civilian population or any segment thereof, in furtherance of political or social objectives. A terrorist act is also defined as including intentional and criminal acts to destroy, disrupt, or render unusable, computer systems and networks, radio and telecommunication networks, and Internet systems. (See Cyberterrorist Attack).

Unified Command – The adaptation of the Incident Command System in which all key local, State, and/or Federal agencies cooperatively participate in planning, decision-making, and resource coordination in support of the designated Incident Commander.

Weapon of Mass Destruction – (1) Any explosive, incendiary, bomb, grenade, or rocket having a propellant charge of more than four ounces; missiles having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

DEFINITIONS OF THE FOUR PHASES OF EMERGENCY MANAGEMENT

Mitigation - Efforts made to lessen or eliminate damage, death, or injury as a result of an incident.

Preparedness - Efforts made to enable responders to be ready to stabilize an incident.

Response - Efforts made to stabilize an incident.

Recovery - Efforts made to clean up and return to normal, operations following an incident.

Introduction

This element of the St. Joseph County Comprehensive Emergency Management Plan addresses the specialized emergency response operations and supporting efforts needed by the County in the event of a known, suspected, or threatened terrorist incident occurring within its borders.

Purpose

The Terrorism Element supplements the County's Comprehensive Emergency Management Plan by addressing those unique or specialized considerations that would be necessary in the event of a terrorist attack within or impacting the County or any of its communities. It discusses the County's *crisis management* role, which includes the actions required by the County's Emergency Support Function Primary Coordinating and Support Agencies to identify, acquire, and plan for the use of resources needed to anticipate, prevent, or resolve a threat or act of terrorism. It also discusses the County's *consequence management* role, which includes emergency operations designed to protect public health and safety, restore essential government services, and provide emergency relief to the victims of a terrorist event.

Scope

This element is intended to be in support of and consistent with the operational, organizational, and administrative provisions set forth in the following:

- The St. Joseph County Comprehensive Emergency Management Plan
- The State of Indiana Comprehensive Emergency Management Plan
- The Federal Response Plan
- The Terrorism Incident Response Annex to the Federal Response Plan
- The United States Government Interagency Terrorism Concept of Operations

This element recognizes the interdependency of local governments in St. Joseph County and the potential that a multi-jurisdictional response to manage the consequences of a terrorist event may be required. Therefore, this element is also intended to be supportive of and consistent with the Comprehensive Emergency Management Plans and Terrorism Elements of other local jurisdictions where applicable.

This element also relies upon, and is intended to be consistent with; the specific standard operating procedures prepared by municipal agencies, medical facilities, and community support organizations operating within the County. These procedures are necessary to implement terrorism incident crisis and consequence management concepts established in this element, and at a minimum, are expected to address the following functions:

- Communications
- Mutual aid

- Use of the Incident Management System
- Hazardous materials incident response
- Environmental decontamination and clean-up
- Mass casualty/fatality incident response
- Crime scene management
- Hostage situation management
- Bomb disposal
- Public warning and emergency instruction
- Public evacuation, sheltering-in-place, and transportation
- Search and rescue

Situation

Description of the Hazard

A terrorist event could be localized within a municipality, in an unincorporated area of the County, or be of a nature that it affects numerous Counties in the area. A terrorist event could also originate from a remote location outside of the County, State, or the United States, and still impact the facilities, systems, businesses, and/or population of St. Joseph County. Such an incident could endanger health and safety, destroy or contaminate property, interfere with government and business functions, and disrupt or destroy community services in specific locations or large areas within the State.

A terrorist event could involve a wide variety of individual materials or actions or combinations of materials and actions. These could range from uncomplicated incidents impacting relatively small areas, to highly complex events with very widespread physical or economic consequences. A straightforward event could, for example, involve the release of a widely used toxic chemical or detonation of a simple explosive device. For these types of incidents, the local emergency response agencies may have the equipment, personnel and expertise to respond effectively without outside assistance. It is more likely, however, that the response to such an event would require specialized personnel and resources beyond the capabilities of the County and many of its jurisdictions require assistance from mutual aid organizations, adjacent counties, the State, and the Federal government.

A terrorist attack, especially with widespread chemical, biological, or radiological contamination resulting from the use of a weapon of mass destruction, has the potential to result in health, safety, economic, and environmental impacts in a large geographical area. This possibility suggests that regional coordination of emergency operations for a response to the consequences of the use of a weapon of mass destruction is likely to be necessary.

Vulnerability to a Terrorist Attack

St. Joseph County encompasses 1,170 square miles and has a resident population of 250,000 persons of which manufacturing has 20,900 paid employees; the trade industry has 34,900 paid employees; and services industry has 48,600 paid employees. The highway transportation networks are vital to the overall economy and well being of the County and its

communities. The major east/west 80/90 toll road runs through the northern end of St. Joseph as well as the major north/south U.S. 31/State Road 933 runs through the center of St. Joseph County. St. Joseph County is also home to the University of Notre Dame, and extension campuses of Indiana and Purdue Universities. There are also several smaller private universities and continuing education centers in St. Joseph County. The County seat is located in South Bend, Indiana. St. Joseph County has a minor league baseball stadium and the College Football Hall of Fame is located in the downtown South Bend area. Additional details regarding the County and its geographic and demographic characteristics may be provided in the St. Joseph County Comprehensive Emergency Management Plan.

The County and its communities have many facilities and systems that are considered to be critical. The continued and uninterrupted operation of these critical facilities is necessary for the health, safety, and well being of the general public. These facilities could be considered potential targets for a terrorist attack, and therefore, an attack on these locations could have important and potentially widespread consequences. The vulnerability of these facilities or systems to a terrorist attack is due to the potential for the following to occur:

- Disruption of the ability to initiate and sustain emergency response operations.
- Increased safety risks to the community from the release of hazardous materials or dangerous substances.
- Disruption of all types of governmental functions, including law and order, public safety, education and similar critical operations.
- Threats to institutions and public gathering places serving large numbers of individuals posing higher vulnerability to the health and safety of these individuals.
- Threats to the economic vitality of the State and its businesses.
- Damage or disruption to components of the transportation or utility infrastructure resulting in additional physical or economic consequences of the terrorist attack.

Critical facilities considered include government buildings, public safety facilities, medical facilities, schools, community centers, and locations storing or using designated hazardous materials. Potentially vulnerable utilities include communications facilities, bridges, and components of water and sewage treatment systems. In addition, the entire highway and railroad network in the County as well as the airport(s) are considered vulnerable infrastructure and facility components.

Potential for a Terrorist Attack

St. Joseph County has many characteristics that lend to its potential as a target for a terrorist attack as well as make it vulnerable to the consequences of such an event. Characteristics of the County that result in this situation include the following:

- It is readily and directly accessible from other locations throughout the nation and world by land, air, water, and rail routes.
- The County Courthouse, AM General, IN/TEK, IN/KOTE, University of Notre Dame, and certain other such facilities within the County must be considered as high profile targets for terrorist attack due to their potential for mass casualties and substantial destruction.

- Several national and international-based businesses have major facilities in the County.
- Many of the major governmental agencies, businesses and institutions located within the County are dependent on computer, Internet and telecommunications networks making them vulnerable to cyberterrorism and the economic and physical consequences that could result.

The Federal Bureau of Investigation recognizes six general types of domestic terrorist groups and characterizes their activity levels as follows:

- **International terrorists** – Foreign terrorists, such as the Afghanistan based al Qaeda network believed, responsible for the September 11, 2001 attacks on the United States, view the United States as a primary target and are often unrestricted in their travel throughout the nation.
- **Left-wing terrorists** – While the demise of the Soviet Union has eroded the activity of leftist and socialist-oriented European terrorism groups and Latin America-based groups remain active.
- **Right-wing terrorists** – Right-wing groups appear to be increasing in number and membership as advocates of anti-government or racist ideologies. Current activities involve paramilitary training and stockpiling of weaponry.
- **Special interests extremists** – Special interest extremists and predominately violent anti-abortion groups continue to be active. This group would include extremists intending to use terrorism to promote or seek retribution for other special interests such as animal rights, environmental issues, or corporate power.
- **State sponsors of terrorism** – Recognized State sponsors of international terrorism – Iran, Iraq, Syria, Sudan, Libya, Cuba, and North Korea – continue to maintain diplomatic establishments in the United States, and there have been allegations that diplomats from some of these countries are involved in terrorist-related activities.
- **Loosely affiliated extremists** – Extremists with no direct affiliation or sponsorship are known to continue to view the United States as a target for terrorism activity. They have a demonstrated ability to use advanced technology in the United States and represent the most difficult international terrorist challenge to law enforcement and intelligence communities.

Such groups may view utilities, institutions, businesses, special events, large conventions, or other public gatherings taking place in the local area as potential targets. The terrorist attacks of September 11, 2001, and subsequent anthrax incidents are stark reminders of the constant threat that all types of terrorists pose on the country and that these terrorists can attack using any manner of weapons. The types of facilities listed above could; therefore, be targets for the use of multiple types of weapons of mass destruction including conventional, biological, chemical, or radiological weapons.

Summation of Risk

1. Terrorism is where a major objective of the perpetrators is to instill unreasonable fear in a population by various means. Typically this is defined as a violent act or an act dangerous to human life, in violation of the criminal laws of the United States, to

intimidate or coerce a government, the civilian population or any segment thereof, in furtherance of political or social objectives.

2. Terrorists may use any number of methods to accomplish their goals, but their destructive actions generally take the form of either a conventional attack (i.e., weapons such as firearms, explosives, knives, etc.) or unconventional attack using weapons of mass destruction (i.e., chemical, biological, or radiological weapons).
3. The State of Indiana's Terrorism Task Force conducted a terrorism target inventory and has identified the following possible targets:
 - Government Facilities – 451
 - Commercial/Industrial – 1,786
 - Transportation Centers – 92
 - Recreational Facilities – 754
 - Miscellaneous – 3,096

Total Possible Targets – 5,179

A number of these targets are located within St. Joseph County.

4. There have been several acts of terrorism in the State over the last few years as well as hoaxes threatening the use of biological agents such as anthrax.
5. There are known special interest groups in St. Joseph County and surrounding Counties and States that are capable or have a history of committing terrorist acts.

Planning Assumptions

1. St. Joseph County agencies understand that the threat of terrorism is real and there are targets throughout this County and the State of Indiana. Acts of terrorism can cause extensive casualties, deaths, and destruction of property and infrastructure across several jurisdictions and severely impact the County's economy.
2. Secondary explosive, chemical, biological, or radiological devices could be placed at the scene of a terrorist incident to intentionally endanger emergency response personnel, damage response resources, disrupt response operations, result in additional victims, or cause further property damage. Response efforts must be coupled with proper bomb-search procedures to mitigate the possibility of secondary or unexploded devices injuring response personnel.
3. A terrorist incident could involve hostages, gunfire, or other situations that must be resolved during crisis management efforts prior to initiating all or portions of the emergency response operations and other consequence management efforts.
4. There may be multiple incidents simultaneously or that span more than one jurisdiction further depleting on-hand resources, mutual aid assistance, and State and Federal assistance.

5. All local, State, Federal and mutual aid response agencies and organizations will expect to participate in a Unified Command structure established by the responding agencies at the local level. Any incident involving an act of terrorism, or the suspicion thereof, immediately becomes jurisdiction of the Federal Bureau of Investigation for crisis management. However, local authorities will assume most response activities until the Federal Bureau of Investigation can deploy assets to the area.
6. If a threat is classified as credible, it is expected that a Joint Information Center may be established and will need to be staffed. There will be extensive media interest in a terrorist event and media management operations will require resources beyond those needed for other types of emergency management operations.
7. An act of terrorism involving an explosive device or a weapon of mass destruction may render an area very dangerous for Emergency Support Function field personnel when called in to start protective actions and restoration of infrastructure. Constant monitoring for signs of illness or injury must be provided. In addition, field personnel will need to use aggressive personal protection practices and may have to be decontaminated. Critical incident stress management support services should also be made available.
8. Due to the nature of a terrorist incident, response and recovery efforts will have to be coordinated with investigative procedures. Beyond any threat to life or substantial property damage, response and recovery efforts need to be adjusted in order to preserve crime scene evidence.
9. Biological incidents will necessitate the establishment of mass medication and treatment centers, and where the biological agent is contagious, mass prophylaxis centers. First responders and medical facility staff may also become victims, which will deplete staffing levels.
10. Managers of mass care centers and shelters must be aware of the possibility that the perpetrator(s) of the crime may try to seek assistance at one of their facilities. Mass care centers and shelters should consider the need to interview victims about the incident and must take personal safety precautions when doing so.
11. There will be a need for mass decontamination capabilities for persons and equipment and a need to identify private vendors to perform site decontamination and cleanup.
12. Law enforcement personnel must coordinate with other Emergency Support Functions to determine the safety of the crime scene. This will affect victim rescue and recovery and evidence collection. Due to the high-profile nature of the incident, there will be a heightened need for scene security and traffic control around the affected area.

Concept of Operations

The Comprehensive Emergency Management Plan outlines the general “Concept of Operations” for a disaster event. A terrorism act, however, impacts the actions of emergency management officials and emergency responders in a different manner and some of those differences are presented here.

1. When there is the threat of or the actual occurrence of a terrorist incident, County personnel with responsibilities under Emergency Support Functions will be notified. In addition, Federal agencies that have responsibilities during a suspected or actual terrorist incident will be notified. These include the Federal Bureau of Investigation, which has the “Lead Federal Agency” role for crisis management during a terrorist incident, and the Federal Emergency Management Agency, which has the “Lead Federal Agency” role for consequence management. The State Emergency Management Agency, once notified, will ensure that appropriate Emergency Support Function personnel and Federal agencies are contacted.
2. The Federal Bureau of Investigation will evaluate information received and classify the credibility of the threat. That classification will likely determine the actions of local and State officials. If the threat is deemed credible, crisis management operations will take actions to prevent the attack from occurring, while consequence management action will focus on mitigation efforts to lessen the impact on the surrounding community. If an incident has already occurred, a full emergency activation will take place immediately.
3. Appropriate Emergency Support Function personnel are notified of Emergency Support Function activations during a terrorist incident. Appropriate supervisors for the Emergency Support Function will establish a command and control organization using the Incident Management System under which the State Emergency Management Agency operates.
4. The State Emergency Management Agency will activate the State Emergency Operations Center and begin staffing it with Emergency Support Function representatives. The State Forward Response Team will be activated and deployed where necessary. These Lead and Support Agency personnel will coordinate agency activities during both the crisis and consequence management phases of the event. It is likely that the County Emergency Operations Center will be activated as well as certain city Emergency Operation Centers, depending on the jurisdiction where the incident has occurred. Emergency Operations Centers may need to be staffed continually (24 hours a day) until the status of the incident dictates that the respective Emergency Operations Center or specific Emergency Support Functions can be deactivated. Once terrorism is suspected or confirmed, Federal agencies will also be deployed and stationed in the State Emergency Operations Center and possibly in County and/or city Emergency Operation Centers. A Federal Joint Operations Center may also be activated.

5. The jurisdiction in which an incident occurs will be responsible for initiating Incident Command and establishing a Unified Command structure to handle crisis and consequence management. However, once terrorism is suspected or confirmed, the Unified Command structure will need to be expanded to include not only officials from the local jurisdiction where the incident has occurred, but also the County, State, and Federal agency representatives that will assist in crisis and consequence management activities. Applicable County and city Emergency Support Function personnel will need to work closely with State and Federal agencies under the Unified Command structure.
6. Management of response operations will be guided by the following priorities:
 - Preserving life or minimizing risk to health;
 - Preventing a threatened act from being carried out or an existing terrorist act from being expanded or aggravated;
 - Locating, accessing, rendering safe, controlling, containing, recovering and disposing of a weapon of mass destruction;
 - Rescuing, decontaminating, transporting and treating victims;
 - Releasing emergency public information that ensures adequate and accurate communications with the public;
 - Restoring essential services and mitigating suffering;
 - Apprehending and successfully prosecuting perpetrators; and
 - Conducting site restoration.
7. Response to an act of terrorism will include actions that provide for the safety and security of the response personnel from secondary attacks and also preserves the crime scene. Emergency units (police/fire/emergency medical services) will secure and maintain a perimeter that creates an exclusionary (safety) zone around the suspected or actual incident site. Response personnel will also establish a command post for the scene commander near the incident scene.
8. An incident involving the utilization of a weapon of mass destruction will rapidly consume a local municipality's resource base. State and Federal assistance and resources will be necessary to respond to and recover from such a terrorist event. Mutual aid from other regions and States will also be vital in replenishing response and recovery needs.
9. All public information releases will be developed and disseminated by the Public Information Emergency Support Function. However, if a Joint Public Information Center is activated by Federal agencies, media releases may be disseminated from that location.

General Duties and Responsibilities

Since St. Joseph County is in the process of implementing the Emergency Support Function concept, it is appropriate to identify the primary roles of those identified Emergency Support

Functions. This section describes some of the basic duties and responsibilities of the Primary Coordinating Agency for each Emergency Support Function.

Transportation Emergency Support Function

South Bend Transpo

- Coordinate all St. Joseph County transportation resources in support of local transportation needs.
- Interface with State supplied transportation resources.
- Assist municipal/township governments with the Transportation Emergency Support Function activities where appropriate.
- Conduct planning sessions with Support Agencies and develop training in preparedness, response, and recovery activities for all appropriate personnel.

Communications and Warning Emergency Support Function

St. Joseph County Fire Dispatch

- Assess communications capabilities between responding local, State and Federal agencies.
- Conduct planning sessions with Support Agencies and develop training in preparedness, response, and recovery activities for all appropriate personnel.

Public Works and Engineering Emergency Support Function

Mishawaka Utilities

- Provide technical advice and engineering services, emergency contracting, facilities management, emergency road and debris clearance, emergency traffic control and signalization, and other services and support as requested.
- Develop emergency procedures for supporting efforts to close, decontaminate, or restore water and sewer service.
- Perform damage assessment on St. Joseph County facilities or infrastructure, and assist local jurisdictions where appropriate.
- Provide training to field personnel with regard to personal protective equipment.
- Conduct planning sessions with Support Agencies and develop training in preparedness, response, and recovery activities for all appropriate personnel.

Firefighting Emergency Support Function

St. Joseph County Fire Chiefs' Association

- Manage and coordinate County-level fire response operations.
- Coordinate personnel, equipment, and resources to support other Emergency Support Functions, and local government, as needed, during search and rescue operations.
- Support local government in the mitigation and suppression of fires where appropriate.
- Identify training opportunities in terrorism response for local firefighting personnel.
- Make terrorism awareness training available to communications and field personnel.
- Conduct planning sessions with Support Agencies and develop training in preparedness, response, and recovery activities for all appropriate personnel.

Information and Planning Emergency Support Function

St. Joseph County Emergency Management Agency

- Collect, process and disseminate information to facilitate emergency response and recovery efforts, to use in reports, briefings, and plans and to support the daily operations at the St. Joseph County Emergency Operations Center.
- Assess the scope and magnitude of the incident and request resources, when necessary, from other areas.
- Coordinate written and verbal communications between Emergency Support Function Primary Coordinating Agency representatives working in the County Emergency Operations Center.
- Establish and maintain status boards or alternate systems for briefing purposes.
- Publish periodic situation reports in conjunction with the Public Information Emergency Support Function.
- Conduct planning sessions with Support Agencies and develop training in preparedness, response, and recovery activities for all appropriate personnel.

Shelter and Mass Care Emergency Support Function

American Red Cross St. Joseph County Chapter

St. Joseph County Emergency Management Agency

- Coordinate efforts to provide shelter, food, water, and other forms of emergency relief to victims of a disaster.
- Assess the need for alternative shelter operations that may be necessary due to the nature of the incident, such as decontamination procedures.
- Coordinate with the Transportation Emergency Support Function for the movement of victims to shelter locations.
- Coordinate with the school corporations and the Resource Support Emergency Support Function in locating shelter facilities where necessary.
- Coordinate disaster welfare inquiry.
- Conduct planning sessions with Support Agencies and develop training in preparedness, response, and recovery activities for all appropriate personnel.

Resource Support Emergency Support Function

Mishawaka Purchasing Department

- Coordinate and provide logistical management and resource support to all Emergency Support Functions in response and recovery efforts to include emergency relief supplies, facilities, equipment, fuel, office supplies, contracting services, and all other resources which may be required.
- Maintain inventory listings at the County and municipal level.
- Coordinate with other Emergency Support Functions regarding specialized resources that may be needed due to an act of terrorism and maintain a listing of those resources.
- Establish and maintain warehousing and distribution facilities, as appropriate.
- Conduct planning sessions with Support Agencies and develop training in preparedness, response, and recovery activities for all appropriate personnel.

Health and Medical Emergency Support Function

St. Joseph County Health Department

- Provide supplemental assistance in identifying and meeting the general health and welfare of victims of a major emergency or disaster, and for the provision of emergency first aid and pre-hospital emergency medical services to the affected population.
- Interface with local, State, and Federal health and medical resources, as needed.
- Assess the general health and medical needs of the affected population and workers.
- Monitor conditions that could impact general health and evaluate food, drug and medical safety, and water potability.
- Identify training opportunities in terrorism response for local emergency medical services personnel.
- Make terrorism awareness training available to communications and field personnel.
- Conduct planning sessions with Support Agencies and develop training in preparedness, response and recovery activities for all appropriate personnel.

Search and Rescue Emergency Support Function

Clay Fire Territory

- Coordinate and manage search and rescue operations including locating, extricating and providing disaster medical treatment for victims.
- Develop and maintain an inventory of search and rescue resources at the local, State and Federal levels.
- Identify unique search and rescue problems that could be associated with an act of terrorism and train personnel accordingly.
- Identify training opportunities in terrorism response for local search and rescue team personnel.
- Conduct planning sessions with Support Agencies and develop training in preparedness, response, and recovery activities for all appropriate personnel.

Hazardous Materials Emergency Support Function

South Bend Fire Department Hazardous Materials Team

- Develop and maintain an inventory of specialized hazardous materials resources available at local, State, and Federal levels that may be necessary for response to an act of terrorism.
- Identify training opportunities in terrorism response for local Hazardous Materials team personnel.
- Make terrorism awareness training available to communications and field personnel.
- Assess the County's inventory of personal protective equipment needed for chemical and biological agents often used as weapons of mass destruction.
- Coordinate responses to major releases or spills of hazardous materials where appropriate as well as overall containment and clean up.
- Provide equipment, personnel, and technical assistance where necessary to support other Emergency Support Functions and local, State, or Federal government resources.

- Conduct planning sessions with Support Agencies and develop training in preparedness, response, and recovery activities for all appropriate personnel.

Food and Water Emergency Support Function

American Red Cross St. Joseph County Chapter St. Joseph County Emergency Management Agency

- Develop a plan of operation that will ensure timely distribution of food supplies to mass care and food/water/ice distribution locations.
- Coordinate with the St. Joseph County Emergency Management Agency, the Shelter and Mass Care Emergency Support Function and the Information and Planning Emergency Support Function to determine food, water, and ice needs for victims and/or responders.
- Coordinate with the Transportation Emergency Support Function for the transportation and distribution of food and water supplies.
- Deploy potable water tanks to locations identified by county officials.
- Maintain records of the cost of supplies, resources and man-hours expended in the response and recovery from an act of terrorism.
- Conduct planning sessions with Support Agencies and develop training in preparedness, response and recovery activities for all appropriate personnel.

Energy Emergency Support Function

Indiana Michigan Power/Northern Indiana Public Service Company

- Coordinate, prioritize, and restore public utilities and services, to include electric and hydroelectric power, water, and gas.
- Assess system damages and requirements to restore such systems.
- Coordinate public utility equipment and personnel as required.
- Conduct planning sessions with Support Agencies and develop training in preparedness, response, and recovery activities for all appropriate personnel.

Evacuation Emergency Support Function

South Bend Police Department

- Coordinate all St. Joseph County law enforcement resources in support of local evacuation needs.
- Interface with State supplied evacuation resources.
- Assist municipal and township governments with the Evacuation Emergency Support Function activities where appropriate.
- Conduct planning sessions with Support Agencies and develop training in preparedness, response, and recovery activities for all appropriate personnel.

Donations and Volunteers Emergency Support Function

Partnership Assistance Center/St. Joseph County Citizen Corps Council

- Coordinate all St. Joseph County volunteer resources.
- Interface with State-supplied volunteer resources.
- Maintain and operate the Donations hotline.

- Conduct planning sessions with Support Agencies and develop training in preparedness, response, and recovery activities for all appropriate personnel.

Law Enforcement Emergency Support Function

South Bend Police Department

- Interface with local, State and Federal law enforcement agencies.
- Provide safety and security for the general public and at appropriate locations to prevent unauthorized entry into exclusionary zones of the incident.
- Coordinate and consolidate information from all other law enforcement agencies.
- Make terrorism awareness training available to communications and field personnel.
- Identify training opportunities in terrorism response for local law enforcement personnel.
- Assess policies and procedures with regard to an act of terrorism and modify or develop accordingly.
- Conduct planning sessions with Support Agencies and develop training in preparedness, response, and recovery activities for all appropriate personnel.

Animal Health Emergency Support Function

South Bend Animal Control

- Identify critical farms, breeding facilities, and animal sites vulnerable to attack.
- Coordinate with Health and Medical and Law Enforcement Emergency Support Functions.
- Develop and maintain an Animal Health Emergency Response Plan.
- Coordinate and disseminate emergency public information on animal health.
- Conduct planning sessions with Support Agencies and develop training in preparedness, response, and recovery activities for all appropriate personnel.

Public Information Emergency Support Function

Board of Commissioners, St. Joseph County, Indiana/MESO of St. Joseph County (South Bend Mayor's Office)

- Coordinate and disseminate emergency public information.
- Coordinate with media personnel.
- Establish plans and procedures for opening and participating in a Joint Information Center.
- Coordinate information gathering, production, and editing.
- Identify training opportunities in media management during a terrorist incident for local public information office personnel, to include the establishment of a Joint Information Center.
- Conduct planning sessions with Support Agencies and develop training in preparedness, response, and recovery activities for all appropriate personnel.

Damage Assessment Emergency Support Function

St. Joseph County Emergency Management Agency

- Conduct and coordinate damage assessment activities of all damaged County facilities and collect and compile damage assessment data from local jurisdictions that may support a Presidential Declaration.

- Conduct planning sessions with Support Agencies and develop training in preparedness, response, and recovery activities for all appropriate personnel.

Primary Coordinating Agency Matrix

This matrix shows what agencies are identified as the Primary Coordinating Agency for each Emergency Support Function at the County, State, and Federal levels. During a major emergency, such as an act of terrorism, these agencies would be the primary contacts for the coordination of communications, planning activities, and resources.

Emergency Support Function Primary Coordinating Agencies at Various Levels of Government				
Number	Function Name	St. Joseph County	State	Federal
1	Transportation	South Bend Transpo	Indiana Department of Transportation	Department of Transportation
2	Communications and Warning	St. Joseph County Fire Dispatch	State Emergency Management Agency	National Communications System
3	Public Works	Mishawaka Utilities	Department of Administration	Department of Defense
4	Firefighting	St. Joseph County Fire Chiefs' Association	Department of Fire and Building Services	Department of Agriculture
5	Information and Planning	St. Joseph County Emergency Management Agency	State Emergency Management Agency	Federal Emergency Management Agency
6	Shelter and Mass Care	St. Joseph County Emergency Management Agency/American Red Cross St. Joseph County Chapter	State Emergency Management Agency	American Red Cross
7	Resource Support	St. Joseph County Purchasing Department	State Emergency Management Agency	General Services Administration
8	Health and Medical	St. Joseph County Health Department	Indiana State Department of Health	Department of Health and Human Services
9	Search and Rescue	Clay Fire Territory	State Emergency Management Agency	Federal Emergency Management Agency

Emergency Support Function Primary Coordinating Agencies at Various Levels of Government				
10	Hazardous Materials	South Bend Fire Department Hazardous Materials Team	Indiana Department of Environmental Management	Environmental Protection Agency
11	Food and Water	St. Joseph County Emergency Management Agency /American Red Cross St. Joseph County Chapter	RESERVED	Department of Agriculture
12	Energy	Indiana Michigan Power/Northern Indiana Public Service Company	Utility Regulatory Commission	Department of Energy
13	Evacuation	South Bend Police Department	Indiana State Police	
14	Donations and Volunteers	Partnership Assistance Center/St. Joseph County Citizen Corps Council	State Emergency Management Agency	
15	Law Enforcement	South Bend Police Department	Indiana State Police	
16	Animal Health	South Bend Animal Control St. Joseph County Humane Society	Board of Animal Health	
17	Public Information	Board of Commissioners, St. Joseph County, Indiana/MESO of St. Joseph County (South Bend Mayor's Office)	State Emergency Management Agency	
18	Damage Assessment	St. Joseph County Emergency Management Agency	State Emergency Management Agency	

Emergency Support Function Tasking Checklists for a Terrorism Incident

The attached checklists were designed to assist personnel assigned to each Emergency Support Function in accomplishing those tasks that need to be performed when considering the possibility of a potential or actual terrorist act. The tasking checklists are divided into the four phases of emergency management, and are designed to make it easier for Emergency Support Function personnel to understand their roles before, during, or after an event. The four phases are described as follows:

- A “Mitigation” section (mitigative actions include those that reduce the effects of a future disaster, lessen the likelihood of experiencing damaging effects, or remove the possibility of being affected) that includes general actions to be taken by an agency for any disaster; then those actions that would pertain to terrorist activity; whether the terrorist threat/action is a conventional explosive, chemical, or biological attack.
- The “Preparedness” section (preparedness typically encompasses those actions where team members maintain a state of readiness, whether it be current lists of resources, updating procedures, or conducting training and exercises) lists some of the general preparedness activities that personnel assigned responsibilities might perform in anticipation of a disaster.
- The “Response” section (this refers to actions such as notification, warning, activation, mobilization, assessment, coordination, documentation, protective actions, etc.) lists some of the typical response actions to be taken by personnel and agencies faced with a terrorist threat or act. Many actions taken during the Response phase would be considered as occurring in the crisis management stage of a terrorist event.
- The “Recovery” section (the recovery period actually begins during the Response phase of a disaster and can continue on indefinitely over a period of weeks, months, or even years) lists those actions to be taken by Emergency Support Function agencies for most major disasters including those actions related to a terrorist act. Many actions taken during the Recovery phase would be considered as part of the consequence management stage of a terrorist event.

Each section also includes, on the right side of the page, a notation identifying the resource that will initially be depended upon to accomplish the task identified.

Public Information Emergency Support Function

Primary Coordinating Agency: Board of Commissioners, St. Joseph County, Indiana.

Support Agencies:

- Health Department Public Information Office
- South Bend Police Public Information Office
- St. Joseph County Police Public Information Office
- University of Notre Dame Public Information Office
- South Bend Mayor
- Mishawaka Mayor
- Director, Airport Authority
- Prosecuting Attorney
- South Bend Fire Chief
- Convention and Visitors Bureau
- Connections
- President, South Bend Common Council
- President, Mishawaka Common Council
- President, St. Joseph County Council

Broadcast/Print News Media Sub-Committees

- St. Joseph County MESO (Media Emergency Service Organization)
- Emergency Alert System WSBT Stations Television/Radio
- WNDU Stations Television/Radio
- WSJV Fox 28
- WBND ABC 58
- South Bend Tribune
- Mishawaka Enterprise

Communications Sub-Committees

- South Bend Police Public Information Office
- Mishawaka Police Public Information Office
- St. Joseph County Police Public Information Office
- Mishawaka Emergency Medical Services Chief
- Convention and Visitor's Bureau
- City of South Bend Public Information Office
- St. Joseph County Prosecutor's Office
- St. Joseph County Emergency Management Agency

Mitigation

√	Mitigation Task	Resource
1	Identify critical media facilities that are vulnerable to terrorist attack, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	All Media Outlets
2	Identify potential funding sources that are available to mitigate acts of terrorism.	All Supporting Agencies
3	Investigate new technology and procedures for utilization in completing the Public Information Emergency Support Function goals and objectives.	All Agency Public Information Coordinators, Geographic Information System, & All Department Heads
4	Coordinate with other Emergency Support Functions to develop public education programs.	All Public Information Emergency Support Function Communications Sub-Committees & All Emergency Support Functions
5	Identify Public Information Emergency Support Function leads/supervisors and their shift change and staffing procedures for County Emergency Operations Center activation and field operations.	All County & City Department Heads
6	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	All Agency Public Information Officers & Elected Officials
7	Identify Emergency Support Function-specific training requirements.	All County & City Department Heads
8	Identify locations for media briefings.	All Agency Public Information Officers & Elected Officials
9	Identify spokespersons from each County agency to interface with the media.	All Agency Public Information Officers & Elected Officials
10	Develop and deliver public education programs involving public safety, health, and fire issues.	All Agency Public Information Officers, St. Joseph County Fire Chiefs' Association, & Hazardous Materials, Health and Medical, and Animal Health Emergency Support Functions

√	Mitigation Task	Resource
11	Identify requirements for scripted news releases, public notices, and awareness bulletins including rumor control.	Department Heads in coordination with All Agency Public Information Coordinators & Elected Officials
	For biological attack:	
12	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/guidelines, other plans, and procedures necessary for the Public Information Emergency Support Function and its support agencies to operate efficiently, including media contact list and rumor control information.	All Broadcast Print/News Media Sub-committees, Elected Officials (County and Cities), & Agency Public Information Coordinators
2	Develop and conduct awareness and procedural training and exercise programs for Public Information Emergency Support Function personnel that address the dissemination of information to the public.	St. Joseph County Emergency Management Agency & Public Information Emergency Support Function Communications Sub-Committees
3	Develop and maintain a contact list of agency/department public information officers.	Elected Officials, Department Heads, Public Information Officers, & Public Information Emergency Support Function Communications Sub-Committees
4	Develop and maintain a media contact list.	Public Information Emergency Support Function Media Sub-Committees

√	Preparedness Task	Resource
5	Develop and maintain a roster of Public Information 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 Emergency Management Agency & Public Information Emergency Support Function Communications Sub-Committees
6	Develop contact notification lists with essential information such as address, phone, cell, facsimile numbers, and email.	Public Information Emergency Support Function Communications Sub-Committee & Geographic Information System
7	Obtain locations for media briefings and confirm availability of potential Joint Information Center sites.	Agency Public Information Officers & Elected Officials
8	Confirm availability of Joint Information Center sites.	All Communications Sub-Committees & Elected Officials
9	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 County Emergency Operations Center.	St. Joseph County Emergency Management Agency & All Communications Sub-Committees
10	Develop lists of hazard-specific resources and equipment needs.	Resource Support Emergency Support Function & All Communications Sub-Committees
	For biological attack:	
11	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	Assess scope, magnitude, extent, and potential duration of incident.	Update from Incident Command/Update from Emergency Operations Center
2	Activate the Public Information Emergency Support Function primary coordinator and support agencies, based on incident assessment.	Elected Officials
3	Collect information concerning the Public Information Emergency Support Function field operations and activities.	Information and Planning Emergency Support Function & Incident Commander
4	Activate the media room and notify media.	All Agency Public Information Officers
5	Supply a copy of public information briefings and updates to all dispatch centers.	Elected Officials & All Public Information Officers
6	Issue specific details of disaster emergency declaration to the public through the Public Information Center.	Elected Officials
7	Provide technical assistance as requested.	All Agency Public Information Officers, Incident Command, & All Support Agencies
8	Provide public information officer support to other Emergency Support Functions as needed.	Incident Command & All Agency Public Information Officers
9	Attend briefings for periodic situation updates.	Elected Officials & All Supporting Public Information Officers
10	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, other support staff during and after incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
11	Document incoming and outgoing communications.	Elected Official Administrative Staff & Department Administrative Staff

√	Response Task	Resource
12	Maintain record of actions taken.	Elected Official Administrative Staff & Department Administrative Staff
13	If Joint Information Center is activated, send Public Information representative to that location if appropriate.	Elected Officials & All Agency Public Information Officers
14	Construct media briefings on a regularly scheduled basis.	Elected Officials & All Agency Public Information Officers
15	Maintain a web page for incident updates.	All Broadcast Print/News Media
16	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency & Elected Officials
17	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions/activities, as needed.	All Agency Public Information Officers & Elected Officials
18	Activate rumor control procedures.	All Agency Public Information Officers & Elected Officials
19	If Federal Bureau of Investigation's Joint Information Center is activated, send Public Information Emergency Support Function representative to that location.	Jurisdictional Law Enforcement Public Information Officers
20	Coordinate with the other Emergency Support Functions and State and Federal agencies to develop progress reports and other public information releases concerning the response, investigative, and consequence management actions being taken to alleviate and end the situation.	All Agency Public Information Officers & Elected Officials
	Considerations for conventional attack:	
	For chemical attack:	
21	Obtain chemical agent information from Hazardous Materials Emergency Support Function including agent properties, effects, and public impact.	South Bend Fire Department Hazardous Materials Team, St. Joseph County Health Department, & Chemtrec

√	Response Task	Resource
	For biological attack:	
22	Obtain biological agent information from the Health and Medical Emergency Support Function including agent properties, effects, and public impact.	South Bend Fire Department Hazardous Materials Team, & St. Joseph County Health Department

Recovery

√	Recovery Task	Resource
1	Ensure that all staffs 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 with appropriate agencies to deactivate the Joint Information Center.	All Agency Public Information Officers & Elected Officials

Operations Section

The Operations section consists of the Emergency Support Functions: Communications and Warning, Information and Planning, and Resource Support. These Emergency Support functions directly coordinate the Emergency Operations Center and support requests from other Emergency Support Functions.

Communications and Warning Emergency Support Function

Primary Coordinating Agency: St. Joseph County Fire Dispatch

Support Agencies:

- Lakeville/Lapaz Police Dispatch
- Mishawaka Central Dispatch
- Notre Dame Central Dispatch
- South Bend Dispatch
- St. Joseph Ambulance Dispatch
- Walkerton Dispatch
- St. Joseph County Radio Amateur Civil Emergency Services and Amateur Radio
Emergency Services
- Emergency Alert System WSBT Stations
- Ameritech Telephone Company
- Verizon
- Sprint

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities 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 Fire Chiefs' Association & Public Safety Answering Points
2	Identify potential funding sources that are available to mitigate acts of terrorism.	Public Safety Answering Points
3	Investigate new technology and procedures for communications between and among field and Emergency Operations Center personnel.	Public Safety Answering Points
4	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	St. Joseph County Emergency Management Agency & Public Safety Answering Points
5	Identify areas where public education programs are needed for identifying hazards and recognizing warnings of potential or actual hazards or incidents.	St. Joseph County Emergency Management Agency & St. Joseph County Fire Chiefs' Association
6	Identify sources of resources for primary and backup communications equipment.	Public Safety Answering Points & Radio Amateur Civil Emergency Services
7	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	Public Safety Answering Points
8	Identify Emergency Support Function specific training requirements.	Public Safety Answering Points, Radio Amateur Civil Emergency Services, & St. Joseph County Fire Chiefs' Association
	For biological attack:	
9	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 and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Communications and Warning Emergency Support Function and assist support agencies in developing their standard operating procedures.	St. Joseph County Fire Chiefs' Association, Jurisdictional Law Enforcement, & Public Safety Answering Points
2	Develop and conduct terrorism awareness training and exercise programs for personnel performing communications and warning duties under the Communications and Warning Emergency Support Function, including training on communications record keeping.	Public Safety Answering Points, St. Joseph County Fire Chiefs' Association, & Emergency Alert System
3	Develop and maintain contact directory of all Emergency Support Functions, including other jurisdictions and agencies that may be involved in an emergency situation and submit to St. Joseph County Emergency Management Agency, update when requested. Include in this directory specialized skills of personnel.	Public Safety Answering Points, St. Joseph County Emergency Management Agency, Geographic Information System, & All Emergency Support Functions
4	Develop and maintain roster of Communications and Warning 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.	Public Safety Answering Points
5	Coordinate and maintain resource and equipment lists with the Resource Support Emergency Support Function.	Public Safety Answering Points, Resource Support Emergency Support Function, & St. Joseph County Emergency Management Agency
6	Maintain personnel and equipment certifications.	St. Joseph County Fire Chiefs' Association, Public Safety Answering Points, & Jurisdictional Law Enforcement

√	Preparedness Task	Resource
7	Obtain detailed maps of County jurisdictions.	County Geographic Information System, St. Joseph County Fire Chiefs' Association, Public Safety Answering Points, & Surveyors
8	Test primary and backup communications systems to ensure that they function properly.	Public Safety Answering Points, St. Joseph County Fire Chiefs' Association, & Jurisdictional Law Enforcement
9	Train personnel on the operation and maintenance of communications equipment.	Public Safety Answering Points, St. Joseph County Fire Chiefs' Association, Jurisdictional Law Enforcement, & Radio Amateur Civil Emergency Services
10	Ensure that copies of all necessary Communications and Warning Emergency Support Function emergency manuals, plans, procedures, and other reference materials are located at the Communications and Warning Emergency Support Function station in the County Emergency Operations Center.	Public Safety Answering Points & St. Joseph County Emergency Management Agency
11	Provide guidance on State and Federal regulations.	Public Safety Answering Points
12	Determine process required for local, State, and Federal agencies' communications equipment to interface with each other in the field.	South Bend Communications Center & St. Joseph County Police Dispatch
13	Develop and maintain warning/notification system to be used to expeditiously contact personnel and volunteer resources (Volunteer Organizations Active in Disaster) with vital responsibilities during such an event.	St. Joseph County Emergency Management Agency, Public Safety Answering Points, & South Bend Communications Center
	For biological attack:	
14	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	Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.	Public Safety Answering Points, St. Joseph County Emergency Management Agency, Jurisdictional Law Enforcement, & St. Joseph County Fire Chiefs' Association
2	Activate the Emergency Operations Center communications systems and equipment.	St. Joseph County Emergency Management Agency
3	Activate Communications and Warning Emergency Support Function and its personnel, based on incident assessment.	Public Safety Answering Points & St. Joseph County Emergency Management Agency
4	Make notifications as required by standard operating procedures, using call down lists.	Public Safety Answering Points & St. Joseph County Emergency Management Agency
5	Communicate details of Disaster Emergency Declaration to all law enforcement and other enforcing Emergency Support Functions.	St. Joseph County Emergency Management Agency & All Public Safety Answering Points
6	Ensure that communications equipment is available for all field personnel.	St. Joseph County Fire Chiefs' Association & Jurisdictional Law Enforcement
7	Notify Radio Amateur Civil Emergency Services personnel of the St. Joseph County Emergency Operations Center activation.	St. Joseph County Emergency Management Agency
8	Coordinate information between field (incident command) and Emergency Operations Center activities.	Public Safety Answering Points & St. Joseph County Emergency Management Agency
9	Assist in the development of an incident action plan.	St. Joseph County Emergency Management Agency, Public Safety Answering Points, & Information and Planning Emergency Support Function

√	Response Task	Resource
10	Provide technical communications assistance as requested.	Radio Vendors
11	Coordinate with and support other Emergency Support Functions as needed.	Public Safety Answering Points
12	Provide situation reports of Communications and Warning Emergency Support Function activities to the Emergency Operations Center supervisor as required.	Public Safety Answering Points
13	Attend meetings for periodic situation updates.	St. Joseph County Emergency Management Agency, Public Safety Answering Points, & Radio Amateur Civil Emergency Services
14	Document incoming and outgoing notifications.	St. Joseph County Emergency Management Agency, Public Safety Answering Points, & Radio Amateur Civil Emergency Services
15	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
16	Maintain record of actions taken.	St. Joseph County Emergency Management Agency, Public Safety Answering Points, & Radio Amateur Civil Emergency Services
17	Establish and maintain communications link between Field Operations Centers and the Emergency Operations Center.	Radio Amateur Civil Emergency Services, Public Safety Answering Points, St. Joseph County Fire Chiefs' Association, & Jurisdictional Law Enforcement
18	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency

Recovery

√	Recovery Task	Resource
1	Ensure Communications and Warning Emergency Support Function personnel and/or equipment have been decontaminated, if applicable.	Hazardous Materials Emergency Support Function & Public Safety Answering Points
2	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
3	Coordinate with the Resource Support Emergency Support Function on resource accountability.	Public Safety Answering Points
4	Prepare appropriate After-Action Reports.	Public Safety Answering Points

Information and Planning Emergency Support Function

Primary Coordinating Agency: St. Joseph County Emergency Management Agency

Support Agencies:

- ❑ All County Emergency Support Functions
- ❑ St. Joseph County Area Plan Commission
- ❑ Mishawaka Planning Department
- ❑ South Bend Planning Department
- ❑ St. Joseph County Emergency Medical Services Geographic Information Committee
- ❑ Board of Commissioners, St. Joseph County, Indiana.
- ❑ South Bend Mayor
- ❑ Mishawaka Mayor
- ❑ Town Council Presidents
 - Lakeville
 - New Carlisle
 - North Liberty
 - Osceola
 - Roseland
 - Walkerton
- ❑ Prosecuting Attorney
- ❑ Convention and Visitor's Bureau

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities 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 Identified Facility Owners
2	Investigate new technology and procedures for use in completing Information and Planning Emergency Support Function goals and objectives.	St. Joseph County Emergency Management Agency & All Support Agencies
3	Develop Disaster Emergency Declaration templates for use in chemical, biological, and radiological attack terrorist events.	Elected Officials & St. Joseph County Emergency Management
4	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	St. Joseph County Emergency Management Agency & All Support Agencies
5	Identify Emergency Support Function specific training requirements.	St. Joseph County Emergency Management Agency & All Support Agencies
	For biological attack:	
6	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 and maintain standard operating procedures, other plans, and procedures necessary for the Information and Planning Emergency Support Function to operate efficiently.	St. Joseph County Emergency Management Agency & All Support Agencies
2	Develop and conduct training and education programs for Information and Planning Emergency Support Function staff.	St. Joseph County Emergency Management Agency & All Support Agencies

√	Preparedness Task	Resource
3	Develop system for Chief Elected Official coordination between the County and cities regarding disaster emergency declarations.	Chief Elected Officials & St. Joseph County Emergency Management Agency
4	Develop and maintain roster of Information and Planning 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 Emergency Management Agency & All Support Agencies
5	Obtain detailed maps of County jurisdictions.	Geographic Information Systems & St. Joseph County Area Plan Commission
6	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures, and other reference materials are located at Emergency Support Function station in the County Emergency Operations Center.	St. Joseph County Emergency Management Agency & All Support Agencies
7	Develop and maintain standardized format for information and intelligence gathering as well as reporting documents and systems.	All Support Agencies
8	Determine availability of Geographic Information System mapping for use in the Emergency Operations Center.	St. Joseph County Area Plan Commission & Geographic Information Systems
9	Develop and maintain standard operating procedures necessary for the activation, operation, and deactivation of the Emergency Operations Center.	St. Joseph County Emergency Management Agency
10	Develop training and exercise program for the Information and Planning Emergency Support Function role and other Emergency Operations Center procedures.	St. Joseph County Emergency Management Agency
	For biological attack:	
11	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	When declaring a State of Disaster Emergency, Chief Elected Officials from the County and the cities will coordinate on perimeters of declaration.	Chief Elected Officials & St. Joseph County Emergency Management Agency
2	Gather, verify, analyze, and disseminate incident information, as needed.	All Support Agencies
3	Assess scope, magnitude, and extent of incident. Estimate amount of manpower requirements needed to fulfill Information and Planning Emergency Support Function role.	All Support Agencies
4	Notify appropriate County agencies, keeping them up-to-date on the situation.	All Response Agencies & St. Joseph County Emergency Management Agency
5	Coordinate with the Emergency Operations Center Supervisor regarding duration of activation for the County Emergency Operations Center.	Elected Officials & St. Joseph County Emergency Management Agency
6	Prepare status or situation reports on County activities and distribute, as required.	All Response Agencies & St. Joseph County Emergency Management Agency
7	Attend briefings and collect information for periodic situation updates.	All Support Agencies
8	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
9	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions/activities, as needed.	All Support Agencies

Recovery

√	Recovery Task	Resource
1	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs will follow through with disaster reimbursement activities.	St. Joseph County Emergency Management Agency & All Support Agencies

√	Recovery Task	Resource
2	Ensure that all staffs are properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies & Indiana Northern Critical Incident Stress Management, Contract Employee Assistance Programs
3	Deactivate the Emergency Operations Center.	St. Joseph County Emergency Management Agency & Chief Elected Officials
4	Prepare appropriate After-Action Reports.	All Support Agencies

Resource Support Emergency Support Function

Primary Coordinating Agency: Mishawaka Purchasing Dept.

Support Agencies:

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

Mitigation

√	Mitigation Task	Resource
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 (Reference: St. Joseph County Emergency Purchasing Guide)
5	Identify sources of hazard-specific needs, resources, and equipment.	All Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
6	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)
7	Identify potential resource staging areas.	St. Joseph County Purchasing Department
	Considerations for conventional attack:	
	For chemical attack:	
	For biological attack:	
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 (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)

√	Preparedness Task	Resource
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)
11	Coordinate with the Law Enforcement Emergency Support Function to develop procedures for security of supplies as they are transported.	St. Joseph County Purchasing
	Considerations for conventional attack:	
	For chemical or biological attack:	
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

√	Response Task	Resource
6	Maintain record of actions taken.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
7	Acquire resources, when requested by agency, and approved by appropriate authority.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
8	Verify and prioritize resource requests and allocate in accordance with established procedures.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
9	Contact suppliers and alert them of potential needs.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
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 (Reference: St. Joseph County Emergency Purchasing Guide)
12	Provide guidance on St. Joseph County resource acquisition rules and regulations.	Jurisdictional Purchasing Departments (Reference: St. Joseph County Emergency Purchasing Guide)
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
	Considerations for conventional attack:	

√	Response Task	Resource
	For chemical attack:	
	For biological attack:	

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.	<u>All Emergency Support Functions & St. Joseph County Purchasing Department</u> (Reference: St. Joseph County Emergency Purchasing Guide)
	Considerations for conventional attack:	
	For chemical attack:	
	For biological attack:	

Emergency Services Section

The Emergency Services section consists of the Emergency Support Functions: Fire Fighting, Health and Medical, Search and Rescue, Hazardous Material and Law Enforcement. These Emergency Support Functions directly support the first responders and coordinate their needs with other Emergency Support functions.

Firefighting Emergency Support Function

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

Support Agencies:

- Center 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 Township Fire Department
- South Bend Fire Department
- South Bend Regional Airport Fire/Safety Department
- Walkerton Fire Department
- Warren Township Fire Department

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities that are vulnerable to terrorist attack, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	Jurisdictional Fire Departments
2	Identify potential funding sources that are available to mitigate acts of terrorism.	Jurisdictional Fire Departments & St. Joseph County Emergency Management Agency
3	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies and ancillary or contract support services.	Jurisdictional Fire Departments & St. Joseph County Fire Chiefs' Association
4	Identify areas where public education programs involving fire safety information is needed.	Jurisdictional Fire Departments
5	Identify Firefighting Emergency Support Function leads/supervisors for the St. Joseph County Emergency Operations Center activation and field operations.	Jurisdictional Fire Departments & St. Joseph County Emergency Management Agency
6	Identify sources of hazard-specific needs, resources, and equipment.	Jurisdictional Fire Departments & Resource Support Emergency Support Function
	For biological attack:	
7	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 and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Firefighting Emergency Support Function and its support agencies to operate efficiently.	Jurisdictional Fire Departments

√	Preparedness Task	Resource
2	Develop and conduct training for Emergency Support Function lead and support agency staff.	Jurisdictional Fire Departments & St. Joseph County Emergency Management Agency
3	Develop and maintain roster of Firefighting 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.	Jurisdictional Fire Departments
4	Develop and maintain a Firefighting Emergency Support Function manpower list, delineating specialized skills of personnel.	Jurisdictional Fire Departments
5	Develop and maintain mutual aid agreements and memoranda of understanding where needed.	Jurisdictional Fire Departments
6	Develop public education programs involving fire safety.	Jurisdictional Fire Departments
7	Develop and maintain contact notification lists including emergency contact information such as address, phone, cell, facsimile numbers, and email.	Jurisdictional Fire Departments
8	Obtain detailed maps of County jurisdictions.	Jurisdictional Fire Departments, St. Joseph County Geographic Information System, & City and County Engineering Office
9	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 County Emergency Operations Center.	St. Joseph County Emergency Management Agency
10	Provide guidance on County and State fire and building codes, rules, and regulations.	Jurisdictional Fire Departments & St. Joseph County Building Departments
	For biological attack:	
11	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	Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.	Jurisdictional Fire Departments
2	Obtain status report on St. Joseph County activities, once in the Emergency Operations Center.	Jurisdictional Fire Departments
3	Identify and coordinate additional resources, as needed, in support of local field operations.	Jurisdictional Fire Departments & Resource Support Emergency Support Function
4	Assist in the development of an incident action plan.	Jurisdictional Fire Departments, Information and Planning Emergency Support Function, & St. Joseph County Emergency Management Agency
5	Provide technical assistance as requested.	Jurisdictional Fire Departments
6	Support other Emergency Support Functions as needed.	Jurisdictional Fire Departments
7	Provide situation reports of Emergency Support Function activities to the Emergency Operations Center supervisor as required.	Jurisdictional Fire Departments
8	Attend briefings for periodic situation updates.	Jurisdictional Fire Departments
9	Document incoming and outgoing communications.	Jurisdictional Fire Departments
10	Maintain record of actions taken.	Jurisdictional Fire Departments
11	If a Joint Operations Center is activated, send an Emergency Support Function representative to that location, if appropriate.	Jurisdictional Fire Departments
12	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
13	Provide coordination assistance for firefighting resources, as required, and support resource efforts.	Jurisdictional Fire Departments
14	Request State and Federal assistance/resources as needed.	Jurisdictional Fire Departments
15	Provide guidance on St. Joseph County and State fire and building codes, rules, and regulations.	Jurisdictional Fire Departments & St. Joseph County Building Department
	Considerations for conventional attack:	
16	Cooperate with Federal Bureau of Investigation, Bureau of Alcohol, Tobacco, and Firearms, jurisdictional police, and St. Joseph County Sheriff in performing investigation.	Jurisdictional Fire Departments & Law Enforcement Emergency Support Function
	For chemical attack:	
17	Complete tasks listed under conventional attack.	Jurisdictional Fire Departments & Law Enforcement Emergency Support Function
	For biological attack:	
18	Complete tasks listed under conventional attack.	Jurisdictional Fire Departments & Law Enforcement Emergency Support Function

Recovery

√	Recovery Task	Resource
1	Collect and inventory all equipment used during incident and determine need for decontamination or replacement.	Jurisdictional Fire Departments & Hazardous Materials Emergency Support Function
2	Provide guidance on St. Joseph County fire and building codes, rules, and regulations.	Jurisdictional Fire Departments & St. Joseph County Building Departments

√	Recovery Task	Resource
3	Coordinate with the Resource Support Emergency Support Function on resource accountability.	Jurisdictional Fire Departments
4	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies, Indiana Northern Critical Incident Stress Management, & Contract Employee Assistance Programs
5	Prepare appropriate After-Action Reports.	Jurisdictional Fire Departments
6	Aid local level fire departments in resource accountability and procedures for obtaining reimbursement from the State and/or Federal government.	Jurisdictional Fire Departments & St. Joseph County Emergency Management Agency

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
- ❑ Private Ambulance Services
- ❑ St. Joseph County American Red Cross
- ❑ Private Surgical Centers
- ❑ Local University Emergency and Health Agencies
- ❑ Mental Health Association of St. Joseph County
- ❑ South Bend Medical Foundation
- ❑ Funeral Directors' Association
- ❑ Memorial Air Angels

Local Jurisdictional 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
- ❑ Union North Emergency Medical Services
- ❑ Walkerton Emergency Medical Services

Mitigation

√	Mitigation Task	Resource
1	The St. Joseph County Health Department will identify critical health and medical facilities that are vulnerable to terrorist attack. After notification by the St. Joseph County Health Department, each facility will evaluate their vulnerability and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	St. Joseph County Health Department
2	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
3	The St. Joseph County Health Department and each support agency will identify sections in their standard operating procedures/guidelines, other plans, and procedures where terrorism needs to be addressed.	St. Joseph County Health Department & All Support Agencies
4	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
5	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
6	The St. Joseph County Health Department and supporting acute care agencies will identify areas where public education programs detailing health- and medical-related information are needed.	St. Joseph County Health Department, Memorial Hospital, St. Joseph Regional Medical Center, & St. Joseph Community Hospital
7	The St. Joseph County Health Department and each support agency will identify leads/supervisors and their shift change and staffing procedures.	St. Joseph County Health Department & All Support Agencies
8	The St. Joseph County Health Department and supporting acute care agencies will identify sources of hazard-specific needs, resources, and equipment, such as respiratory support equipment and pharmaceutical supplies.	St. Joseph County Health Department & Memorial, St. Joseph Regional, & St. Joseph Community Hospitals

√	Mitigation Task	Resource
9	The St. Joseph County Health Department and each support agency will identify their individual requirements for Health and Medical Emergency Support Function-specific standard operating procedures, plans, and checklists.	St. Joseph County Health Department & All Support Agencies
10	The St. Joseph County Health Department and each support agency will identify their individual personal protective equipment needs, potential vendor sources, and potential funding sources for it.	St. Joseph County Health Department & All Support Agencies
11	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
12	The County Coroner and County's Funeral Directors' Association will identify procedures for the transport of a large numbers of deceased victims.	St. Joseph County Coroner & Funeral Directors' Association
13	Each supporting acute/health care agency will identify their needs for additional security.	St. Joseph Regional Medical Center, St. Joseph Community Hospital, Memorial Hospital, & Madison Center
	Considerations for conventional attack:	
	For chemical attack:	
14	The St. Joseph County Health Department will identify procedures for accepting, storing, and distributing the National Pharmaceutical Stockpile.	St. Joseph County Health Department
15	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
	For biological attack:	
16	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
17	The St. Joseph County Health Department will identify procedures for providing security for medications, vaccines, and other prophylaxis measures as they are transported into affected areas.	St. Joseph County Health Department & Jurisdictional Law Enforcement Agencies

√	Mitigation Task	Resource
18	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
19	The St. Joseph County Health Department will identify procedures for accepting, storing, and distributing the National Pharmaceutical Stockpile.	St. Joseph County Health Department
20	Develop appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities
21	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, and procedures that address specific incidents, including terrorism, and coordinate with all appropriate agencies and staff.	St. Joseph County Health Department & All Support Agencies
2	The St. Joseph County Health Department will develop and conduct community awareness training. The St. Joseph County Health Department, in conjunction with the support agencies, will exercise programs on health and medical issues.	St. Joseph County Health Department & All Support Agencies
3	The St. Joseph County Health Department will develop public education programs detailing specific health- and medical-related information.	St. Joseph County Health Department
4	The St. Joseph County Health Department and each support agency will develop and maintain agency-specific mutual aid agreements and memoranda of understanding.	St. Joseph County Health Department & All Support Agencies

√	Preparedness Task	Resource
5	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
6	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
7	The St. Joseph County Health Department, 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.	St. Joseph County Health Department, Supporting Acute Care Agencies, & Emergency Medical Services Providers
8	The St. Joseph County Health Department and each support agency will maintain personnel and equipment certifications.	St. Joseph County Health Department & All Support Agencies
9	The St. Joseph County Health Department will develop and maintain contact notification lists with emergency contact information such as address, phone, cell, facsimile numbers, and email. Each support agency will also develop and maintain such lists.	St. Joseph County Health Department & All Support Agencies
10	The St. Joseph County Health Department and each support agency are responsible for obtaining their own detailed maps of jurisdictions.	St. Joseph County Health Department & All Support Agencies
11	The St. Joseph County Health Department will ensure that a copy of the Health and Medical Emergency Support Function-specific emergency manual, plans, procedures, and other reference materials are located at the Emergency Operations Center.	St. Joseph County Health Department & St. Joseph County Emergency Management Agency
12	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

√	Preparedness Task	Resource
13	The St. Joseph County Health Department, in conjunction with the hazardous materials team, will develop and maintain resource lists of hazard-specific resources and equipment.	St. Joseph County Health Department & South Bend Fire Department Hazardous Materials Team
14	The St. Joseph County Health Department will provide guidance on State and Federal health and medical regulations to local agencies as needed.	St. Joseph County Health Department
15	The St. Joseph County Health Department will coordinate with the County's Emergency Management Agency Director to ensure agency representatives can access their respective agencies' information networks while in the County Emergency Operations Center or in the field.	St. Joseph County Health Department & St. Joseph County Emergency Management Agency
16	The St. Joseph County Health Department and each support agency will develop and maintain specialized teams for response to specific hazards.	St. Joseph County Health Department & All Support Agencies
17	The supporting 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
18	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
19	The St. Joseph County Health Department will disseminate information regarding pertinent public health issues to support agencies and the general public.	St. Joseph County Health Department
20	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
21	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.	St. Joseph County Health Department & Each Supporting Acute Care Agency

√	Preparedness Task	Resource
22	The St. Joseph County Health Department will establish and maintain a 24-hour, 7 day/week emergency number for use by the public during an actual incident.	St. Joseph County Health Department
23	Each supporting acute care agency will make provisions for security at their affiliated institutions.	Supporting Acute Care Agencies
	Considerations for conventional attack:	
24	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
	For chemical attack:	
25	The St. Joseph County Health Department, in conjunction with the hazardous materials team, will develop and maintain a listing of Agency for Toxic Substances and Disease Registry recognized chemical agents and of other agencies where monitoring equipment might be available.	St. Joseph County Health Department & South Bend Fire Department Hazardous Materials Team
26	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 the specific chemical agent(s) used during the attack, as it pertains to public safety, site re-entry, and site re-habitation.	St. Joseph County Health Department & South Bend Fire Department Hazardous Materials Team
	For biological attack:	
27	The St. Joseph County Health Department will establish and maintain a list of possible biological agents, including their properties, effects, weaponization characteristics, and prophylaxis and treatment methods.	St. Joseph County Health Department

√	Preparedness Task	Resource
28	The St. Joseph County Health Department will develop the National Pharmaceutical Stockpile Management Plan for the County, including assembly, sorting, and packaging for distribution regionally.	St. Joseph County Health Department
29	Implement appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities
30	The St. Joseph County Health Department and each support agency will develop emergency contracts with local private vendors for items that will be in high demand during a public health emergency.	St. Joseph County Health Department & All Support Agencies
31	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 of a bioterrorist attack and its proliferation.	St. Joseph County Health Department & Supporting Acute Care Agencies
32	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
33	The St. Joseph County Health Department, in conjunction with the Indiana State Department of Health, will develop 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
34	The County Coroner and Funeral Directors’ Association will develop 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
35	The St. Joseph County Health Department will coordinate with the Public Information and Hazardous Materials Emergency Support Functions to develop public information releases detailing the properties and effects of the specific biological agent(s) used during an attack, as it pertains to public safety, site re-entry, and site re-habitation.	St. Joseph County Health Department
36	The St. Joseph County Health Department, in conjunction with Indiana State Department of Health and Centers for Disease Control and Prevention, will develop fact sheets on biological agents.	St. Joseph County Health Department
37	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 Incident Commander will assess the scope, magnitude, extent, and potential duration of the incident and relay this information to the St. Joseph County Health Department.	Incident Commander & St. Joseph County Health Department
2	The St. Joseph County Health Department will collect information concerning Health and Medical Emergency Support Function field activities.	St. Joseph County Health Department
3	The St. Joseph County Health Department will obtain a status report on County activities following activation of the Emergency Operations Center.	St. Joseph County Health Department
4	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.	St. Joseph County Health Department & All Support Agencies
5	The St. Joseph County Health Department will coordinate with the health and medical agencies and provide technical assistance as requested.	St. Joseph County Health Department & All Support Agencies

√	Response Task	Resource
6	The St. Joseph County Health Department and the Health and Medical Emergency Support Function support agencies will support other Emergency Support Functions as needed.	St. Joseph County Health Department & All Support Agencies
7	The St. Joseph County Health Department will provide hourly situation reports of Health and Medical Emergency Support Function activities to the Emergency Operations Center supervisor.	St. Joseph County Health Department
8	The St. Joseph County Health Department will attend meetings for periodic situation updates.	St. Joseph County Health Department
9	The St. Joseph County Health Department will document incoming and outgoing notifications.	St. Joseph County Health Department
10	The St. Joseph County Health Department will maintain a record of actions taken.	St. Joseph County Health Department
11	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 if appropriate.	St. Joseph County Health Department
12	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
13	The St. Joseph County Health Department will assist with efforts to determine treatment capabilities and bed space availability of hospitals as needed.	St. Joseph County Health Department & All Supporting Hospitals
14	The St. Joseph County Health Department will coordinate requests for assistance with laboratory analysis.	St. Joseph County Health Department, South Bend Medical Foundation, & Jurisdictional Law Enforcement Agencies
15	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 equipment is needed.	St. Joseph County Health Department

√	Response Task	Resource
16	The County Coroner will process and prioritize requests for additional resources regarding disposition of remains.	St. Joseph County Coroner
17	Madison Center and Hospital will provide mental health services/support for Emergency Operations Center staff during Emergency Operations Center activations.	Madison Center & Hospital
18	The St. Joseph County Health Department and the Health and Medical Emergency Support Function supporting agencies will assist impacted jurisdictions or pertinent agencies as needed.	St. Joseph County Health Department & All Support Agencies
19	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 and sheltering sites.	St. Joseph County Health Department & American Red Cross
20	The St. Joseph County Health Department, American Red Cross, and St. Joseph County Hazardous Materials Team will coordinate with the Hazardous Materials Emergency Support Function in setting up portable decontamination systems at the shelters, if necessary.	St. Joseph County Health Department, American Red Cross, & South Bend Fire Department Hazardous Materials Team
21	The St. Joseph County Health Department will request State and Federal assistance/resources as needed.	St. Joseph County Health Department
22	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
23	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
24	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
	Considerations for conventional attack:	

√	Response Task	Resource
25	The St. Joseph County Health Department will coordinate with the Transportation Emergency Support Function to identify additional medical transportation resources and needs as well as to locate and direct emergency medical services transport assets to the incident site.	St. Joseph County Health Department, Jurisdictional Emergency Medical Services, & Local Supporting Hospitals
26	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
27	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 status, and witness/victim interview statements, as needed.	St. Joseph County Health Department, American Red Cross, & Jurisdictional Law Enforcement
	For a chemical attack:	
28	Complete tasks listed under conventional attack.	St. Joseph County Health Department, Jurisdictional Emergency Medical Services, Local Supporting Hospitals, American Red Cross, & Jurisdictional Law Enforcement
29	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 agent properties and effects.	St. Joseph County Health Department & South Bend Fire Department Hazardous Materials Team
	For a biological attack:	
30	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

√	Response Task	Resource
31	The St. Joseph County Health Department and supporting hospitals will monitor medical surveillance systems in order to track the attack and its proliferation.	St. Joseph County Health Department & Local Supporting Hospitals
32	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
33	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
34	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
35	The St. Joseph County Health Department, Coroner, and Funeral Directors' Association will implement the County's Mass Fatality Plan.	St. Joseph County Health Department, St. Joseph County Coroner, & Funeral Directors' Association
36	The St. Joseph County Health Department will coordinate with the Information and Planning Emergency Support Function in tracking victims' locations, recovery status, and witness/victim interview statements.	St. Joseph County Health Department
37	The St. Joseph County Health Department, with information from the supporting hospitals and emergency medical services agencies, will coordinate with the Resource Support Emergency Support Function to obtain additional supplies for hospitals and emergency medical services.	St. Joseph County Health Department, Area Supporting Hospitals, & Jurisdictional Emergency Medical Services
38	The St. Joseph County Health Department will provide technical information to first responders and investigators regarding biological agent properties and effects.	St. Joseph County Health Department

√	Response Task	Resource
39	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 properties and effects of the specific biological agent(s) used during the attack, as it pertains to public safety, site re-entry, and site re-habitation.	St. Joseph County Health Department
40	The St. Joseph County Health Department, in conjunction with the Indiana State Department of Health and Centers for Disease Control and Prevention, will begin epidemiological investigations, including providing investigators when necessary.	St. Joseph County Health Department
41	The St. Joseph County Health Department will identify secure medical supply staging and storage areas.	St. Joseph County Health Department
42	The St. Joseph County Health Department will identify transport routes for supplies coming into affected areas.	St. Joseph County Health Department, Transportation, & Jurisdictional Law Enforcement Agencies
43	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 advise on prophylaxis.	St. Joseph County Health Department
44	The St. Joseph County Health Department, Indiana State Department of Health, and Centers for Disease Control and Prevention, will coordinate with the Law Enforcement Emergency Support Function on joint epidemiological/criminal investigations.	St. Joseph County Health Department & Jurisdictional Law Enforcement Agencies

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 agreements 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 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 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, in conjunction with the St. Joseph County Emergency Management Agency, will ensure that staff members are properly debriefed, to include mental health debriefings if appropriate.	St. Joseph County Health Department, All Support Agencies, & Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs

√	Recovery Task	Resource
10	The St. Joseph County Health Department will prepare appropriate After-Action Reports.	St. Joseph County Health Department
11	The St. Joseph County Health Department will continue to man the 24-hour, 7 day/week emergency number.	St. Joseph County Health Department
	Considerations for conventional attack:	
	For chemical attack:	
12	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 recommendations.	St. Joseph County Health Department
	For biological attack:	
13	The St. Joseph County Health Department will provide guidance on long-term medical care and monitoring according to Indiana State Department of Health and Centers for Disease Control and Prevention recommendations.	St. Joseph County Health Department
14	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
15	The St. Joseph County Health Department will continue joint epidemiological/criminal investigation with the Law Enforcement Emergency Support Function if necessary.	St. Joseph County Health Department & Jurisdictional Law Enforcement Agencies
16	The St. Joseph County Health Department will continue to monitor the medical surveillance system.	St. Joseph County Health Department

Search and Rescue Emergency Support Function

Primary Coordinating Agency: Clay Fire Territory

Support Agencies:

- Centre Township Fire Department
- 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 acts of terrorism.	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
	For biological attack:	
11	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 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
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

√	Preparedness Task	Resource
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
	For biological attack:	
13	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	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.)

√	Response Task	Resource
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
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

√	Response Task	Resource
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

√	Recovery Task	Resource
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

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
	Considerations for conventional attack:	
	For chemical attack:	
	For biological attack:	
6	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 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
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
	For biological attack:	
5	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	Obtain status report on St. Joseph County activities, once in the Emergency Operations Center.	South Bend Fire Department Hazardous Materials Team

√	Response Task	Resource
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.	
	For chemical attack:	
8	Coordinate decontamination of exposed or contaminated transport vehicles.	South Bend Fire Department Hazardous Materials Team
9	Request additional decontamination resources as needed.	South Bend Hazardous Materials Team & Resource Support Emergency Support Functions

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

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

Law Enforcement Emergency Support Function

Primary Coordinating Agency: South Bend Police Department

Support Agencies:

- Local Police Departments:
 - Indiana University at South Bend Security
 - Lakeville Police Department
 - Mishawka Police Department
 - New Carlisle Police Department
 - North Liberty Police Department
 - Osceola Police Department
 - Roseland Police Department
 - St. Joseph County Airport Authority Department of Public Safety
 - University of Notre Dame Security
 - St. Joseph County Police

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities that are vulnerable to terrorist attack, evaluate that vulnerability, and determine what actions can be taken to prevent or reduce that vulnerability.	Jurisdictional Law Enforcement Agencies
2	Identify potential funding sources that are available to mitigate acts of terrorism.	Jurisdictional Law Enforcement Agencies
3	Investigate new technology and procedures for use in completing the Emergency Support Function goals and objectives.	Jurisdictional Law Enforcement Agencies
4	Identify areas where public education programs addressing public safety are needed.	Jurisdictional Law Enforcement Agencies & St. Joseph County Emergency Management Agency
5	Identify Emergency Support Function supervisors and their shift change and staffing requirements for the St. Joseph County Emergency Operations Center activation and field operations.	Jurisdictional Law Enforcement Agencies & St. Joseph County Emergency Management Agency
6	Identify sources for hazard-specific needs, resources, and equipment, including personal protective equipment.	Jurisdictional Law Enforcement Agencies & Resource Support Emergency Support Function
7	Identify the unique planning requirements necessary for special events.	Jurisdictional Law Enforcement Agencies & St. Joseph County Emergency Management Agency
8	Identify requirements for Emergency Support Function-specific standard operating procedures, plans, and checklists for lead and support agencies.	Jurisdictional Law Enforcement Agencies
9	Identify Emergency Support Function-specific training requirements.	Jurisdictional Law Enforcement Agencies
	Considerations for conventional attack:	
	For chemical attack:	
	For biological attack:	

√	Mitigation Task	Resource
10	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 and maintain standard operating procedures/guidelines, other plans, and procedures necessary for the Law Enforcement Emergency Support Function and its support agencies to operate efficiently.	Jurisdictional Law Enforcement Agencies
2	Establish a method to disseminate intelligence regarding credible threats and or imminent events to appropriate Emergency Support Function agencies	Jurisdictional Law Enforcement Agencies
3	Develop and conduct training for the Law Enforcement Emergency Support Function primary and support agency personnel.	Jurisdictional Law Enforcement Agencies
4	Develop public education programs that address issues pertaining to public safety.	Jurisdictional Law Enforcement Agencies, St. Joseph County Emergency Management Agency, & Public Information Emergency Support Function
5	Develop and maintain mutual aid agreements and memoranda of understanding with support agencies and other law enforcement agencies.	Jurisdictional Law Enforcement Agencies
6	Develop and maintain a roster of Law Enforcement 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.	Jurisdictional Law Enforcement Agencies
7	Obtain detailed maps of County jurisdictions.	Jurisdictional Law Enforcement Agencies & County Geographic Information System

√	Preparedness Task	Resource
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.	Jurisdictional Law Enforcement Agencies & St. Joseph County Emergency Management Agency
9	Develop and maintain lists of hazard-specific resources and equipment including personal protective equipment.	South Bend Fire Department Hazardous Materials Team, Jurisdictional Law Enforcement Agencies, & Resource Support Emergency Support Function
10	Provide guidance on State and Federal regulations regarding terrorism.	Jurisdictional Law Enforcement Agencies
11	Ensure that agency representatives can access their respective agencies' networks, if available, while in the St. Joseph County Emergency Operations Center or in the field.	Jurisdictional Law Enforcement Agencies, Communications Centers, & St. Joseph County Emergency Management Agency
12	Involve the Indiana State Police in the planning role for the Law Enforcement Emergency Support Function.	Jurisdictional Law Enforcement Agencies
13	Coordinate with the Firefighting, Health and Medical, and Hazardous Materials Emergency Support Functions on establishing procedures that allow for the preservation of evidence during collection at hospitals and at the scene.	Jurisdictional Law Enforcement Agencies & St. Joseph County Prosecutor's Office
14	Coordinate with the Health and Medical Emergency Support Function to establish procedures that resolve issues of patient confidentiality during criminal investigations.	Jurisdictional Law Enforcement Agencies, St. Joseph County Prosecutor's Office, & Area Health Care Providers
	Considerations for conventional attack:	
	For chemical attack:	
	For biological attack:	

√	Preparedness Task	Resource
15	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	Assess scope, magnitude, extent, and potential duration of incident.	First Responding Agents from all involved Public Safety/Service Agencies
2	Obtain status report on County activities once in the Emergency Operations Center.	St. Joseph County Emergency Management Agency & Information and Planning Emergency Support Function
3	Collect information concerning the Law Enforcement Emergency Support Function field activities.	Jurisdictional Law Enforcement Agencies
4	Assist in the development of an incident action plan.	Jurisdictional Law Enforcement Agencies, St. Joseph County Emergency Management Agency, & Information and Planning Emergency Support Function
5	Dispatch Emergency Support Function personnel to appropriate field locations, as required.	Jurisdictional Law Enforcement Agencies
6	Provide technical assistance, as requested.	Jurisdictional Law Enforcement Agencies
7	Support other Emergency Support Functions, as needed.	Jurisdictional Law Enforcement Agencies
8	Provide hourly situation reports of the Law Enforcement Emergency Support Function activities to the Emergency Operations Center supervisor.	Jurisdictional Law Enforcement Agencies
9	Attend briefings for periodic situation updates.	Jurisdictional Law Enforcement Agencies

√	Response Task	Resource
10	Document incoming and outgoing communications.	Communications Centers & Jurisdictional Law Enforcement Agencies
11	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
12	Maintain record of actions taken.	Jurisdictional Law Enforcement Agencies
13	If Joint Information or Operations Centers are activated, send an Emergency Support Function representative to those locations if appropriate.	Public Information Representatives from Jurisdictional Law Enforcement Agencies
14	Notify law enforcement agencies of an incident using the incident-specific contact list.	Jurisdictional Law Enforcement Agencies
15	Coordinate support for special events.	Jurisdictional Law Enforcement Agencies
16	Coordinate investigations in accordance with agency responsibilities and procedures.	Jurisdictional Law Enforcement Agencies
17	Coordinate all activities relative to evacuation.	Jurisdictional Law Enforcement Agencies
18	Coordinate all activities relative to traffic control.	Jurisdictional Law Enforcement Agencies
19	Coordinate all requests pertaining to personnel and security.	Jurisdictional Law Enforcement Agencies
20	Request State and Federal resources, as needed.	Jurisdictional Law Enforcement Agencies, St. Joseph County Emergency Management Agency, & Resource Support Emergency Support Function
21	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions, as needed.	Jurisdictional Law Enforcement Agencies & St. Joseph County Emergency Management Agency

√	Response Task	Resource
	Considerations for conventional attack:	
	For credible threat:	
22	Coordinate a target vulnerability assessment within the suspected area(s).	St. Joseph County Emergency Management Agency & Jurisdictional Law Enforcement Agencies
23	Notify and coordinate with applicable Emergency Support Functions.	Jurisdictional Law Enforcement Agencies
24	Notify Indiana Terrorism Task Force.	Jurisdictional Law Enforcement Agencies & St. Joseph County Emergency Management Agency
25	Upon notification of or receipt of information relevant to a credible threat, contact emergency response agencies as necessary.	Jurisdictional Law Enforcement Agencies
	For actual incident:	
26	Complete tasks listed under credible threat.	Jurisdictional Law Enforcement Agencies & St. Joseph County Emergency Management Agency
27	Ensure that standard operating procedures for bomb threats and explosions, crime scene operations, and special event security are followed.	Jurisdictional Law Enforcement Agencies
28	Coordinate the requirements for technical equipment, expertise, and specialized assistance.	Jurisdictional Law Enforcement Agencies, Jurisdictional Fire Departments, South Bend Fire Department Hazardous Materials Team, & Resource Support Emergency Support Function
	For chemical attack:	

√	Response Task	Resource
29	Complete tasks listed under conventional attack.	Jurisdictional Law Enforcement Agencies, Jurisdictional Fire Departments, South Bend Fire Department Hazardous Materials Team, St. Joseph County Emergency Management Agency, & Resource Support Emergency Support Function
30	Request hazard-specific information from the Hazardous Materials Emergency Support Function.	Jurisdictional Law Enforcement Agencies
31	Coordinate with the Resource Support Emergency Support Function to obtain additional personal protective equipment as needed.	Jurisdictional Law Enforcement Agencies
	For biological attack:	
32	Initiate a joint law enforcement/epidemiological investigation as soon as an event is identified (or suspected) as being criminal in nature.	All Jurisdictional Law Enforcement Agencies & St. Joseph County Health Department
33	Complete tasks listed under conventional attack.	Jurisdictional Law Enforcement Agencies, Jurisdictional Fire Departments, South Bend Fire Department Hazardous Materials Team, St. Joseph County Emergency Management Agency, & Resource Support Emergency Support Function
34	Ensure that all staffs are properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies & Indiana Northern Critical Incident Stress Management, Contract Employee Assistance Programs
35	Request information regarding biological hazards from the Health and Medical Emergency Support Function.	Jurisdictional Law Enforcement Agencies

√	Response Task	Resource
36	Coordinate with the Health and Medical Emergency Support Function on assessment of personal protective equipment and universal precautions needs.	Jurisdictional Law Enforcement Agencies
37	Coordinate all efforts regarding quarantine and re-entry.	Jurisdictional Law Enforcement Agencies

Recovery

√	Recovery Task	Resource
1	Support other Emergency Support Functions and local authorities with traffic control, security, and site re-entry.	Jurisdictional Law Enforcement Agencies
2	Ensure Emergency Support Function personnel have been decontaminated when applicable.	Jurisdictional Law Enforcement Agencies & South Bend Fire Department Hazardous Materials Team
3	Collect and inventory all equipment used during incident and ensure that the equipment has been decontaminated as required.	Jurisdictional Law Enforcement Agencies & South Bend Fire Department Hazardous Materials Team
4	Provide guidance on State and Federal regulations.	Jurisdictional Law Enforcement Agencies
5	Coordinate with the Resource Support Emergency Support Function on resource accountability.	Jurisdictional Law Enforcement Agencies
6	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	Jurisdictional Law Enforcement Agencies, Area Critical Incident Debriefing Teams, & Madison Center and Hospital
7	Prepare appropriate After-Action Reports.	Jurisdictional Law Enforcement Agencies
	Considerations for conventional attack:	
	For chemical attack:	

√	Recovery Task	Resource
	For biological attack:	

Human Support Section

The Human Support Section consists of the Emergency Support Functions: Shelter and Mass Care, Food and Water, Animal Health, Donations and Volunteer Management, and Evacuation. These Emergency Support Functions directly support those agencies giving aid to victims of disasters and emergencies.

Shelter and Mass Care Emergency Support Function

Primary Coordinating Agency: St. Joseph County Emergency Management Agency

Primary Support Agency: St. Joseph County Chapter – American Red Cross

Support Agencies:

- South Bend Community Schools
- Mishawaka Public Schools
- Penn Harris Madison Schools
- John Glen Schools
- Union North United Schools
- Area Private Schools
- Area Churches
- University of Notre Dame
- Indiana University South Bend
- Bethel College
- St. Mary's College
- Salvation Army
- Seventh Day Adventist
- St. Joseph County Hotel/Motel Association
- Holy Cross College
- Connections
- Memorial Hospital of South Bend
- St. Joseph's Regional Medical Center
- St. Joseph Community Hospital Mishawaka
- St. Joseph County Health Department
- Healthwin Hospital
- Portage Manor
- St. Joseph County Chapter American Red Cross

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities 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 & St. Joseph County American Red Cross
2	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	St. Joseph County American Red Cross & St. Joseph County Health Department
3	Identify areas where public education programs detailing sheltering and mass care are needed.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
4	Identify Shelter and Mass Care Emergency Support Function leads/supervisors and their shift change and staffing procedures for County Emergency Operations Center activation and field operations.	St. Joseph County American Red Cross
5	Identify sources of hazard-specific needs, resources, and equipment.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
6	Identify requirements for Emergency Support Function-specific standard operating procedures, plans, and checklists for lead and support agencies.	St. Joseph County American Red Cross
7	Identify Emergency Support Function-specific training requirements.	St. Joseph County American Red Cross
8	Identify potential special medical needs that require specialized sheltering.	St. Joseph County Health Department & St. Joseph County American Red Cross
9	Identify potential facilities that can accommodate the sheltering of people having special medical needs.	St. Joseph County Health Department
	For biological attack:	
10	Identify additional resources for staffing shelters (i.e., home health nurses, aides, etc.).	St. Joseph County American Red Cross, St. Joseph County Health Department, Hospitals, & Intermediate Care Facilities

√	Mitigation Task	Resource
11	Develop appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities
12	Identify backup communication needs.	St. Joseph County American Red Cross & Radio Amateur Civil Emergency Service

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain standard operating procedures, other plans, and procedures necessary for Shelter and Mass Care Emergency Support Function and its support agencies to operate efficiently.	St. Joseph County American Red Cross
2	Develop and conduct awareness training and exercise programs involving shelter and mass care issues.	St. Joseph County American Red Cross, St. Joseph County Emergency Management Agency, & St. Joseph County Medical Disaster Task Force
3	Develop and maintain a contact list of all agencies and organizations involved with Shelter and Mass Care Emergency Support Function during emergencies or disasters.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
4	Develop and maintain a roster of Shelter and Mass Care Emergency Support Function leads/supervisors, including shift change and staffing procedures, for County Emergency Operations Center activation and field operations.	St. Joseph County American Red Cross
5	Develop and maintain a Shelter and Mass Care Emergency Support Function manpower list, delineating specialized skills of personnel for certifications.	St. Joseph County American Red Cross
6	Develop and maintain resource lists.	St. Joseph County American Red Cross & Resource Support Emergency Support Function
7	Develop and maintain notification lists that include emergency information such as address, phone, cell, facsimile numbers, and email.	St. Joseph County American Red Cross

√	Preparedness Task	Resource
8	Obtain detailed maps of County jurisdictions.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
9	Ensure that copies of all necessary Emergency Support Function specific emergency manuals, plans, procedures, and other reference materials are located at Emergency Support Function station in the County Emergency Operations Center.	St. Joseph County American Red Cross
10	Develop and maintain lists of hazard-specific resources and equipment.	St. Joseph County American Red Cross, St. Joseph County Emergency Management Agency, & Resource Support Emergency Support Function
11	Provide guidance on State and Federal regulations.	St. Joseph County Emergency Management Agency & St. Joseph County Health Department
12	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the County Emergency Operations Center or in the field.	St. Joseph County American Red Cross
13	Develop and maintain a list of tasks and responsibilities for sheltering.	St. Joseph County American Red Cross
14	Maintain emergency response vehicles to be used in case of an emergency.	St. Joseph County American Red Cross & Each Agency That Has An Emergency Response Vehicle Being Used
15	Coordinate with the Public Information Emergency Support Function for the releases of all information relating to public shelters and mass care facilities.	St. Joseph County American Red Cross
16	Conduct physical inspections of current and proposed shelter sites.	St. Joseph County American Red Cross
17	Develop and maintain a shelter inventory database.	St. Joseph County American Red Cross
18	Coordinate with the Communications and Warning Emergency Support Function regarding backup communication capabilities.	St. Joseph County American Red Cross

√	Preparedness Task	Resource
19	Coordinate with the Law Enforcement Emergency Support Function for the provision of security at all shelter sites.	St. Joseph County American Red Cross
20	Develop and maintain agreements with facilities necessary and suitable for sheltering individuals with special medical needs.	St. Joseph County Health Department, Area Hospitals, & Intermediate Care Facilities
	Considerations for conventional attack:	
21	Coordinate with Transportation Emergency Support Function to develop procedures for receiving victims and supplies to shelters and mass care facilities.	St. Joseph County American Red Cross
22	Develop and maintain procedures for providing crisis counseling to victims, emergency workers, and family members.	St. Joseph County American Red Cross
	For chemical attack:	
23	Educate shelter volunteers about chemical dangers.	Hazardous Materials Emergency Support Function & St. Joseph County American Red Cross
	For biological attack:	
24	Implement appropriate medical procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities
25	Educate shelter volunteers about biological dangers.	Hazardous Materials Emergency Support Function, St. Joseph County American Red Cross, & St. Joseph County Health Department

Response

√	Response Task	Resource
1	Assess scope, magnitude, extent, and potential duration of incident.	St. Joseph County American Red Cross
2	Activate the Shelter and Mass Care Emergency Support Function and its personnel, based on incident assessment.	St. Joseph County American Red Cross
3	Obtain status report on County activities, once in the Emergency Operations Center.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
4	Collect information concerning Emergency Support Function field activities.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
5	Assist in the development of an incident action plan.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
6	Support other Emergency Support Functions as needed.	St. Joseph County American Red Cross
7	Provide hourly situation reports of Shelter and Mass Care Emergency Support Function activities to the Emergency Operations Center supervisor.	St. Joseph County American Red Cross
8	Attend meetings for periodic situation updates.	St. Joseph County American Red Cross
9	Document incoming and outgoing notifications.	St. Joseph County American Red Cross
10	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
11	Maintain record of actions taken.	St. Joseph County American Red Cross
12	Coordinate with public information officers regarding sheltering information media release.	St. Joseph County American Red Cross

√	Response Task	Resource
13	If Joint Information or Operations Centers are activated, send Emergency Support Function representative to those locations if appropriate.	St. Joseph County American Red Cross
14	Provide family well being inquiries as requested.	St. Joseph County American Red Cross
15	Coordinate with the Law Enforcement Emergency Support Function on providing security for the shelters.	St. Joseph County American Red Cross
16	Provide patient tracking assistance in hospitals as needed.	St. Joseph County American Red Cross
17	Assist in establishing alternative health care facilities staffed by health care professionals, as needed.	St. Joseph County American Red Cross, St. Joseph County Health Department, Area Hospitals, & Intermediate Care Facilities
18	Provide public service messages regarding the use of disaster welfare inquiry services and other methods of making contact with missing friends, family, etc.	St. Joseph County American Red Cross & Public Information Emergency Support Function
19	Coordinate with the Public Information Emergency Support Function to disseminate public information releases relating necessary information on shelters and mass care facilities to the public.	St. Joseph County American Red Cross
20	Coordinate with the Public Information Emergency Support Function in operating a public information hotline.	St. Joseph County American Red Cross
21	Provide crisis-counseling services, as needed.	St. Joseph County American Red Cross
22	Request State and Federal assistance/resources as needed.	St. Joseph County American Red Cross
23	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions/activities, as needed.	St. Joseph County American Red Cross
	Considerations for conventional attack:	

√	Response Task	Resource
24	Coordinate with applicable Emergency Support Functions on location, requirements, setup, staffing, maintenance, and security for shelters and mass care facilities.	St. Joseph County American Red Cross
25	Coordinate with the Transportation Emergency Support Function to implement procedures for receiving arriving victims and supplies to shelters and mass care facilities.	South Bend Transpo, School Corporation Transportation Departments, St. Joseph County Emergency Management Agency, & St. Joseph County American Red Cross
26	Coordinate with the Resource Support and Health and Medical Emergency Support Functions on medical and pharmaceutical needs in shelters and mass care facilities.	St. Joseph County Purchasing Department, St. Joseph County Health Department, & St. Joseph County American Red Cross
	For chemical attack:	
27	Complete tasks listed under conventional attack.	St. Joseph County American Red Cross
28	Refer to the Hazardous Materials Emergency Support Function for guidelines on incidents involving hazardous materials.	St. Joseph County American Red Cross & South Bend Fire Department
	For biological attack:	
29	Complete tasks listed under conventional attack.	St. Joseph County American Red Cross
30	Refer to the Health and Medical Emergency Support Function for guidelines on incidents involving biological agents.	St. Joseph County American Red Cross & St. Joseph County Health Department
31	Conduct expedient training for shelter staff as needed.	St. Joseph County American Red Cross

Recovery

√	Recovery Task	Resource
1	Ensure Emergency Support Function agency personnel have been decontaminated, when applicable.	South Bend Fire Department & St. Joseph County American Red Cross
2	Collect all equipment used during incident.	St. Joseph County American Red Cross
3	Coordinate with the Resource Support Emergency Support Function on resource accountability.	St. Joseph County American Red Cross & St. Joseph County Purchasing
4	Assist with short-term temporary housing and relocation.	St. Joseph County American Red Cross
5	Provide crisis counseling as needed.	St. Joseph County American Red Cross
6	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies, Indiana Northern Critical Incident Stress Management, & Contract Employee Assistance Programs
7	Prepare appropriate After-Action Reports.	St. Joseph County American Red Cross
8	Deactivate shelters/shelter operations and return sites to normal use.	St. Joseph County American Red Cross
	Considerations for conventional attack:	
	For chemical attack:	
	For biological attack:	

Food and Water Emergency Support Function

Primary Coordinating Agency: St. Joseph County Emergency Management Agency

Primary Support Agency: St. Joseph County Chapter American Red Cross

Support Agencies:

- Salvation Army
- Northern Indiana Food Bank
- St. Joseph County Volunteer Emergency Service Team
- Public School Corporations Food and Nutrition Departments
- University of Notre Dame Food Service
- St. Mary's Food Service
- St. Joseph County Hotel/Motel Association
- St. Joseph County Health Department Food Section
- Volume Services America
- Churches
 - Mennonite
 - Church of the Brethren
 - Little Flower

Water Resources Only

- South Bend Water Works
- Mishawaka Water
- Krystal Mountain Water
- Keck Water
- Culligan Water
- Pepsi Bottlers
- Coke Bottlers

Mitigation

√	Mitigation Task	Resource
1	Investigate new technology and procedures for use in completing Food and Water Emergency Support Function goals and objectives.	St. Joseph County American Red Cross in consultation with St. Joseph County Health Department
2	Identify private sector organizations that could provide resources, supplies, and/or manpower in the event of an act of terrorism.	St. Joseph County American Red Cross
3	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	St. Joseph County American Red Cross, St. Joseph County Emergency Management Agency, & St. Joseph County Health Department
4	Identify facilities that can provide for food/water/ice storage, staging, and/or distribution.	St. Joseph County American Red Cross & St. Joseph County Purchasing Department (Resource Support Emergency Support Function)
5	Identify individual volunteers and volunteer groups/organizations that can support Food and Water Emergency Support Function activities.	St. Joseph County American Red Cross
6	Identify Food and Water Emergency Support Function leads/supervisors and their shift change and staffing procedures for St. Joseph County Emergency Operations Center activation and field operations.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
7	Identify plans and procedures necessary for assuring the safety of foodstuffs and drinking water.	St. Joseph County Health Department, St. Joseph County American Red Cross, & St. Joseph County Emergency Management Agency
8	Identify facilities that could be used for cooking and serving hot meals to emergency workers and others.	St. Joseph County American Red Cross
9	Identify the need for special diets and assess the Food and Water Emergency Support Function capabilities to provide these if necessary.	St. Joseph County American Red Cross & St. Joseph County Health Department
10	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	St. Joseph County Emergency Management Agency
11	Identify specific procedures that will be needed to properly document costs incurred due to Food and Water Emergency Support Function activities.	St. Joseph County American Red Cross & Volume Services of America

√	Mitigation Task	Resource
12	Coordinate with the Transportation Emergency Support Function and other support agencies/organizations regarding the identification and location of vehicles that may be necessary for the transport of food/water/ice.	St. Joseph County American Red Cross & St. Joseph County Highway Department (Transportation Emergency Support Function)
	For biological attack:	
13	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 and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for Food and Water Emergency Support Function and its support agencies to operate efficiently.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
2	Develop and conduct awareness training and exercise programs involving food and water issues.	St. Joseph County Emergency Management Agency, St. Joseph County American Red Cross, & Food and Water Emergency Support Function Support Agencies
3	Coordinate with the Law Enforcement Emergency Support Function to develop procedures to address security issues during transport and storage of food/water/ice and other supplies.	St. Joseph County American Red Cross & Law Enforcement Emergency Support Function Lead Agency
4	Develop and maintain a contact list of all agencies, organizations, and volunteers, including specialized skills of personnel that will support the Food and Water Emergency Support Function.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
5	Develop and maintain a roster of Food and Water Emergency Support Function leads/supervisors, including shift change and staffing procedures, for the St. Joseph County Emergency Operations Center activation and field operations.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross

√	Preparedness Task	Resource
6	Develop and maintain resource lists.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
7	Develop and maintain notification lists that include emergency information such as address, phone, cell, facsimile numbers, and email.	St. Joseph County American Red Cross
8	Ensure that copies of all Food and Water Emergency Support Function emergency plans, procedures, and reference materials are located at the Food and Water Emergency Support Function station in the St. Joseph County Emergency Operations Center.	St. Joseph County American Red Cross
9	Develop a number of special diets that the Food and Water Emergency Support Function will be able to provide if necessary.	St. Joseph County American Red Cross & St. Joseph County Health Department
10	Execute agreements, where necessary, to procure the use of facilities that can provide for food/water/ice storage, staging, and/or distribution.	St. Joseph County American Red Cross
11	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 American Red Cross & Communications and Warning Emergency Support Function Lead & Support Agencies
12	Develop and maintain relationships with cooperative extensions to provide additional resources where necessary.	St. Joseph County American Red Cross
13	Develop and maintain a list of tasks and responsibilities for feeding victims and emergency workers.	St. Joseph County American Red Cross
14	Coordinate with the Public Information Emergency Support Function to develop press releases containing information relating to feeding and distribution facilities.	St. Joseph County American Red Cross & Jurisdictional Law Enforcement Public Information Officers (Public Information Emergency Support Function)
15	Execute agreements with facilities, where necessary, that could be used for cooking and serving hot meals to emergency workers and others.	St. Joseph County Emergency Management Agency, St. Joseph County American Red Cross, & School Corporations

√	Preparedness Task	Resource
16	Execute agreements with private sector organizations that could provide resources, supplies, and/or manpower in the event of an act of terrorism.	St. Joseph County American Red Cross & Volunteer Organizations Active in Disasters Agencies
17	Train personnel and volunteers in specific procedures that will be needed to properly document costs incurred due to Food and Water Emergency Support Function activities.	St. Joseph County American Red Cross
18	Coordinate with the Transportation Emergency Support Function to develop procedures for the transportation of food/water/ice and other supplies to shelters and feeding sites/facilities.	St. Joseph County American Red Cross, St. Joseph County Emergency Management Agency, & Transportation Emergency Support Function Lead Agency (St. Joseph County Highway Department)
	Considerations for conventional attack:	
19	Develop and maintain procedures for providing crisis counseling to victims, emergency workers, and family members.	St. Joseph County American Red Cross, Critical Incident Stress Debriefing, & Critical Incident Stress Management
	For chemical attack:	
20	Educate Food and Water Emergency Support Function personnel and volunteers about chemical dangers.	South Bend Fire Department Hazardous Materials Team & St. Joseph County Health Department
21	Develop plans and procedures necessary for assuring the safety of foodstuffs and drinking water.	St. Joseph County American Red Cross & St. Joseph County Health Department
	For biological attack:	
22	Implement appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities
23	Educate Food and Water Emergency Support Function personnel and volunteers about biological dangers.	St. Joseph County Health Department & South Bend Fire Department Hazardous Materials Team

√	Preparedness Task	Resource
24	Develop plans and procedures necessary for assuring the safety of foodstuffs and drinking water.	St. Joseph County American Red Cross & St. Joseph County Health Department

Response

√	Response Task	Resource
1	Assess scope, magnitude, extent, and potential duration of incident.	St. Joseph County American Red Cross, St. Joseph County Emergency Management Agency, & Jurisdictional Law Enforcement Agencies
2	Activate the Food and Water Emergency Support Function and its personnel and volunteers, based on incident assessment.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
3	Obtain status report on St. Joseph County activities, once in the Emergency Operations Center.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
4	Collect information concerning Emergency Support Function field activities.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
5	Assist in the development of an incident action plan.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
6	Exercise agreements to procure the use of facilities that can provide for food/water/ice storage, staging, and/or distribution during a terrorist event.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
7	Exercise agreements and activate facilities that will be used for cooking and serving hot meals to emergency workers and others.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
8	Give technical assistance with preparation of special diets where necessary.	St. Joseph County Health Department

√	Response Task	Resource
9	Support other Emergency Support Functions as needed.	Food and Water Emergency Support Function Lead & Support Agencies
10	Provide hourly situation reports of Food and Water Emergency Support Function activities to the Emergency Operations Center supervisor.	St. Joseph County American Red Cross
11	Attend meetings for periodic situation updates.	St. Joseph County American Red Cross
12	Document incoming and outgoing notifications.	St. Joseph County American Red Cross
13	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
14	Maintain record of actions taken and costs incurred.	St. Joseph County American Red Cross
15	Coordinate with the Law Enforcement Emergency Support Function on providing security for feeding locations, warehouses, and distribution locations.	St. Joseph County American Red Cross, St. Joseph County Emergency Management Agency, & Jurisdictional Law Enforcement Agencies
16	Provide public service messages regarding the locations of public feeding and water/ice distribution sites.	St. Joseph County American Red Cross & St. Joseph County Sheriff's Department Public Information Officer
17	Coordinate with Public Information Emergency Support Function in operating a public information hotline.	St. Joseph County American Red Cross & St. Joseph County Sheriff's Department Public Information Officer
18	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
19	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions/activities, as needed.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross

√	Response Task	Resource
20	Coordinate with the Transportation Emergency Support Function to implement procedures for the transportation of food/water/ice and other supplies to shelters and feeding sites/facilities.	St. Joseph County American Red Cross & St. Joseph County Highway Department (Transportation Emergency Support Function)
21	Exercise agreements with private sector organizations, where necessary, that could provide resources, supplies, and/or manpower.	St. Joseph County American Red Cross, St. Joseph County Emergency Management Agency, & Resource Support Emergency Support Function
	Considerations for conventional attack:	
22	Coordinate with applicable Emergency Support Functions on location, requirements, setup, staffing, maintenance, and security for feeding/storage/distribution facilities.	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency
	For chemical or biological attack:	
23	Coordinate with Hazardous Materials Emergency Support Function for guidelines on incidents involving hazardous materials.	South Bend Fire Department Hazardous Materials Team
24	Coordinate with the Health and Medical Emergency Support Function for guidelines on incidents involving biological agents.	St. Joseph County Health Department
25	Implement plans and procedures necessary for assuring the safety of foodstuffs and drinking water.	St. Joseph County Health Department

Recovery

√	Recovery Task	Resource
1	Ensure Food and Water Emergency Support Function personnel and volunteers have been decontaminated, when applicable.	South Bend Fire Department Hazardous Materials Team
2	Collect all equipment used during an incident.	St. Joseph County American Red Cross

√	Recovery Task	Resource
3	Coordinate with the Resource Support Emergency Support Function on resource accountability and document costs incurred.	St. Joseph County American Red Cross & Resource Support Emergency Support Function
4	Provide documentation of all transactions with private sector organizations that provided resources, supplies, and/or manpower for the event.	St. Joseph County American Red Cross
5	Provide documentation of any costs incurred due to the use of facilities that provided for food/water/ice storage, staging, and/or distribution.	St. Joseph County American Red Cross
6	Provide documentation of all activities and costs associated with facilities that were used for cooking and serving hot meals to emergency workers and others.	St. Joseph County American Red Cross & Food and Water Emergency Support Function Support Agencies
7	Provide crisis counseling as needed.	St. Joseph County American Red Cross
8	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	St. Joseph County American Red Cross & Indiana Northern Critical Incident Stress, Contracted Employee Assistance Programs Management
9	Prepare appropriate After-Action Reports.	St. Joseph County American Red Cross, St. Joseph County Emergency Management Agency, & other Food and Water Emergency Support Function Agencies
	Considerations for conventional attack:	
	For chemical attack:	
	For biological attack:	

Animal Health Emergency Support Function

Primary Coordinating Agency: South Bend Animal Control

Support Agencies:

- St. Joseph County Emergency Management Agency
- St. Joseph County Humane Society
- St. Joseph County Veterinarians' Association
- St. Joseph County Cooperative Extension Service

Mitigation

√	Mitigation Task	Resource
1	Investigate new technology and procedures for use in completing the Animal Health Emergency Support Function goals and objectives.	Veterinary Association
2	Identify areas where mutual aid agreements and memoranda of understanding are in place or are needed with support agencies and ancillary or contract support services.	Resource Support Emergency Support Function
3	Identify Animal Health Emergency Support Function leads/supervisors and their shift change and staffing procedures for the St. Joseph County Emergency Operations Center activation and field operations.	All Support Agencies
4	Identify requirements for Emergency Support Function-specific standard operating procedures, plans, and checklists for lead and support agencies.	All Support Agencies
5	Identify Emergency Support Function-specific training requirements, especially with regard to Emergency Operations Center operations.	All Support Agencies
	For biological attack:	
6	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 and maintain standard operating procedures/guidelines, other plans, and procedures necessary for the Animal Health Emergency Support Function and its support agencies to operate efficiently.	All Support Agencies
2	Develop and conduct training and exercise programs for Animal Health Emergency Support Function staff regarding Emergency Operations Center procedures.	All Support Agencies & St. Joseph County Emergency Management Agency

√	Preparedness Task	Resource
3	Develop and maintain a roster of Animal Health 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.	All Support Agencies
4	Develop and maintain contact lists with essential information included such as address, phone, cell, facsimile numbers, and email.	All Support Agencies
5	Ensure that copies of all necessary Emergency Support Function-specific emergency plans, procedures, and other reference materials are located at the Emergency Support Function position in the Emergency Operations Center.	All Support Agencies & St. Joseph County Emergency Management Agency
6	Identify and secure agreements for transport of exotic and research animals.	South Bend Animal Control, Potawatomi Zoo, & St. Joseph County Humane Society
7	The St. Joseph County Health Department, in conjunction with Animal Control and the Humane Society, will develop and maintain provisions for the sheltering of animals.	South Bend Animal Control & St. Joseph County Humane Society
8	The St. Joseph County Health Department will obtain standard operating procedures from local institutions of higher learning for laboratory animal evacuations.	St. Joseph County Health Department, Area Universities, & Laboratories
9	Animal Control, in conjunction with the Humane Society, will encourage pet owners to prominently display identification on their animals.	South Bend Animal Control & St. Joseph County Humane Society
10	The St. Joseph County Health Department will obtain a copy of Animal Control and the Humane Society's emergency animal procedures.	St. Joseph County Health Department, South Bend Animal Control, & St. Joseph County Humane Society
	Considerations for conventional attack:	
11	Educate Animal Health Emergency Support Function personnel on the hazards associated with conventional weapons used in an act of terrorism.	St. Joseph County Emergency Management Agency
	For chemical or biological attack:	

√	Preparedness Task	Resource
12	Implement appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities
13	Educate Animal Health Emergency Support Function personnel on chemical and biological hazards from an act of terrorism.	St. Joseph County Emergency Management Agency & Health and Medical Emergency Support Function

Response

√	Response Task	Resource
1	In conjunction with the Information and Planning Emergency Support Function gather, verify, analyze, and disseminate incident information as needed.	Health and Medical Emergency Support Function & All Support Agencies
2	Assess scope, magnitude, and extent of incident. Estimate amount of manpower requirements needed to fulfill the Animal Health Emergency Support Function role.	Information and Planning Emergency Support Function & All Support Agencies
3	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
4	Collect information for periodic situation updates.	All Support Agencies & Information and Planning Emergency Support Function
5	Coordinate triage and treatment of animals.	Local Veterinary Personnel, South Bend Animal Control, Potawatomi Zoo, St. Joseph County Humane Society, & St. Joseph County Health Department
6	Give status or situation reports as required.	All Support Agencies & Information and Planning Emergency Support Function

√	Response Task	Resource
7	The St. Joseph County Health Department, in conjunction with South Bend Animal Control and the Humane Society, will coordinate feeding and sheltering logistics for animals.	South Bend Animal Control & St. Joseph County Humane Society
8	The St. Joseph County Health Department, in conjunction with South Bend Animal Control and the Humane Society, will coordinate triage and treatment of animals.	South Bend Animal Control & St. Joseph County Humane Society
9	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions.	Information and Planning Emergency Support Function

Recovery

√	Recovery Task	Resource
1	Animal Control and the Humane Society will evaluate the safety of animals and provide necessary medical attention.	South Bend Animal Control & St. Joseph County Humane Society
2	Animal Control and the Humane Society will assist in the determination of appropriate burial/disposal procedures for large amounts of dead animals that are contaminated.	South Bend Animal Control, St. Joseph County Humane Society, & Public Works and Engineering Emergency Support Function
3	Ensure that all staffs 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 Support Agencies

Donations and Volunteers Emergency Support Function

Primary Coordinating Agency: Partnership Assistance Center

Support Agencies:

- St. Joseph County Emergency Management Agency
- St. Joseph County Citizen Corps Council
- Volunteer Organizations Active in Disasters
- United Way Member Agencies
- St. Joseph County Volunteer Emergency Service Team
- St. Joseph County Radio Amateur Civil Emergency Service
- St. Joseph County American Red Cross

Mitigation

√	Mitigation Task	Resource
1	Identify potential funding sources that are available to mitigate acts of terrorism.	St. Joseph County Emergency Management Agency
2	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies and ancillary or contract support services.	Resource Support Emergency Support Function
3	Identify Emergency Support Function supervisors and their shift change and staffing procedures for the St. Joseph County Emergency Operations Center activation and field operations.	All Support Agencies
4	Identify sources of hazard-specific needs, resources, and equipment.	St. Joseph County Emergency Management Agency
5	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for primary and support agencies.	St. Joseph County Emergency Management Agency & All Support Agencies
6	Identify Emergency Support Function specific training requirements.	All Support Agencies
	Considerations for conventional attack:	
	For chemical attack:	
	For biological attack:	
7	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 and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Emergency Support Function and its support agencies to operate efficiently.	St. Joseph County Emergency Management Agency & All Support Agencies

√	Preparedness Task	Resource
2	Develop and conduct training for Emergency Support Function primary and support agency staff.	St. Joseph County Emergency Management Agency & All Support Agencies
3	Develop and maintain a roster of Donations and Volunteers 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.	All Support Agencies
4	Develop and maintain an Emergency Support Function manpower list, delineating specialized skills of personnel.	Resource Support Emergency Support Function & All Support Agencies
5	Develop and maintain mutual aid agreements and memoranda of understanding, where needed.	Resource Support Emergency Support Function
6	Develop public education programs involving volunteer safety issues.	Public Information Emergency Support Function
7	Obtain detailed maps of County jurisdictions.	Information and Planning Emergency Support Function
8	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures, and other reference materials are located at the respective Emergency Support Function station in the County Emergency Operations Center.	St. Joseph County Emergency Management Agency
9	Develop and maintain lists of hazard-specific resources and equipment.	Resource Support Emergency Support Function & All Support Agencies
10	Ensure that agency representatives can access their respective agencies' networks, if available, while in the County Emergency Operations Center.	Communications and Warning Emergency Support Function
	Considerations for conventional attack:	
	For chemical attack:	
	For biological attack:	

√	Preparedness Task	Resource
11	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	Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.	Information and Planning Emergency Support Function
2	Obtain status report on St. Joseph County activities, once in Emergency Operations Center.	St. Joseph County Emergency Management Agency
3	Identify and coordinate additional resources, as needed, in support of local field operations.	Resource Support Emergency Support Function & All Support Agencies
4	Assist in the development of the incident action plan.	Information and Planning Emergency Support Function & All Support Agencies
5	Provide technical assistance, as requested.	
6	Support other Emergency Support Functions, as needed.	
7	Provide situation reports of Emergency Support Function activities to Emergency Operations Center supervisor, as required.	Information and Planning Emergency Support Function & All Support Agencies
8	Attend briefings for periodic situation updates.	Information and Planning Emergency Support Function & All Support Agencies
9	Document incoming and outgoing communications.	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.	All Support Agencies
12	If Joint Operations Center is activated, send Emergency Support Function representative to location, if appropriate.	Public Information Emergency Support Function
13	Request State and Federal resources, as needed.	Resource Support Emergency Support Function
	Considerations for conventional attack:	
	For chemical attack:	
	For biological attack:	

Recovery

√	Recovery Task	Resource
1	Coordinate with the Resource Support Emergency Support Function on resource accountability.	All Support Agencies
2	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies & Indiana Northern Critical Incident Stress Management, Contract Employee Assistance Programs
3	Ensure that all equipment and personnel have been decontaminated if applicable	Health and Medical & Hazardous Materials Emergency Support Functions
4	Prepare appropriate After-Action Reports.	
	Considerations for conventional attack:	
	For chemical attack:	

√	Recovery Task	Resource
	For biological attack:	

Evacuation Emergency Support Function

Primary Coordinating Agency: South Bend Police Department

Support Agencies:

- School Corporations
- St. Joseph County Chapter American Red Cross
- Local Police Departments:
 - Indiana University at South Bend Security
 - Lakeville Police Department
 - Mishawka Police Department
 - New Carlisle Police Department
 - North Liberty Police Department
 - Osceola Police Department
 - Roseland Police Department
 - St. Joseph County Airport Authority Department of Public Safety
 - University of Notre Dame Security
 - St. Joseph County Police

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities 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 areas where mutual aid agreements and memoranda of understanding are needed with support agencies and ancillary or contract support services.	Shelter and Mass Care Emergency Support Function & St. Joseph County American Red Cross
3	Identify areas where public education programs involving evacuation information are needed.	St. Joseph County Emergency Management Agency, Public Information Emergency Support Function, & St. Joseph County American Red Cross
4	Identify Evacuation Emergency Support Function leads/supervisors and their shift change and staffing procedures for the St. Joseph County Emergency Operations Center activation and field operations.	Firefighting & Law Enforcement Emergency Support Functions & St. Joseph County American Red Cross
5	Identify sources of hazard-specific needs, resources, and equipment.	Firefighting, Law Enforcement, Transportation, Shelter and Mass Care, & Resource Support Emergency Support Functions
6	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	Firefighting, Law Enforcement, Transportation, Shelter and Mass Care, & Resource Support Emergency Support Functions
7	Identify Emergency Support Function training on evacuation issues resulting from a bomb threat, locating a device, or the detonation of a device.	Law Enforcement Emergency Support Function (Bomb Squad)
	For biological attack:	
8	Develop appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities
	Considerations for conventional attack:	

√	Mitigation Task	Resource
9	Develop and conduct training and exercise programs for Evacuation Emergency Support Function personnel on evacuation issues resulting from a bomb threat, locating of a device, or the detonation of a device.	Law Enforcement Emergency Support Function (Bomb Squad)
10	Develop and maintain evacuation procedures that address protection from secondary devices.	Law Enforcement Emergency Support Function (Bomb Squad)
	For chemical attack:	
11	Plan for supporting the evacuation of contaminated injured victims from incident site(s) to hospitals as needed.	Health and Medical, Hazardous Materials, & Firefighting Emergency Support Functions

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain a roster of Evacuation 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 Emergency Management Agency & All Support Agencies
2	Develop and maintain mutual aid agreements and memoranda of understanding where needed.	Resource Support Emergency Support Function & All Support Agencies
3	Obtain detailed maps of County jurisdictions.	Information and Planning & Transportation Emergency Support Functions & St. Joseph County Geographic Information System
4	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures, and other reference materials are located at the respective Emergency Support Function station in the County Emergency Operations Center.	St. Joseph County Emergency Management Agency & All Support Agencies

√	Preparedness Task	Resource
5	Develop and maintain lists of hazard-specific resources and equipment.	Resource Support Emergency Support Function & All Support Agencies
6	Ensure that agency representatives can access their respective agencies' networks, if available, while in the County Emergency Operations Center.	Communications and Warning Emergency Support Function & St. Joseph County Emergency Management Agency
7	Develop and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Evacuation Emergency Support Function and its support agencies to operate efficiently.	Communications and Warning, Law Enforcement, Firefighting, Transportation, Shelter and Mass Care, & Resource Support Emergency Support Functions
	For biological attack:	
8	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	Obtain status report on St. Joseph County activities, once in the Emergency Operations Center.	Information and Planning Emergency Support Function
2	Identify and coordinate additional resources, as needed, in support of local field operations.	Resource Support Emergency Support Function & All Support Agencies
3	Assist in the development of an incident action plan.	Information and Planning Emergency Support Function
4	Provide situation reports of Emergency Support Function activities to the Emergency Operations Center supervisor as required.	Information and Planning, Transportation, Law Enforcement, Firefighting, & Shelter and Mass Care Emergency Support Functions & All Support Agencies

√	Response Task	Resource
5	Attend briefings for periodic situation updates.	Information and Planning, Transportation, Law Enforcement, Firefighting, & Shelter and Mass Care Emergency Support Functions & All Support Agencies
6	Document incoming and outgoing communications.	Communications and Warning & Resource Support Emergency Support Functions & All Support Agencies
7	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
8	Maintain record of actions taken.	All Support Agencies & Information and Planning Emergency Support Function
9	If Joint Operations Center is activated, send Emergency Support Function representative to that location if appropriate.	Public Information, Law Enforcement, Firefighting, Shelter and Mass Care, & Transportation Emergency Support Functions
10	Request State and Federal assistance/resources as needed.	Resource Support Emergency Support Function & St. Joseph County Emergency Management Agency
11	Coordinate with the Law Enforcement and Firefighting Emergency Support Functions in assisting with building evacuations, as needed.	Transportation & Shelter and Mass Care Emergency Support Functions
12	Coordinate with local jurisdictions for the acquisition of transportation resources, as needed, in the event of the evacuation of jails.	Law Enforcement & Transportation Emergency Support Functions
13	Provide transportation assistance for the evacuation of special needs population throughout the County as needed.	Transportation, Shelter and Mass Care, & Health and Medical Emergency Support Functions
	Considerations for conventional attack:	

√	Response Task	Resource
14	Cooperate with Federal Bureau of Investigation, Bureau of Alcohol, Tobacco, and Firearms, jurisdictional police, and St. Joseph County Sheriff in performing investigation.	Law Enforcement Emergency Support Function
	For chemical attack:	
15	Complete tasks listed under conventional attack.	Law Enforcement Emergency Support Function
	For biological attack:	
16	Complete tasks listed under conventional attack.	Law Enforcement Emergency Support Function

Recovery

√	Recovery Task	Resource
1	Coordinate with the Law Enforcement Emergency Support Function to assist local authorities in establishing checkpoints for re-entry to evacuated areas.	Transportation & Public Information Emergency Support Functions
2	Ensure Emergency Support Function personnel have been decontaminated, where applicable.	Hazardous Materials & Health and Medical Emergency Support Functions
3	Collect and inventory all equipment used during an incident and determine the need for decontamination or replacement.	Hazardous Materials, Health and Medical, & Resource Support Emergency Support Functions
4	Coordinate with the Resource Support Emergency Support Function on resource accountability.	All Support Agencies
5	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies & Indiana Northern Critical Incident Stress Management, Contract Employee Assistance Programs
6	Prepare appropriate After-Action Reports.	All Support Agencies

√	Recovery Task	Resource
7	Aid local departments in resource accountability and procedures for obtaining reimbursement from the State and/or Federal government.	Resource Support Emergency Support Function & St. Joseph County Emergency Management Agency
	Considerations for conventional attack:	
	For chemical attack:	
8	Coordinate with the Public Information Emergency Support Function to determine public information strategy for assuring public that evacuated areas are safe for re-entry.	Law Enforcement, Hazardous Materials, & Transportation Emergency Support Functions
	For biological attack:	
9	Coordinate with the Public Information Emergency Support Function to determine public information strategy for assuring the public that evacuated areas are safe for re-entry.	Law Enforcement, Health and Medical, & Transportation Emergency Support Functions

INFRASTRUCTURE SUPPORT SECTION

The Infrastructure Support Section consists of the Emergency Support Functions: Transportation, Public Works and Engineering including all public utility bureaus and/or subdivisions, Energy, and Damage Assessment.

Transportation Emergency Support Function

Primary Coordinating Agency: South Bend Transpo

Support Agencies:

- ❑ South Bend Community Schools
- ❑ Penn Harris Madison Schools
- ❑ St. Joseph County American Red Cross Chapter
- ❑ St. Joseph County Emergency Management Agency
- ❑ St. Joseph County Highway Department
- ❑ South Bend Street Department
- ❑ Mishawaka Street Department
- ❑ St. Joseph County Health Department
- ❑ St. Joseph County Coroner
- ❑ Area Ambulance Services
 - South Bend Emergency Medical Services
 - Mishawaka Emergency Medical Services
 - Memorial Air Angels

Mitigation

√	Mitigation Task	Resource
1	Identify critical transportation facilities and fueling sites that are vulnerable to a terrorist attack, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
2	Identify Transportation Emergency Support Function leads/supervisors and their shift change and staffing procedures for the St. Joseph County Emergency Operations Center activation and field operations.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
3	Identify sources of hazard-specific needs, resources, and equipment.	St. Joseph County Highway and City Street Departments
4	Identify requirements for Emergency Support Function-specific standard operating procedures, plans, and checklists for lead and support agencies.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
5	Identify roles and responsibilities of support agencies.	South Bend Transpo & St. Joseph County Highway Department
	Considerations for conventional attack:	
6	Identify training and exercise programs for Transportation Emergency Support Function personnel on transportation and evacuation issues resulting from a bomb threat, locating a device, or the detonation of a device.	South Bend Police Department Bomb Squad & St. Joseph County Police Bomb Squad
	For chemical attack:	
7	Identify personnel needing awareness training on chemical attack using explosives as dispersal method.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, South Bend Fire Department Hazardous Materials Team, & Jurisdictional Law Enforcement

√	Mitigation Task	Resource
8	Identify needed decontamination resources for vehicles and equipment.	St. Joseph County Emergency Management Agency & Resource Support & Hazardous Materials Emergency Support Functions
9	Identify and develop plan for medical protective measures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities
10	Identify transport resources suitable for this type of event.	St. Joseph County Emergency Management Agency, South Bend Fire Department Hazardous Materials Team, & Resource Support Emergency Support Function
	For biological attack:	
11	Develop appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities
12	Identify transport resources suitable for this type of event.	St. Joseph County Emergency Management Agency, St. Joseph County Health Department, & Emergency Medical Services Agencies
13	Identify additional transport resources for the deceased.	St. Joseph County Emergency Management Agency, St. Joseph County Health Department, St. Joseph County Coroner, & Resource Support Emergency Support Function

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain standard operating procedures/guidelines, other plans, and procedures necessary for the Transportation Emergency Support Function and its support agencies to operate efficiently.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments

√	Preparedness Task	Resource
2	Develop and conduct training and exercise programs for Transportation Emergency Support Function personnel.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & St. Joseph County Emergency Management Agency
3	Develop and maintain a roster of Transportation 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 Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & St. Joseph County Emergency Management Agency
4	Maintain and update personnel and equipment certifications.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
5	Obtain detailed maps of County jurisdictions.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, County Geographic Information System, & Area Plan Commission
6	Identify and secure agreements for transport of exotic and research animals.	South Bend Animal Control, Potawatomi Zoo, & St. Joseph County Humane Society
7	Ensure that copies of all necessary Transportation Emergency Support Function emergency manuals, plans, procedures, and other reference materials are located at the Transportation Emergency Support Function station in the St. Joseph County Emergency Operations Center.	St. Joseph County Emergency Management Agency
8	Develop and maintain lists of sources of hazard-specific resources and equipment.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, St. Joseph County Emergency Management Agency, & Resource Support Emergency Support Function

√	Preparedness Task	Resource
9	Execute mutual aid agreements and memoranda of understanding with support agencies, ancillary or contract support services, and resources.	St. Joseph County Highway Department, St. Joseph County Emergency Management Agency, & Resource Support Emergency Support Function
10	Provide guidance on State and Federal regulations regarding transportation issues.	St. Joseph County Highway Department
11	Provide assistance to support agencies to ensure development of procedures and checklists.	St. Joseph County Emergency Management Agency
12	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 Highway Department, Jurisdictional Communications Departments, & St. Joseph County Emergency Management Agency
	Considerations for conventional attack:	
13	Develop and conduct training and exercise programs for Transportation Emergency Support Function personnel on transportation and evacuation issues resulting from a bomb threat, locating of a device, or the detonation of a device.	St. Joseph County Emergency Management Agency & Jurisdictional Law Enforcement Agencies
14	Develop and maintain a list of resources for transportation.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, St. Joseph County Emergency Management Agency, & Resource Support Emergency Support Function
	For chemical attack:	
15	Plan for supporting the transportation and evacuation of contaminated injured victims from incident site(s) to hospitals as needed.	Local School Corporation, Public Transportation Departments, South Bend Fire Department Hazardous Materials Team, & Jurisdictional Emergency Medical Departments

√	Preparedness Task	Resource
16	Plan for decontamination of exposed or contaminated transport vehicles as needed.	Local School Corporation, Public Transportation Departments, & South Bend Fire Department Hazardous Materials Team
17	Develop and maintain lists of additional decontamination resources for vehicles and equipment.	Local School Corporation, Public Transportation Departments, South Bend Fire Department Hazardous Materials Team, & Resource Support Emergency Support Function
18	Develop additional transport resource lists.	St. Joseph County Emergency Management Agency & Resource Support Emergency Support Function
	For biological attack:	
19	Implement appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities
20	Develop and maintain additional transport resource lists.	St. Joseph County Emergency Management Agency & Resource Support Emergency Support Function
21	Develop and maintain list of additional transport resources for the deceased.	St. Joseph County Emergency Management Agency, St. Joseph County Coroner, & Resource Support Emergency Support Function
22	Coordinate with the Resource Support and Health and Medical Emergency Support Functions to develop procedures for providing security for medications, vaccines, and other disease prevention measures as they are transported into affected areas.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, St. Joseph County Emergency Management Agency, Jurisdictional Law Enforcement Agencies, & St. Joseph County Health Department

√	Preparedness Task	Resource
23	Identify potential primary and secondary transport routes for supplies coming into affected and quarantined areas.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, St. Joseph County Emergency Management Agency, Jurisdictional Law Enforcement Agencies, Engineering, & Area Plan Commission

Response

√	Response Task	Resource
1	Make notifications as required by standard operating procedures, using call down lists, including all support agencies.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
2	Obtain status report on County activities, once in the Emergency Operations Center.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
3	Collect information concerning Transportation Emergency Support Function field activities.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
4	Assist in the development of an incident action plan.	St. Joseph County Emergency Management Agency & Information and Planning Emergency Support Function
5	Provide technical assistance as requested.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & Jurisdictional Public Works Departments

√	Response Task	Resource
6	Support other Emergency Support Functions as needed.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
7	Provide situation reports of Transportation Emergency Support Function activities to the Emergency Operations Center supervisor when requested.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
8	Attend meetings for periodic situation updates.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
9	Document incoming and outgoing notifications, and maintain record of actions taken.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
10	If Joint Information Center is activated, send Emergency Support Function representative to that location, as needed.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
11	Coordinate with the Law Enforcement and Public Works Emergency Support Functions to provide assistance in placing barricades, controlling traffic, etc., as needed.	St. Joseph County Highway and City Street Departments & Jurisdictional Public Works Departments
12	Coordinate with the Law Enforcement and Evacuation Emergency Support Functions in assisting with building evacuations, as needed.	Local School Corporation & Public Transportation Departments
13	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
14	Coordinate the acquisition and allocation of helicopters to assist in searches, overhead incident site inspection, and medical evacuation/transportation needs.	Law Enforcement Emergency Support Function & Memorial Air Angels

√	Response Task	Resource
15	Coordinate with local jurisdictions for the acquisition of transportation resources, materials, and supplies as needed.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & Resource Support Emergency Support Function
16	Coordinate with local jurisdictions for the acquisition of transportation resources as needed in the event of the evacuation of jails.	Local School Corporation, Public Transportation Departments, & Jurisdictional Law Enforcement Agencies
17	Provide transportation assistance for the evacuation of special needs population throughout the County, as needed.	Local School Corporation, Public Transportation Departments, Jurisdictional Emergency Medical Agencies, & Memorial Air Angels
18	Provide public information officer support to St. Joseph County Emergency Management Agency and Emergency Operations Center.	St. Joseph County Highway and City Street Departments, Local School Corporation, & Public Transportation Departments
19	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency, Information and Planning & Resource Support Emergency Support Functions
	Considerations for conventional attack:	
20	Refer to Bomb Procedures.	Jurisdictional Law Enforcement Agencies
21	Request additional resources for transport of victims as needed.	St. Joseph County Emergency Operations Center, Resource Support Emergency Support Function, & Jurisdictional Emergency Medical Departments
22	Transport large numbers of deceased victims.	Resource Support Emergency Support Function & St. Joseph County Coroner

√	Response Task	Resource
	For biological attack:	
23	Plan and map transport routes for supplies coming into affected and quarantined areas.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, St. Joseph County Emergency Management Agency, Jurisdictional Law Enforcement Agencies, & Area Plan Commission
24	Coordinate and prioritize requests for additional transport resources for the deceased.	St. Joseph County Coroner, St. Joseph County Health Department, & Jurisdictional Emergency Medical Departments
25	Coordinate with the Law Enforcement Emergency Support Function to provide security for supplies, medications, vaccines, and other disease prevention measures as they are transported into affected areas.	St. Joseph County Health Department, Jurisdictional Law Enforcement, St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & Resource Support Emergency Support Function

Recovery

√	Recovery Task	Resource
1	Coordinate with the Law Enforcement Emergency Support Function to assist local authorities in establishing checkpoints for re-entry to evacuated areas.	Local School Corporation, Transportation Departments, & Public Information Emergency Support Function

√	Recovery Task	Resource
2	Collect and inventory all equipment used during the incident.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & Resource Support Emergency Support Function
3	Provide guidance on State and Federal transportation regulations.	St. Joseph County Highway and City Street Departments
4	Coordinate with the Resource Support Emergency Support Function on resource accountability.	All Support Agencies
5	Ensure that all staffs are properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies, Indiana Northern Critical Incident Stress Management, & Contract Employee Assistance Programs
6	Prepare appropriate After-Action Reports.	All Support Agencies
	Considerations for conventional attack:	
7	Coordinate with the Law Enforcement Emergency Support Function to determine if response vehicles, their contents, or other equipment will be considered evidence, and therefore must be processed.	St. Joseph County Highway and City Street Departments, Local School Corporation, Public Transportation Departments, & Resource Support Emergency Support Function
	For chemical attack:	
8	Ensure Transportation Emergency Support Function personnel and equipment have been decontaminated, when applicable.	South Bend Fire Department Hazardous Materials Team & All Support Agencies
9	Coordinate with the Public Information Emergency Support Function to determine the public information strategy for assuring public that transportation resources are safe for use.	Local School Corporation & Public Transportation Departments
	For biological attack:	

√	Recovery Task	Resource
10	Ensure Transportation Emergency Support Function personnel and equipment have been decontaminated, when applicable.	South Bend Fire Department Hazardous Materials Team & All Support Agencies
11	Coordinate with the Public Information Emergency Support Function to determine public information strategy for assuring the public that transportation resources are safe for use.	Local School Corporation & Public Transportation Departments

Public Works and Engineering Emergency Support Function

Primary Coordinating Agency: Mishawaka Utilities

Support Agencies:

- ❑ Mishawaka Department of Public Works
- ❑ St. Joseph County Department of Public Works
- ❑ New Carlisle Public Works
- ❑ Walkerton Public Works
- ❑ Lakeville Public Works
- ❑ North Liberty Public Works
- ❑ Notre Dame Utilities/Engineering
- ❑ Indiana Michigan Power (Owner of Hydro Electric Dams)

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities that are vulnerable to terrorist attack, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	Public Works Agencies
2	Investigate new technology and procedures for use in completing the Public Works and Engineering Emergency Support Function.	Public Works Agencies
3	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function
4	Identify areas where public education programs are needed.	St. Joseph County Emergency Management Agency
5	Identify Public Works and Engineering Emergency Support Function leads/supervisors and their shift change and staffing procedures for the St. Joseph County Emergency Operations Center activation and field operations.	Jurisdictional Public Works Agencies
6	Identify sources of hazard-specific needs, resources, and equipment.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function
7	Inspect levees and dams throughout the County on an annual basis.	Jurisdictional Public Works Agencies & Engineering
8	Inspect bridges throughout St. Joseph County on an annual basis.	St. Joseph County Engineer & Jurisdictional Public Works Agencies
9	Identify requirements for Emergency Support Function-specific standard operating procedures, plans, and checklists for lead and support agencies.	Jurisdictional Public Works Agencies
10	Identify Emergency Support Function-specific training requirements.	Jurisdictional Public Works Agencies
	For biological attack:	
11	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 and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Public Works and Engineering Emergency Support Function and its support agencies to operate efficiently.	Jurisdictional Public Works Agencies
2	Develop and conduct terrorism awareness training and exercise programs for personnel performing public works and engineering duties under the Public Works and Engineering Emergency Support Function, including training on record keeping.	Jurisdictional Public Works Agencies, St. Joseph County Emergency Management Agency, & Law Enforcement, Hazardous Materials & Health and Medical Emergency Support Functions
3	Develop and maintain roster of the Public Works and Engineering 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.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function
4	Develop and maintain equipment and resource lists.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function
5	Obtain detailed maps of County jurisdictions.	Jurisdictional Public Works Agencies
6	Ensure that copies of all necessary Public Works and Engineering Emergency Support Function emergency manuals, plans, procedures, and other reference materials are located at the Public Works and Engineering Emergency Support Function station in the County Emergency Operations Center.	Jurisdictional Public Works Agencies & St. Joseph County Emergency Management Agency
7	Maintain small portable generators.	Jurisdictional Public Works Agencies
8	Provide guidance on State and Federal public works regulations.	Jurisdictional Public Works Agencies
9	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.	Jurisdictional Public Works Agencies & Communications and Warning Emergency Support Function

√	Preparedness Task	Resource
10	Ensure that provisions for backup power to lift stations have been made.	Jurisdictional Public Works Agencies
	For biological attack:	
11	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	Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.	Jurisdictional Public Works Agencies
2	Obtain status report on County activities, once in the Emergency Operations Center.	Jurisdictional Public Works Agencies & St. Joseph County Emergency Management Agency
3	Collect information concerning Public Works and Engineering Emergency Support Function field activities.	Jurisdictional Public Works Agencies
4	Assist in the development of an incident action plan.	St. Joseph County Emergency Management Agency & Information and Planning Emergency Support Function
5	Provide traffic control resources to the Law Enforcement Emergency Support Function as needed.	Jurisdictional Public Works Agencies
6	Coordinate with the Law Enforcement Emergency Support Function on the decision to close roads or establish detours. Notify effected response agencies of road closings.	Jurisdictional Public Works Agencies & St. Joseph County Emergency Management Agency
7	In the event of evacuation coordinate with the Transportation Emergency Support Function for preplanned or new routes.	Jurisdictional Public Works Agencies & Public Information Emergency Support Function
8	Provide technical assistance as requested.	Jurisdictional Public Works Agencies

√	Response Task	Resource
9	Provide engineering expertise, equipment, contractors, contract equipment, traffic control, and barricades, as needed.	Jurisdictional Public Works Agencies
10	Secure dump trucks for use in an emergency, as needed.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function
11	Assist in clearing roads and bridges where necessary.	Jurisdictional Public Works Agencies
12	Provide chainsaw crews and loader/dump truck crews for debris removal and road clearing.	Jurisdictional Public Works Agencies & Resource Support Emergency Support Function
13	Coordinate requests from local authorities for Public Works and Engineering Emergency Support Function resources.	Resource Support Emergency Support Function & St. Joseph County Emergency Management Agency
14	Provide situation reports of Emergency Support Function activities to the Emergency Operations Center supervisor.	Information and Planning Emergency Support Function
15	Provide assistance in the identification of alternate solid waste disposal sites throughout the County.	Jurisdictional Public Works Agencies
16	Attend meetings for periodic situation updates.	Jurisdictional Public Works Agencies
17	Document incoming and outgoing notifications.	Jurisdictional Public Works Agencies
18	Maintain record of actions taken.	Jurisdictional Public Works Agencies
19	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
20	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency & Resource Support Emergency Support Function
21	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions/activities, as needed.	St. Joseph County Emergency Management Agency & Information and Planning Emergency Support Function

√	Response Task	Resource
	Considerations for conventional attack:	
	For credible threat:	
22	Notify manager of facilities that are suspected target(s), if a South Bend, Mishawaka, and/or St. Joseph County area facility, obtain architectural plans, if available, and explain situation.	Jurisdictional Public Works Agencies & Law Enforcement Emergency Support Function
	For actual incident:	
23	Complete tasks listed under credible threat.	Jurisdictional Public Works Agencies & Law Enforcement Emergency Support Function
24	Perform site inspection(s) of remaining structural integrity as it pertains to safety of search and rescue and recovery operations.	Jurisdictional Public Works Agencies
	For chemical attack:	
25	Complete tasks listed under conventional attack.	Jurisdictional Public Works Agencies & Hazardous Materials & Law Enforcement Emergency Support Function
26	Decontaminate affected areas of incident site, as necessary.	Jurisdictional Public Works Agencies & Hazardous Materials Emergency Support Function
27	Coordinate with the Law Enforcement Emergency Support Function to determine extent of evidence preservation and collection (i.e., contaminated air filters, pipes, ducts, water filters, etc.).	Jurisdictional Public Works Agencies
28	Coordinate with the hazardous materials team(s) to identify and control run off hazards at incident site(s) during and after decontamination is performed.	Jurisdictional Public Works Agencies & Hazardous Materials Emergency Support Function
	For biological attack:	

√	Response Task	Resource
29	Complete tasks listed under chemical attack.	Jurisdictional Public Works Agencies & Law Enforcement, Hazardous Materials, & Health and Medical Emergency Support Functions

Recovery

√	Recovery Task	Resource
1	Ensure personnel for Public Works and Engineering Emergency Support Function agencies have been decontaminated, if applicable.	Firefighting & Hazardous Materials Emergency Support Functions
2	Inspect bridges, overpasses, and railroad/highway intersections for structural integrity after a disaster.	Jurisdictional Public Works Agencies
3	Provide assistance in the repair of dams and flood levies/bridges, as needed.	Jurisdictional Public Works Agencies
4	Coordinate local relief efforts for the removal of debris, as needed.	Jurisdictional Public Works Agencies
5	Collect and inventory all equipment used during incident and ensure that the equipment is decontaminated as needed.	Jurisdictional Public Works Agencies & Hazardous Materials Emergency Support Function
6	Provide guidance on State and Federal regulations.	Jurisdictional Public Works Agencies
7	Coordinate with the Resource Support Emergency Support Function on resource accountability.	Jurisdictional Public Works Agencies
8	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies, Indiana Northern Critical Incident Stress Management, & Contract Employee Assistance Programs
9	Prepare appropriate After-Action Reports.	Jurisdictional Public Works Agencies

√	Recovery Task	Resource
10	Coordinate with the Public Information Emergency Support Function in developing a public information strategy for reassuring the public that the water system and water is safe for use and drinking.	Local Water Companies & St. Joseph County Health Department
	Considerations for conventional attack:	
11	Develop plans and procedures for reconstruction and restoration of affected essential sites and infrastructures.	Jurisdictional Public Works Agencies
12	Perform site inspection to determine structural integrity of buildings as needed.	Jurisdictional Public Works Agencies, Engineering, & Building Inspector
13	Coordinate with the Public Information Emergency Support Function in developing a public information strategy for reassuring the public that the affected areas are safe for re-entry and habitation.	Jurisdictional Public Works Agencies, Engineering, & Building Inspector
	For chemical attack:	
14	Complete tasks listed under conventional attack.	Jurisdictional Public Works Agencies, Engineering, & Building Inspector
15	Complete decontamination efforts for affected areas of incident site(s) as necessary.	Jurisdictional Public Works Agencies & Hazardous Materials Emergency Support Function
16	If release occurs in a public building, inspect heating, ventilation, and air conditioning system(s) for contamination. Decontaminate or replace filters or system, as necessary.	Jurisdictional Public Works Agencies & Hazardous Materials & Health and Medical Emergency Support Functions
17	If release occurs in a public building, inspect water system for contamination. Decontaminate or replace filters or system as necessary.	Jurisdictional Public Works Agencies, Engineering, & Building Inspector
	For biological attack:	
18	Complete tasks listed under chemical attack.	Jurisdictional Public Works Agencies & Hazardous Materials & Health and Medical Emergency Support Functions

Energy Emergency Support Function

Primary Coordinating Agency: Northern Indiana Public Service Company/Indiana Michigan Power

Support Agencies:

- Marshall County Rural Electric Membership Corporation
- New Carlisle Utilities
- Walkerton Utilities
- Mishawaka Utilities

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities vulnerable to terrorist attack, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
2	Identify potential funding sources that are available to mitigate acts of terrorism.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
3	Investigate new technology and procedures for use in completing Energy Emergency Support Function goals and objectives.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
4	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
5	Identify areas where public education programs detailing energy-related issues are needed.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & St. Joseph County Emergency Management Agency
6	Identify sources of hazard-specific needs, resources, and equipment.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
7	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

√	Mitigation Task	Resource
8	Identify Emergency Support Function-specific training requirements.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
	For biological attack:	
9	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 and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Energy Emergency Support Function and its support agencies to operate effectively.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
2	Develop and conduct awareness training and exercise programs for the Energy Emergency Support Function personnel.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & St. Joseph County Emergency Management Agency
3	Develop and maintain mutual aid agreements and memoranda of understanding for energy resources with support agencies and ancillary or contract support services.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
4	Develop and maintain resource lists.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

√	Preparedness Task	Resource
5	Develop and maintain roster of Energy 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.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
6	Obtain detailed maps of County jurisdictions.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
7	Provide guidance on State and Federal energy regulations.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
8	Establish and maintain a coordination link with non-regulated power generators and government agencies to ensure activities and operations are coordinated during emergencies.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
	Considerations for conventional attack:	
9	Process applications of entities requesting critical infrastructure status for priority restoration in the event of an emergency.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
10	Develop an energy service monitoring system to facilitate the early detection of a significant disruption of energy service (a loss of 10% service or loss of power to 1,000 or more customers).	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

√	Preparedness Task	Resource
11	Develop procedures for energy providers to contact the St. Joseph County Emergency Management Agency if a significant energy service disruption occurs (a loss of 10% service or loss of power to 1,000 or more customers).	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
	For chemical attack:	
12	Develop procedures for decontaminating energy production and distribution facilities as well as personnel.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Hazardous Materials Emergency Support Function
	For biological attack:	
13	Implement appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities
14	Complete tasks listed under conventional attack.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

Response

√	Response Task	Resource
1	Assess scope, magnitude, extent, and potential duration of incident.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

√	Response Task	Resource
2	Activate the Energy Emergency Support Function and its personnel, based on incident assessment.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
3	Assist in the development of an incident action plan.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Information and Planning Emergency Support Function
4	Provide technical assistance as requested.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
5	Support other Emergency Support Functions as needed.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
6	Attend meetings for periodic situation updates.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
7	Document incoming and outgoing notifications.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
8	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
9	Maintain record of actions taken.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Information and Planning Emergency Support Function
10	If Joint Information or Operations Centers are activated, send Emergency Support Function representative to those locations if appropriate.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
11	Request State and Federal assistance/resources as needed.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & St. Joseph County Emergency Management Agency
12	Interface with State and Federal personnel to coordinate the Emergency Support Function information and planning functions/activities, as needed.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Information and Planning Emergency Support Function
13	In the event of disruptions in the communications system, coordinate with the Communications and Warning Emergency Support Function to establish back up power to communication systems as required.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Communications and Warning Emergency Support Function
	Considerations for conventional attack:	

√	Response Task	Resource
14	Provide waivers for normally disallowed energy sources, when energy resources are necessary for a time-critical action and acceptable sources are unavailable in necessary amounts.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
15	Prioritize the re-establishment of energy to affected areas based on emergency response and hazard mitigation needs.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
16	Provide incident information and status of activities to energy providers in affected areas, to those in other regions or jurisdictions, and to mutual aid partners.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
17	Activate mutual aid agreements with other energy providers, as needed, to mitigate service disruptions.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations

Recovery

√	Recovery Task	Resource
1	Ensure Energy Emergency Support Function personnel have been decontaminated when applicable.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Hazardous Materials Emergency Support Function

√	Recovery Task	Resource
2	Collect and inventory all equipment used during incident.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
3	Provide guidance on State and Federal energy regulations.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
4	Coordinate with the Resource Support Emergency Support Function on resource accountability.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
5	Implement procedures for the restoration of energy production and distribution capabilities in an affected area.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
6	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
7	Prepare appropriate After-Action Reports.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, & Local Rural Electric Membership Corporations
	Considerations for conventional attack:	

√	Recovery Task	Resource
	For chemical attack:	
8	If energy production or distribution facilities are attacked, decontaminate energy production facilities and personnel as necessary.	Indiana Michigan Power, Northern Indiana Public Service Company, Mishawaka Utilities, Local Rural Electric Membership Corporations, & Hazardous Materials Emergency Support Function
	For biological attack:	

Damage Assessment Emergency Support Function

Primary Coordinating Agency: St. Joseph County Emergency Management Agency

Support Agencies:

- St. Joseph County Chapter American Red Cross
- St. Joseph County/Township Fire Inspectors
- South Bend/Mishawaka Fire Inspectors
- St. Joseph County/South Bend Building Departments
- Mishawaka Building Departments
- St. Joseph County Department of Public Works
- South Bend Department of Public Works
- Mishawaka Department of Public Works
- St. Joseph County Assessor
- St. Joseph County Volunteer Emergency Service Team
- St. Joseph County Radio Amateur Civil Emergency Services

Mitigation

√	Mitigation Task	Resource
1	Investigate new technology and procedures for use in completing the Damage Assessment Emergency Support Function goals and objectives.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
2	Identify areas where public education programs detailing damage assessment and State and Federal reimbursement procedures are needed.	St. Joseph County Emergency Management Agency
3	Identify requirements for Emergency Support Function-specific standard operating procedures, plans, and checklists for lead and support agencies.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
4	Identify Emergency Support Function-specific training requirements.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
5	Identify damage assessment team staffing patterns and equipment needs.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
	For biological attack:	
6	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 and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Damage Assessment Emergency Support Function and its support agencies to operate efficiently.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross

√	Preparedness Task	Resource
2	Develop Damage Assessment Emergency Support Function awareness training and conduct exercise programs for public agencies.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
3	Develop and maintain a contact list for public agencies that may be eligible for public assistance following a disaster emergency declaration.	St. Joseph County Emergency Management Agency
4	Develop and maintain roster of Damage Assessment 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 Emergency Management Agency & St. Joseph County American Red Cross
5	Keep current Federal reimbursement criteria on file and make available to department heads.	St. Joseph County Emergency Management Agency
6	Maintain detailed list of jurisdiction for the Damage Assessment Emergency Support Function teams.	St. Joseph County Area Plan Commission
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 Emergency Management Agency
8	Provide guidance on State and Federal regulations.	St. Joseph County Emergency Management Agency
9	Ensure all damage assessment team members have been trained to properly conduct assigned tasks.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
	For biological attack:	
10	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	Assess scope, magnitude, extent, and potential duration of incident.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
2	Activate the Damage Assessment Emergency Support Function and its personnel, based on incident assessment.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
3	Collect information concerning the Damage Assessment Emergency Support Function field activities.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
4	Dispatch the Damage Assessment Emergency Support Function personnel to appropriate field locations to conduct damage assessment activities as appropriate and safe to do so.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
5	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
6	Attend meetings for periodic situation updates.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
7	Document incoming and outgoing notifications and maintain record of actions taken.	St. Joseph County American Red Cross Support Staff & St. Joseph County Emergency Management Agency Support Staff
8	Perform damage assessments at affected site(s).	St. Joseph County American Red Cross & St. Joseph County Emergency Management Agency Volunteers
9	Coordinate damage assessment reports.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross

√	Response Task	Resource
10	Assist local authorities in performing damage assessments as requested.	St. Joseph County Emergency Management Agency
11	Request State and Federal assistance/resources as needed.	St. Joseph County Emergency Management Agency & Resource Support Emergency Support Function

Recovery

√	Recovery Task	Resource
1	Collect and inventory all equipment used during an incident.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
2	Provide guidance on State and Federal damage assessment activities and associated forms.	St. Joseph County Emergency Management Agency
3	Coordinate with the Resource Support Emergency Support Function on resource accountability.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
4	Coordinate with insurance companies of affected individuals, businesses, and municipalities.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross
5	Advise individuals, businesses, and municipalities as to the repairs and restorative efforts that are likely to be reimbursed or funded.	St. Joseph County Emergency Management Agency
6	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies & Indiana Northern Critical Incident Stress Management, Contract Employee Assistance Programs
7	Prepare appropriate After-Action Reports.	St. Joseph County Emergency Management Agency & St. Joseph County American Red Cross