

**MARSHALL COUNTY  
COMPREHENSIVE  
EMERGENCY MANAGEMENT  
PLAN**



**DEVELOPED BY:  
MARSHALL COUNTY  
EMERGENCY RESPONSE AGENCIES and SUPPORT ORGANIZATIONS  
REVIEWED and APPROVED BY:  
MARSHALL COUNTY EMA ADVISORY COUNCIL  
ADOPTED BY:  
THE MARSHALL COUNTY BOARD of COMMISSIONERS  
Date: August 4, 2014**

**Marshall County Board of Commissioners  
Letter of Promulgation**

The residents of Marshall County face the threat of emergencies and disasters that can be life threatening, cause significant property damage and loss, and have a significant impact on the environment. Recognizing this threat, Marshall County’s Response and Support Communities have come together to develop this plan that will assist in maintaining the overall health, safety, and general welfare of its citizens.

To this end, in order to establish an effective disaster response Countywide, and to keep loss of life and property to a minimum, the following Emergency Procedures and Measures have been established in this Comprehensive Emergency Management Plan.

In keeping with Indiana Code Title 10-14-3, the Marshall County Emergency Management Agency, with the assistance from local elected officials, department heads, as well as other agencies/departments identified as primary and support agencies, shall perform the following functions:

- Develop procedures for the protection of personnel, equipment, supplies and critical public records from the effects of disasters.
- Develop procedures to ensure the continuity of government and other essential services that may be needed during and after disasters.
- Develop, attend, and conduct regular emergency management related training and exercises.
- Establish policy and develop standard operating procedures to carry out the provisions of the Marshall County Comprehensive Emergency Management Plan.
- Identify subject matter experts that will be critical in the response to, and support of, operations related to managing emergencies or disasters that would directly affect the citizens of Marshall County.
- Carry out the assignments addressed in the Marshall County Comprehensive Emergency Management Plan.
- Conduct after action reviews and reports in order to develop corrective action plans to insure deficiencies are identified and corrected.

The Marshall County Emergency Management Agency, with the assistance of other stakeholders listed in the plan, shall be responsible for the coordination, preparation and continuous updating of the Marshall County Comprehensive Emergency Management Plan and will ensure that this plan is consistent with similar federal, state, and other county and municipal plans.

\_\_\_\_\_  
President,  
Marshall County Board of Commissioners

\_\_\_\_\_  
Marshall County Commissioner

\_\_\_\_\_  
Marshall County Commissioner

Dated this \_\_\_\_\_ of \_\_\_\_\_ 2014

## **Marshall County Comprehensive Emergency Management Plan Instructions for Plan Use**

The Marshall County Comprehensive Emergency Management Plan establishes the basis for providing assistance to the residents of Marshall County that may be impacted by any type of disaster or emergency. All disaster or emergency events begin and end at the local level. Local jurisdictions and agencies have agreed to support the plan and are willing to provide mutual aid in order to help mitigate the event. This plan assumes that at some point a disaster or emergency may also overwhelm the capability of the government of Marshall County to provide adequate resources and it may be necessary to request state and/or federal assistance.

This plan covers all four phases of emergency management: mitigation, preparedness, response and recovery.

This plan requires all county agencies to develop and implement Standard Operating Procedures and Guides to carry out the tasks required in this plan.

This plan uses the National Incident Management System components and principles, including Incident Command. This plan also utilizes the Emergency Support Functions that are found in the State of Indiana's Comprehensive Emergency Management Plan and the National Response Framework. The Emergency Support Functions group agencies with similar functions, resources, and training into a larger group. For example, all Marshall County agencies with law enforcement responsibilities are grouped into the Public Safety and Security Emergency Support Function or ESF-13. Additionally, agencies may be identified as support agencies and may be listed into one or more Emergency Support Functions.

In order to execute this plan effectively and to mobilize the appropriate and available resources, all implementing and responsible personnel must have knowledge of the concepts and procedures set forth in this plan. This is accomplished through plan orientation, training, and exercise. All response personnel must be fully appraised of known potential hazard effects, understand how those effects may impact local emergency response and recovery operations and be familiar with their tasks, assignments, and specific operational procedures.

The Basic Plan is a relatively broad conceptual framework and describes the approach to a comprehensive emergency management system for Marshall County. It outlines relationships between various organizations and levels of government. It establishes general duties and responsibilities of the departments, agencies and organizations that support the plan. It provides information concerning the plan development and the application of various laws that govern emergency/disaster operations.

Additional Annexes will be added as they are developed and approved that support the concepts of this Plan.





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## **I. AUTHORITY**

### **A. Federal**

1. Code of Federal Regulations Title 44, Part 205 and 205.16
2. Robert T. Stafford Disaster Relief and Emergency Assistance Act, (as amended), 42 United States Code 5121.
3. Emergency Planning and Community Right-to-Know Act, 42 United States Code. Public Law 99-499 Superfund Amendment and Reauthorization Act of 1986, Title 111.
4. Hazardous Waste Operations and Emergency Response, 29 CFR 1910
5. National Federal Response Framework
6. National Incident Management System

### **B. State**

1. Indiana Code Title 10-14-3
2. Indiana Code Title 36 (Chief Elected Official)
3. Indiana Code Title 6-6-10 (Local Emergency Planning Committee) LEPC
4. Indiana Code Title 14-3-28 (Emergency Management Contingency Fund)

### **C. Local**

1. Marshall County Ordinance 1999-4 establishing the Marshall County Department of Emergency Management and other related matters concerning exercise of emergency powers. Dated May 3, 1999
2. Marshall County Resolution # 2006-09 establishing the principles of the National Incident Management System as the requisite emergency management system for Marshall County.
3. Marshall County Ordinance 2006-04 establishing a joint ordinance permitting procurement of emergency funds in the event of a health pandemic.
4. Marshall County Ordinance 2011-16 amending an ordinance and restating previous ordinances concerning travel upon county roads during a declared disaster emergency.
5. Marshall County Ordinance 2013-05 establishes a joint ordinance permitting procurement of emergency funds in the event of an emergency.
6. Marshall County Ordinance 2013-06 restating and updating ordinances 1999-04 and 2001-01 concerning the establishment and exercise of emergency power of the county emergency management department.
7. Marshall County Comprehensive Emergency Management Plan and supporting annexes.

## II. PURPOSE

This Basic Plan outlines our approach to emergency operations. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The PLAN describes our emergency response organization and assigns responsibilities for various emergency tasks. This PLAN is intended to provide a framework for more specific functional annexes that describe in more detail, who does what, when and how. This PLAN applies to all local officials, departments, and agencies. The primary audience for the document includes; our chief elected officials, emergency management staff, department and agency heads and their senior staff members, as well as leaders of local volunteer organizations that support emergency operations and others who may participate in our mitigation, preparedness, response, and recovery efforts.

## III. SITUATION AND ASSUMPTIONS

### A. Situation

1. Many hazards threaten Marshall County that can cause emergencies/disasters in all or portions of the County. The hazards most likely to affect Marshall County are, but not limited to, the following:
  - a) Severe Spring/Summer Storms (damaging winds, lightning, hail, heavy rains)
  - b) Severe Winter Weather (blizzard conditions, ice, accumulating snow, extreme temperatures)
  - c) Flooding
  - d) Hazardous Materials Release
  - e) Tornados
  - f) Drought
  - g) Extreme Heat
  - h) Power Outages
  - i) Accidental or man-made technological hazards
  - j) Large scale fires
  - k) Disease (human, animal and plant)
  - l) Civil Disorder
  - m) Mass Shooting
  - n) Earthquake
  - o) Acts of Terrorism (chemical, biological, radiological, nuclear, and explosives).

2. All incidents begin and end at the local level and emergency operations will be directed by local officials in the jurisdiction where the incident occurs. The exception to this would be; incidents where state and federal law provides that state and federal agencies must or may take charge.
3. In order for this PLAN to be effective, each jurisdiction, as well as each agency or organization identified, must be willing to cooperate, coordinate, share resources, and carry out their assigned functional responsibilities when requested.

## **B. Assumptions**

1. Disasters may occur in the county at any time with little or no warning and may cause varying degrees of property damage, human suffering, injury, death, environmental damage, and economic hardship to individuals, private businesses, and local government.
2. Government is responsible for the safety and welfare of its citizens in time of disaster or threat of a disaster. Emergency/disasters will require coordinated continuity of government in order to protect lives and property of the citizens of Marshall County.
3. Incident management activities will be initiated and conducted using the National Incident Management System (NIMS).
4. Incident coordination and resource support can be accomplished by activating the Emergency Operations Center and through the utilization of the Emergency Support Function positions.
5. This PLAN assumes three organizational levels of emergency preparedness and response; namely, the local, state, and federal levels of government working together. Emergency operations are initiated at each level most appropriate for a rapid response to the situation.
6. Local governments, to varying degrees, have capabilities, plans, and procedures to provide for the safety and welfare of citizens during times of emergency and will deploy resources in a timely fashion to the extent of their capabilities.
7. State agencies have resources and expertise available, which can be utilized to relieve emergency or disaster related problems beyond the capabilities of local governments.

8. Federal agency resources and expertise can be mobilized to augment state and local efforts in relieving emergency or disaster related problems beyond the capabilities of both state and local governments.
9. Private and volunteer organizations can provide immediate life sustaining relief to individuals and families when such relief is not normally available from government sources. The private and volunteer organizations coordinate activities among themselves to prevent duplication of efforts or omission of needed assistance. Government agencies provide information, guidance, and coordination for use by these organizations. Private and volunteer organizations cooperate with local, state and federal coordinating officers following a declaration of emergency or major disaster.

## **IV. CONCEPT OF OPERATIONS**

### **A. Objectives**

The objectives of our emergency management program are to protect the public health and safety, preserve public and private property, and protect the environment.

### **B. General**

1. It is impossible for government to do everything that is required to protect the lives and property of our population. For this reason, we promote a whole community approach to emergency management. Our citizens have a responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations. There is no guarantee implied by this PLAN that a perfect response to emergency or disaster incidents will be practical or possible.
2. A Mayor, Town Board President, or the President of the County Commissioners, as a jurisdiction's chief executive, is responsible for the public safety and welfare of the people of that jurisdiction. The Local Chief Executive Officer:
  - a) Provides leadership;
  - b) Is responsible for coordinating local resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover

- from incidents involving all hazards including terrorism, natural disasters, accidents, and other contingencies;
- c) Dependent upon State and local law, has extraordinary powers to suspend local laws and ordinances, such as to establish curfew, direct evacuations, and to coordinate with the local health authority to order a quarantine;
  - d) Plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of domestic incident within the jurisdiction;
  - e) Negotiates and enters into contracts with private contractors, vendors and businesses;
  - f) Enters into mutual aid agreements with other jurisdictions to facilitate resource-sharing;
  - g) Requests State and if necessary, Federal assistance through the Governor of the State, when the jurisdiction's capabilities have been exceeded or exhausted.
  - h) Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The State and Federal governments offer programs that provide some assistance with portions of these responsibilities.
3. To achieve our objectives, we have organized an emergency program that is both integrated (employs the resources of government, organized volunteer groups, and business) and comprehensive (addresses mitigation/prevention, preparedness, response, and recovery). This PLAN is one element of our preparedness activities.
  4. This PLAN is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents.
  5. Departments and agencies tasked in this PLAN are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with insuring that training and equipment necessary for an appropriate response are in place.
  6. This PLAN is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel their normal day-to-day functions. To the extent possible, the same

personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

## **C. Execution and Implementation**

1. The Marshall County Commissioners will be responsible for implementation of this PLAN. The Marshall County Emergency Management Agency Director will assist the commissioners in activating this PLAN and its procedures when situations warrant. Support for the PLAN implementation will be provided by all departments, agencies, and organizations with responsibilities in this PLAN. Should the Commissioners declare a local emergency/disaster; the PLAN will automatically be activated.

## **D. Disaster Declaration Process**

1. The provisions of this PLAN are applicable to all emergencies/disasters that require a proclamation of a local emergency/disaster by the County Commissioners, the Mayor of the City of Plymouth, or the Chief Elected Official for the towns of Argos, Bremen, Bourbon, Culver or Lapaz. Local emergency/disaster activities and requests for disaster assistance will be made in accordance with the following procedures.
2. Local and County Government:
  - a) When a local response agency determines that the event is greater than its resource capabilities, mutual aid will be requested.
  - b) When it is apparent that local mutual aid will be insufficient in resolving the situation, Emergency Management will be contacted.
3. The Emergency Management Agency Director will:
  - a) Compile accurate information relative to the situation as reported by Incident Command or Unified Command.
  - b) Notify the Marshall County Board of Commissioners as well as other elected or appointed officials whose jurisdictions may be impacted by the incident, and provide them with a situation update.
  - c) When a local emergency proclamation is implemented, a facsimile or scanned copy of the proclamation will be forwarded to the on duty Emergency Operations Center Officer at the Indiana

Department of Homeland Security by the Emergency Management Agency Director.

- d) In accordance with state statute, promptly file the emergency proclamation in the office of the clerk of the political subdivision it was issued in.
  - e) Post a copy of the emergency proclamation and provide general publicity regarding the date, day and time of its implementation/termination and all specific restrictions, requirements or instructions.
4. The Marshall County Commissioners will:
- a) Assess the facts of the situation.
  - b) When necessary, issue a proclamation of a local disaster/emergency in accordance with local ordinances and state statute.
  - c) Coordinate activities in accordance with emergency operations plans, standard operating procedures and commit county resources in support of response and recovery activities.
5. City Government:
- a) Emergency response agencies from a city government will respond to an emergency/disaster within their corporate limits, coordinate activities in accordance with their standard operating procedures, emergency operations plan and mutual aid agreements.
  - b) The Mayor of a city may proclaim a local disaster/emergency when a situation is, or likely will be beyond the scope of control of the city.
  - c) The city's emergency proclamation will be forwarded to the county emergency management director in an expedient manner, i.e., voice followed by hard copy.
  - d) The Emergency Management Agency Director will again follow the procedure as outlined above in section "3".
6. Town Government
- a) Emergency response agencies from a town government will respond to an emergency/disaster within their corporate limits, coordinate activities in accordance with their standard operating procedures, emergency operations plan and mutual aid agreements.
  - b) The Town Board President of an incorporated town may proclaim a local emergency/disaster when a situation is, or likely will be, beyond the scope of control of the town.

- c) The local emergency proclamation will be forwarded to the county emergency management agency director in an expedient manner, i.e., voice followed by hard copy.
- d) The Emergency Management Agency Director will again follow the procedures as outlined above in section “3”.

## E. Levels of Emergency

1. Localized Emergency. The principal of graduated response will be used in responding to localized disasters defined as an incident within a local government. The initial response will be from emergency personnel dispatched by normal procedures. Their assessment of the situation will determine what level of response is necessary to mitigate the incident.
2. Level Four Emergency: (**Consistent with a “Type 5” Incident**)
  - a) A level four emergency affects a specific, limited location with a minimal hazard.
  - b) Incident Command is established and is able to control the emergency without additional assistance.
  - c) No written Incident Action Plans is required
  - d) The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. (examples: auto or light truck vehicle accident, small fires, general reports of small debris from storm damage)
3. Level Three Emergency: Local Level Response, Mutual aid requested, no state assistance requested: (**Consistent with a “Type 4” Incident**)
  - a) Command staff and General Staff functions are activated only if needed.
  - b) An assessment by the Incident Commander/Unified Command determines that several resources are required to mitigate the incident.
  - c) Mutual aid is requested and the Local Emergency Operations Center may be activated to assist with resource allocation and coordinate information related to the incident. (examples: structure fire, vehicle accidents with multiple injuries)
4. Level Two Emergency: Major Single Site Incident or Affects a Wide Area or Region. (**Consistent with a “Type 3” Incident**)
  - a) Some or all of the Command and General Staff positions are activated, as well as Division/Group Supervisors and or Unit Leader level positions.

- b) Emergency Operations Center is activated to assist with resource allocation and coordinate information related to the incident. They are working closely with the State Emergency Operations Center to coordinate resource requests.
  - c) Written Incident Action Plans may be required for each operational period.
  - d) Incident may extend into multiple operational periods. (Examples: large hazardous materials spill, extensive weather event).
5. Level One Emergency: Extends Beyond Local Control (**Consistent with a “Type 2 or Type 1” Incident**)
- a) Large Scale emergencies or disasters that require regional and/or national resources.
  - b) Incident will go into multiple operational periods.
  - c) A written Incident Action Plan is required for each operational period. (Examples: terrorist event, or any incident of national significance).

#### **F. Operational Guidance**

1. Overall Plan Priorities: The following operational priorities are listed in order of importance. Whenever demands for emergency assistance/requests for resources (personnel or equipment) conflict, the operational demand that is highest on the list shall prevail.
- a) Save Lives
    - 1. Save human lives
    - 2. Treat the injured.
    - 3. Warn the public to avoid further casualties.
    - 4. Shelter persons-in-place from the effects of the emergency  
Evacuate people from the effects of the emergency.
    - 5. Shelter and care for those evacuated.
    - 6. Save animals-domestic pets and livestock.
  - b) Protect Property
    - 1. Save Property from harm/destruction.
    - 2. Take action to prevent further harm/loss.
    - 3. Provide security for property – especially in evacuated areas.
  - c) Protect the Environment
    - 1. Confine hazardous chemical releases to the smallest possible area.
    - 2. Prevent run-off from entering streams, ponds, lakes, rivers, or sewers.

3. Contain the chemical release.

d) Stabilize the Economy

1. Take action to prevent price gouging on essential goods and services.
2. Take action to keep people working.

e) Restore the Community

1. Restore essential services/utilities
2. Restore community infrastructure, such as roads, bridges, power and water.
3. Help restore the economic basis for the community.

## **G. Initial Response**

1. Local police, fire, public health and medical, emergency management, public works and other personnel are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from State and Federal agencies and private industry where appropriate.

## **H. Source and Use of Resources**

1. Local agencies will fully commit their resources before requesting assistance from the state.
2. Request assistance from volunteer groups active in disasters (example: Red Cross, church groups etc...)
3. Request assistance from private organizations or individuals who have resources needed to deal with an emergency situation.
  - a) Use emergency service resources that have been contracted with prior to the emergency.
  - b) Mutual aid agreements provide mechanisms to mobilize and employ resources from neighboring jurisdictions to support incident response and recovery efforts.
  - c) State assistance will be requested when disaster relief requirements exceed the County's capabilities.
  - d) Federal assistance under a Presidential disaster declaration

## **I. Incident Command System**

1. We will utilize the Incident Command System when managing emergencies. Incident Command is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
2. The Incident Commander is responsible for carrying out the Incident Command System function of Command-managing the incident. The four other major management activities that form the basis of the Incident Command System are Operations, Planning, Logistics, and Finance/Administration. For small-scale incidents, the Incident Commander may be the only command position necessary in order to manage the incident. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
3. An Incident Commander, utilizing response resources from one or two departments or agencies, can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal Incident Command System structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.
5. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the Emergency Operations Center may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warnings to the public (anticipated flooding, winter storm, disease outbreak). As the potential threat becomes clearer and a specific impact site or sites are identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.

## **J. Multi-Agency Coordination System**

1. Multiagency coordination is a ***process*** that allows all levels of government and all disciplines to work together more efficiently and effectively. Multiagency coordination occurs across the different disciplines involved

in incident management, across jurisdictional lines, or across levels of government.

2. Initially the Incident Commander/Unified Command may be able to provide all needed multiagency coordination at the scene. However, as the incident grows in size and complexity, off-site support and coordination may be required. Expanding or complex incidents require the policy, legal, and financial support provided by the Emergency Operations Center.
3. The principle purpose of the Emergency Operations Center is to serve as a central coordination hub for the support of local emergency response activities.
4. The Emergency Operations Center may be activated for the following purposes:
  - a) For pre-planned events;
  - b) prior to an incident occurring by order of the Marshall County Board of Commissioners;
  - c) upon request to the Marshall County Board of Commissioners from the Chief Elected Official of the City of Plymouth, Town of Argos, Town of Bremen, Town of Bourbon, Town of Culver or Town of Lapaz;
  - d) At the request of the Incident Commander/Unified Command during a disaster/emergency situation.
5. The Marshall County Emergency Management Agency Director will serve as the Emergency Operations Center Supervisor and will activate the Emergency Operations Center to the level necessary to carry out the tasks that must be performed. The level of activation may range from situation monitoring, to limited activation involving select Emergency Support Functions or elected officials, to a full activation involving all Emergency Support Functions, staff, volunteers and liaison personnel.
6. Successful implementation of this PLAN requires that agency representatives identified as Primary Coordinating Agencies in the Emergency Support Functions Section of this PLAN, are expected to either physically or by use of technology (e.g. cell phone, land-line, internet, radio), report to the Emergency Operations Center when requested by the Emergency Operations Center Supervisor (EMA Director) to assist with coordination and resource support.

## **K. Incident Command System – Emergency Operations Center Interface**

1. For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. In some situations it may be feasible to activate the Emergency Operations Center prior to an event occurring. When the Emergency Operations Center is activated, it is essential to establish communications as well as a division of responsibilities between the Incident Command Post and the Emergency Operations Center. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The Incident Commander is generally responsible for field operations, including:
  - a) Isolating the scene.
  - b) Directing and controlling the on-scene response.
  - c) Warning the population in the area of the incident and providing emergency instructions to them.
  - d) Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
  - e) Implementing traffic control arrangements in and around the incident scene.
  - f) Determining the need to expand the Incident Command structure based on the size and complexity of the incident.
  - g) Requesting additional resources from the Emergency Operations Center.
3. The Emergency Operations Center is generally responsible for:
  - a) Providing resource support for the Incident Command operations.
  - b) Issuing community-wide warning.
  - c) Issuing instructions and providing information to the general public.
  - d) Organizing and implementing large-scale evacuation.
  - e) Organizing and implementing shelter and mass care arrangements for evacuees.
  - f) Coordinating traffic control for large-scale evacuations
  - g) Requesting assistance from the state and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, an Area Command will be established. Requests for allocation of resources to specific field operations shall be coordinated through the Emergency Operations Center.

## **L. State, Federal, and Other Assistance**

1. State and Federal Assistance
  - a) If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, cities must request assistance from their county before requesting state assistance.
  - b) Requests for state assistance will be made through the Emergency Operations Center at the local level. A request for state assistance must be made by the chief elected official through the Marshall County Emergency Management Agency.
  
2. Other Assistance
  - a) If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
  - b) For major emergencies and disasters for which a presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The Federal Response Plan describes the policies, planning assumptions, concept of operations and responsibilities of designated federal agencies for various response and recovery functions.
  - c) The Federal Emergency Management Agency has the primary responsibility for coordinating federal disaster assistance. No direct federal assistance is authorized prior to a Presidential emergency or disaster declaration, but the Federal Emergency Management Agency has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration.

## **M. Emergency Authorities**

1. Local government, principally the chief elected official, has the power, during disaster situations, to change, modify, or create orders or proclamations in order to manage the situation.

2. **Disaster Declaration:** When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the County Commissioners may, by executive order, declare a local state of emergency. The Commissioners may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers. These powers include
  - a) Suspending procedural laws and rules to facilitate a timely response.
  - b) Using all available resources of government.
  - c) Commandeering private property, subject to compensation.
  - d) Implementing curfews and travel restrictions.
  - e) Implementing price controls.
3. A local disaster declaration activates the recovery and rehabilitation aspects of this PLAN. A local disaster declaration is required to obtain state and federal disaster recovery assistance.
4. **Mandatory Evacuation:** State law does not authorize the Governor or local officials to issue mandatory evacuation orders. Local and State officials may recommend evacuation of threatened or stricken areas.

## **N. Activities by Phases of Emergency Management**

1. This plan addresses emergency actions that are conducted during all four phases of emergency management.
2. **Mitigation:** We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Examples of mitigation efforts are:
  - a) Building/Fire/Electrical Codes
  - b) Disaster Insurance
  - c) Land Use/Zoning Restrictions
  - d) Public Education
  - e) Risk Area Mapping
  - f) Statutes/Ordinances/Codes
3. **Preparedness:** We will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in our emergency management program are:

- a) Providing emergency equipment and facilities.
  - b) Emergency planning, including maintaining this plan, its annexes, and appropriate Standard Operating Procedures or Guidelines.
  - c) Conducting or arranging training for emergency responders, emergency management personnel, other local officials, and volunteer groups who can assist us during emergencies.
  - d) Conducting periodic drills and exercises to test our plans and procedures.
  - e) Warning Systems
4. Response: We will respond to emergency situations effectively and efficiently. The focus of most of this PLAN and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include:
- a) Emergency Medical Assistance
  - b) Law Enforcement Response
  - c) Evacuation
  - d) Emergency Sheltering
  - e) Public Information
  - f) Emergency Operations Center Activation
  - g) Decontamination
5. Recovery: If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts.
6. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public.
7. Long-term recovery focuses on restoring the community to its normal state.
- a) Damage Assessment
  - b) Debris Clearance
  - c) Counseling/Critical Incident Stress Debriefing
  - d) Disaster Assistance
  - e) Temporary Housing
  - f) Reconstruction
8. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of

utilities, disaster mental health services, and reconstruction of damaged roads and bridges.

## V. ORGANIZATION AND ASSIGNMENTS OF RESPONSIBILITIES

### A. Organization

1. Most Departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, normal organizational operations are modified to facilitate emergency operations.
2. **Executive Group:** The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the Marshall County Board of Commissioners, The President of the County Council and the Chief elected official of the jurisdiction affected by the disaster.
3. **Emergency Services:** Emergency Services include the Incident Commander and those departments, agencies, and groups whose primary responsibility is to take emergency response actions. The Incident Commander is the person in charge at the incident site.
4. **Emergency Support Services:** This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.
5. **Volunteer and other Services:** This group includes organized volunteer groups and businesses who have agreed to provide certain support for emergency operations.

### B. Assignment of Responsibilities

- 1 To effectively implement this PLAN it is organized to incorporate both private and public agencies. Federal and State agencies provide support to local agencies when their needs become greater than their resource capabilities.
- 2 This PLAN presents the functional responsibilities accepted by designated Marshall County agencies and other organizations. Emergency support functions are established to designate mitigation, preparedness, response, and recovery activities for specific emergency management functions. There is one agency with Primary responsibilities for coordinating each

Emergency Support Function while other agencies are tasked with support roles.

## C. Emergency Support Functions

1. The Marshall County Comprehensive Plan will utilize the fifteen (15) Emergency Support Functions established in the National Response Framework and adopted by the State of Indiana in the States Emergency Response Plan. Each Emergency Support Function will have a primary agency or agencies designated based on their orientation, capabilities and resources. Other agencies will be designated as support agencies within each Emergency Support Function. A brief description of each of the Emergency Support Functions is listed below. More in depth information regarding specific functions may be found in the Management Section of this PLAN and Annex C – Direction and Control.
  - a) **Emergency Support Function #1 – Transportation**  
Transportation is responsible for ensuring the safe and efficient movement of personnel and equipment, as well as the stabilization and reestablishment of transportation infrastructure which includes roads and bridges.
  - b) **Emergency Support Function #2 – Communications**  
Provides information on collecting, analyzing, and sharing information and communications, regarding facts covering a potential or actual emergency or disaster and to enhance response and recovery operations.
  - c) **Emergency Support Function #3 – Public Works and Engineering**  
Provides public works and engineering support necessary to restore the community’s infrastructure. Includes the areas of debris clearance and disposal, temporary construction of emergency access routes, restoration of critical public services, restoration of water and waste water systems, construction management and inspection, and emergency demolition or stabilization of damaged structures.
  - d) **Emergency Support Function #4 – Firefighting**  
Detects and suppresses fires resulting from, or occurring coincidentally with, a disaster.
  - e) **Emergency Support Function #5 – Information and Planning**

Coordinates activities by collecting, analyzing, and disseminating appropriate information on emergency operations which facilitates decision making in response and recovery operations.

- f) **Emergency Support Function #6 – Mass Care and Human Services (which includes Food and Water)**  
Coordinates efforts to provide shelter, food and human service needs.
- g) **Emergency Support Function #7 – Logistics**  
Locates, procures and provides required resources in support of emergency operations.
- h) **Emergency Support Function #8 – Health and Medical Services**  
Provides a coordinated response to public health and medical needs following a disaster.
- i) **Emergency Support Function #9 – Search and Rescue**  
Locates, rescues, and provides immediate medical treatment to victims who are lost, isolated or trapped as a result of a disaster.
- j) **Emergency Support Function #10 – Hazardous Materials and Response**  
Provides guidelines for rapid response affecting the health, safety, and welfare of human beings, animals and the environment caused by the release of hazardous materials, petroleum, and objectionable substances.
- k) **Emergency Support Function #11 – Agriculture and Natural Resources**  
Provides guidelines for rapid response to events affecting health, safety and welfare of people and animals. This would include animal health emergencies involving disease outbreaks among animals and possible zoonotic disease outbreaks (diseases that are transmissible from animals to humans).
- l) **Emergency Support Function #12 – Energy**  
Coordinates the restoration of energy systems and availability of petroleum products for response and recovery operations.
- m) **Emergency Support Function #13 – Public Safety and Security**

Coordinates law enforcement activities during evacuation, response and recovery operations to include law and order, traffic control, scene security and entry control.

n) **Emergency Support Function #14 – Long Term Community Recovery and Mitigation**

Assesses the social and economic consequences in the impacted area and identifies programs and agencies to support and coordinate efforts for long-term community recovery.

o) **Emergency Support Function #15 – External Affair**

Coordinates and disseminates appropriate information to the public during emergency operations.

## **D. Government Organizations and Responsibilities**

1. Each Marshall County agency is responsible for developing standard operating procedures, policies and guidelines to support this PLAN. Each agency is responsible for conducting training exercises to test their policies, evaluate their effectiveness, and develop corrective action plans to correct deficiencies.
2. County Organizations and Responsibilities
  - a) County Executives (Board of Commissioners) – Authority to declare disaster or emergency.
  - b) County Council – Fiscal body
  - c) Auditor – Fiscal Agent
  - d) County Attorney – Legal Advisor
  - e) Emergency Management – Coordinates mitigation, preparedness, response, and recovery activities.
  - f) Sheriff – County Law Enforcement
  - g) Highway Department – Maintain roads, debris removal from right-of-ways.
  - h) Health Department – Community Health and Environmental issues
  - i) 911 Communications Center – Public Warning, Response, Communications.
3. Incorporated City/Town – organization and responsibilities
  - a) Mayor or Town Council President – Presiding Officer of Local Government
  - b) Clerk Treasurer – Fiscal Agent
  - c) City/Town Attorney – Legal Advisor
  - d) Fire Department – Fire Suppression and Management
  - e) Police Department – Localized Law Enforcement

- f) Emergency Medical Service – Triage, Treat, and Transport
  - g) Public Works – Engineering, Water and Waste Water Maintenance, Street Maintenance and Snow and Debris Removal
  - h) Building Inspector – Code Enforcement, Building Permits
  - i) Schools – Mass Transportation, Use of Facilities and Grounds
4. Unincorporated Towns and Townships
- a) Township Trustee – Provides Township Administration
  - b) Township Advisory Board – Township Government
  - c) Volunteer Fire Departments – Fire Suppression and Management, provide Mutual Aid to other departments
  - d) Emergency Medical Service – Triage, Treat, and Transport

**VI. CONTINUITY OF GOVERNMENT**

- A. Each department, agency and commissions of the County, its cities, towns and townships are responsible for developing a continuity plan which:
- 1. Designates lines of succession and delegating authority for the Successors;
  - 2. Establishes provisions for the preservation of records;
  - 3. Develops procedures for the relocation of essential Departments; and
  - 4. Develops procedures to deploy essential personnel, equipment and supplies.
    - a) Each County agency and each local jurisdiction will include this information in its Standard Operating Procedures guides or plans.
    - b) All jurisdictional and departmental Standard Operating Procedures, guides, plans, and policies should be in support of the Marshall County Comprehensive Emergency Management Plan in all phases of emergency or disaster management. They include: Mitigation, Preparedness, Response, and Recovery.

**VII. ADMINISTRATION**

- A. Marshall County Emergency Management Agency in coordination with other agencies identified in this plan and/or the Marshall County Emergency Management Advisory Board will review this PLAN annually and revise/update it as needed. Any significant changes and/or updates to this PLAN will be sent to the Planning Division of the Indiana Department of Homeland Security.
- 1. The original PLAN will be recorded through the Records Office.
  - 2. The original PLAN will be on file at the Office of Emergency Management.
  - 3. The Emergency Management Agency Director will distribute the PLAN accordingly.

- B. During an emergency/disaster the Emergency Management Agency Director will be responsible for the collection and dissemination of necessary information and report to relevant parties.
- C. Requests for state and federal assistance will be handled through the Emergency Management Agency.
- D. Following the conclusion of a local emergency/disaster each agency will provide an after action report in order to evaluate and improve existing plans and procedures. That report will be submitted to the Emergency Management Agency Director and will include:
  - 1. Activities of the Department or Agency during the event
  - 2. Costs incurred including manpower, equipment, materials, and contracts.
  - 3. Corrective action or improvement plans that have been identified as a result of the after action report.

**VIII. VOLUNTEER AND PRIVATE ORGANIZATIONS**

- A. A large number of volunteer organizations have aligned themselves with other Indiana Voluntary Organizations Active in Disaster groups. These organizations respond to disaster emergencies and although they are independent, they readily communicate with each other in an exchange of ideas, supplies, equipment and volunteers.
- B. Volunteer and Private Organizations supporting this PLAN include:
  - 1. The American Red Cross
  - 2. Nature's Way, Animal Rescue Team
  - 3. Marshall County Solid Waste Management Agency
  - 4. Marshall County Funeral Home Directors

**IX. TRAINING AND EXERCISE**

- A. Marshall County Emergency Management Agency with the cooperation and participation of other agencies/organizations will coordinate a yearly exercise of this PLAN.
- B. Marshall County Emergency Management will provide training, advice and technical assistance to local, private, and volunteer agencies as needed or requested relative to the use of this plan.

## **X. FINANCIAL MANAGEMENT**

### **A. Introduction**

1. After a declaration of an emergency, agencies may be required to spend more than their allocated budget to effectively respond and recover from the emergency. This element provides financial management guidance to the PLAN. Its focus is to ensure that funds are provided and financial operations conducted are in accordance with state policies and procedures during the response and recovery phases of an emergency/disaster.
2. After County agencies begin their initial response operations, it may be necessary to make an estimate of the total funds needed for the duration of the emergency response. The purpose of the estimate is to help gauge the need for additional allocation of funds.
3. A Gubernatorial Disaster Emergency Declaration permits funding from the States Disaster Relief Fund (IC 10-14-4-5) which has been established to provide money to assist eligible entities in paying for the costs of damage to public facilities or individual property resulting from disasters.

### **B. Responsibilities**

1. All agencies are responsible for keeping and maintaining logs, formal records, receipts or file copies of expenditures in order to provide a clear and reasonable accountability and justification for reimbursement. In addition, the records shall be forwarded to the Marshall County Emergency Management Agency for total computations. This will facilitate the reimbursement process, support audits and assist with the final closeout.
2. The Marshall County Emergency Management Agency Director will seek to secure emergency funds at the local, state and federal level to assist with the reimbursement of costs associated with response and recovery during an emergency or disaster.
3. The Marshall County Auditor will have primary responsibility for financial management functions during an emergency or declared disaster and serve as the financial advisor to the Emergency Management Director and Emergency Operations Center staff. The County Auditor or designated staff shall report to the Emergency Operations Center when requested.

### **C. Financial Management Operations**

1. Timely financial support of response activities will be critical to a successful emergency response. Innovative and expeditious means may be used to achieve financial objectives. It is mandatory that generally accepted county, state and federal financial policies, principles and regulations be employed to ensure against fraud, waste and abuse, and to achieve proper control and use of public funds.
2. Each agency is responsible for providing its own financial services and support to its response operations in the field. Funds to cover eligible cost for response activities may be provided through reimbursement sought through the Indiana Department of Homeland Security and the Federal Emergency Management Agency.
3. The procurement of resources will be in accordance with statutory requirements and established procedures regarding emergency and non-emergency conditions.
4. Mitigation: Each agency is encouraged to find ways in their existing budget to mitigate potential situations that affect their agency and its operation.
5. Preparedness: Each agency may prepare for future emergency expenses by studying past emergency responses and identifying needs not met by their budget.
6. Response: After an emergency/disaster declaration, county agencies may be required to spend more than their allocated budget to effectively respond to the emergency/disaster. After county agencies begin their initial response operations, they will be required to prepare and submit a report on the estimated funding needs for the duration of the event. The purpose of the estimation is to protect future funding needs and to complete the task.
7. Recovery: Contingency funds may be requested and expended for the repair or replacement of any building or equipment, which has been destroyed, or damaged so badly that it could affect public safety.

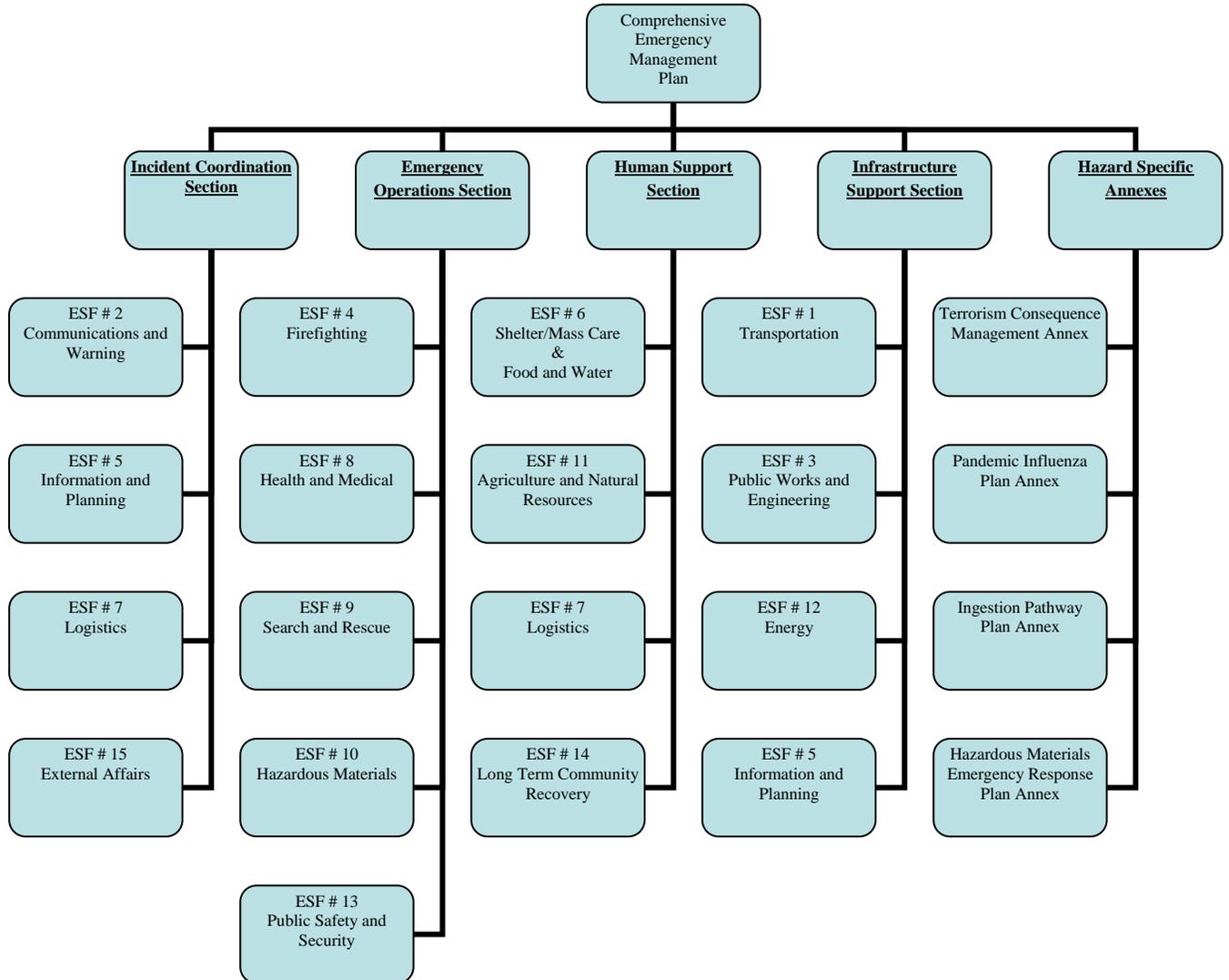
#### **D. Audit of Expenditures**

1. The expenditure of state and federal funds related to emergencies or disasters are subject to audit in accordance with state and federal statutes and audit procedures.

**XI. LIMITATIONS**

1. Marshall County will endeavor to make every reasonable effort to respond in the event of an emergency or disaster. However, Marshall County resources and systems may be overwhelmed. The responsibilities and tenets outlined in this plan will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time.
2. There is no guarantee implied by this plan that a perfect response to an emergency or disaster will be practical or possible.

**XII. Comprehensive Emergency Management Plan  
Organizational Chart**



### XIII. Coordinating Agency Matrix

This matrix shows what agencies are identified as the 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 contacts for the coordination of communications, planning activities and resources.

Emergency Support Function Primary Coordinating Agencies at Various Levels of Government				
	Function Name	Marshall County	State	Federal
1	Transportation	County Highway Department	Indiana Department of Transportation	U.S. Department of Transportation
2	Communications And Warning	County Sheriff's Department	Indiana Department of Homeland Security	National Communication System
3	Public Works and Engineering	County Highway Department	Indiana Department of Homeland Security	Department of Defense
4	Firefighting	Plymouth Fire Department	Indiana Department of Homeland Security	U.S. Department of Agriculture
5	Information and Planning	County Emergency Management Agency	Indiana Department of Homeland Security	Federal Emergency Management Agency
6	Shelter and Mass Care	Marshall County American Red Cross	American Red Cross	American Red Cross
7	Logistics	County Emergency Management Agency	Department of Administration	Government Service Agency
8	Health & Medical	County Health Department	Indiana Department of Health	U. S. Department of Health
9	Search & Rescue	Plymouth Fire Department	Indiana Task Force One	Federal Emergency Management Agency
10	Hazardous Materials	Plymouth Fire Department	Indiana Department of Environmental Management	U. S. Environmental Protection Agency
11	Agriculture and Natural Resources	County Emergency Management Agency	Indiana State Board of Animal Health	U. S. Department of Agriculture
12	Energy	Northern Indiana Public Service Company	Indiana Utility Regulatory Commission	U. S. Department of Energy
13	Public Safety and Security	County Sheriff's Department	Indiana State Police	U.S. Department of Homeland Security

1 4	Long Term Community Recovery	County Emergency Management Agency	Indiana Department of Homeland Security	
1 5	External Affairs	Elected Official(s)	Indiana Department of Homeland Security	

**XIV. EMERGENCY SUPPORT FUNCTIONS**

**A. Introduction to the Emergency Support Function Tasking Checklist**

1. The attached checklists are designed to assist personnel assigned to each emergency support function in accomplishing those tasks that need to be performed in a significant emergency or disaster. Each Emergency Support Function is intended to provide guidance to the Primary Coordinating Agency and the assigned Agency Coordinators in planning and implementing the Emergency Support Function. Checklist Task Assignments are intended as a guide for general emergency planning, response and recovery activities. Specific requirements of an actual emergency may have various other tasks that need to be addressed.
2. Each Emergency Support Function tasking Checklist is prefaced by the following information intended to assist those operating from the activated Emergency Operations Center.
  - a) Identify the mission of the Emergency Operations Center
  - b) Identify the Primary Coordinating Agency or Department
  - c) Identify the assigned Support Agencies or Departments
  - d) Provide a job description for the Emergency Support Function Department Coordinator
  - e) Identify general duties and responsibilities
  - f) Identify priorities for implementing Emergency Support Function plan response and allocating resources
3. The Tasking Checklists are divided into four distinct sections of emergency management and are designed to make it easier for personnel to understand their roles before, during and after an emergency or disaster event. The four phases are described below:
4. **Mitigation Checklist Section:** Mitigation 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.

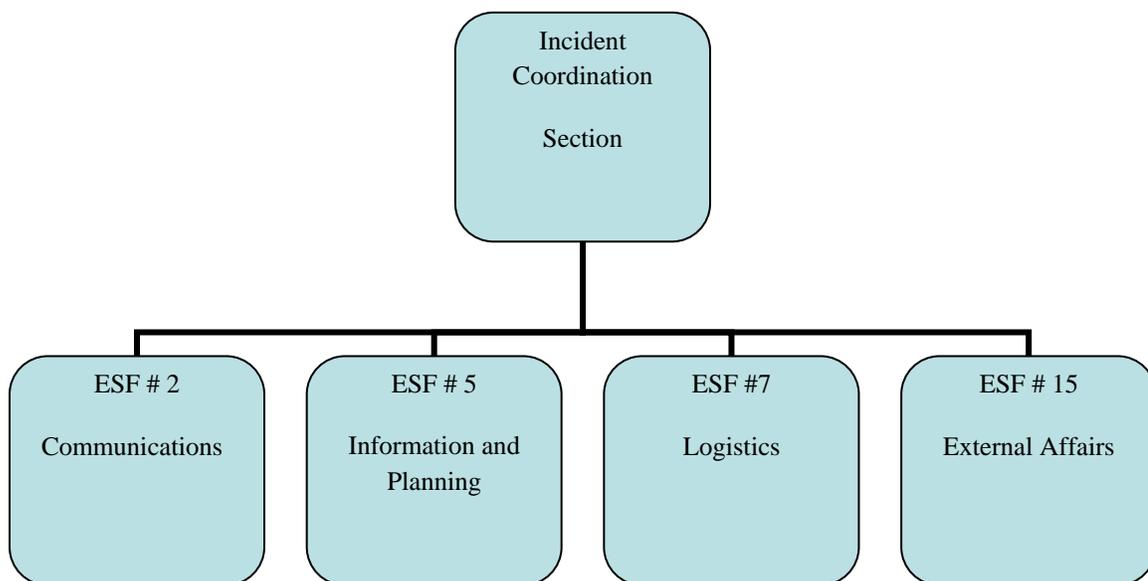
5. **Preparedness Checklist Section:** Preparedness typically encompasses those actions where team members maintain a state of readiness, whether it is a current list of resources, updating policies and procedures or conducting training and exercises.
6. **Response Checklist Section:** Response includes actions taken to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, emergency public information, evacuation and shelter and mass care.
7. **Recovery Checklist Section:** Recovery actions consist of both short term and long term tasks designed to return the community to normal. Short term operations seek to restore vital services to the community and provide for the basic need of the public. Long Term recovery focuses on restoring the community to its normal state.
  - a) Each section also identifies agencies as “Resources” for carrying out specific tasks.

## INCIDENT COORDINATION SECTION

The Incident Coordination Section consists of the following Emergency Support Functions:

1. ESF # 2 – Communications
2. ESF # 5 – Information and Planning
3. ESF # 7 – Logistics
4. ESF # 15 – External Affairs

These Emergency Support Functions maintain situational awareness, coordinate information flow and work with the Incident/Unified Command to identify and prioritize objectives and fulfill resource requests.



## Emergency Support Function # 2 Communications

**Coordinating Agency:** Marshall County Sheriff's Department

**Support Agencies:**

- ❑ All Area Police Departments within Marshall County
- ❑ All County Fire Departments
- ❑ Marshall County Emergency Management Agency
- ❑ National Weather Service

The purpose of this Emergency Support Function is for all agencies, organizations, and/or departments involved in emergency response and recovery, including government and private sectors, to be able to communicate, and issue warnings to Marshall County's population. Marshall County's Emergency Operations Center is located near your Emergency Communication Center, so that information can freely flow back and forth from units at the scene of the event and the Emergency Operations Center officials.

**Mitigation**

√	Mitigation Task	Resource
	Investigate new technology and procedures for communications between and among Incident Commanders and Emergency Operations Center	All Agencies
	Establish 24 hour warning point for Emergency and Disaster information.	Emergency Management Agency, Sheriff's Department
	Develop standard operating procedures for communications during an emergency or disaster.	All Agencies
	Identify Communications and Warning leaders/supervisors and their shift change and staffing procedures for County Emergency Operations Center activation and field operations.	All Agencies
	Identify sources of resources, primary and back-up communication equipment.	All Agencies
	Develop procedures for the reception of National Weather Service Alert information.	National Weather Service Marshall County Sheriff's Department
	Identify Communication & Warning specific training requirements.	All Agencies

**Preparedness**

√	Preparedness Task	Resource
	Develop and conduct training on communications record keeping that will be needed during a disaster.	Marshall County Sheriff's Department
	Develop and maintain telephone directory of all Emergency Support Functions, including other jurisdictions and agencies that may be involved in an emergency situation.	Marshall County Sheriff's Department Marshall County Emergency Management Agency All Agencies
	Develop and maintain a roster of Communications & Warning leaders/supervisors and shift change/staffing procedures.	All Agencies
	Develop and maintain a Communications & Warning manpower list, delineating specialized skills of personnel.	All Agencies
	Develop and maintain resource and equipment lists.	All Agencies
	Maintain personnel and equipment certifications.	All Agencies

√	<b>Preparedness Task</b>	<b>Resource</b>
	Develop and maintain contact notification and call-down lists with essential information (address, phone and facsimile numbers, email) included.	All Agencies
	Test primary and backup communications systems to ensure that they function properly.	All Agencies
	Train personnel on the operation and maintenance of communications equipment.	All Agencies
	Ensure that copies of all necessary Communications & Warning emergency manuals, plans, procedures and other reference materials are located at the County Emergency Operations Center.	All Agencies
	Provide guidance on state and federal regulations.	Emergency Management Agency
	Determine process required for local, State, and Federal agencies' communications equipment to interface with each other in the field.	All Agencies
	Develop and maintain warning/notification system to be used to expeditiously contact personnel with vital responsibilities during such an event.	All Agencies

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.	Incident Command/Unified Command
	Notify Marshall County Emergency Management Agency.	Incident Command/Unified Command
	Activate Emergency Operations Center communications systems & equipment.	Emergency Management Agency, Sheriff's Department
	Activate Communications & Warning and its personnel, based on incident assessment.	Incident Command/Unified Command
	Make notifications as required by standard operating procedures, using call down lists.	Emergency Management Agency
	Ensure that communications equipment is available for all field personnel.	All Agencies
	Notify Amateur Radio personnel of Emergency Operations Center activation.	Emergency Management Agency
	Obtain status report on County activities, upon reporting to Emergency Operation Center.	Emergency Management Agency
	Collect information concerning Communication & Warning field activities.	Incident Command/Unified Command

√	<b>Response Task</b>	<b>Resource</b>
	Assist in the development of the incident action plan.	Incident Command/Unified Command and Command Staff
	Provide technical communications assistance as requested.	Emergency Management Agency, Sheriff's Department
	Coordinate with and support other Emergency Support Functions as needed.	All Agencies
	Provide situation reports of Communications & Warning activities to Emergency Operation Center supervisor as required.	Incident Command/Unified Command
	Attend meetings for periodic situation updates.	Incident Command/ Unified Command General Staff and subordinates Elected Officials
	Document incoming and outgoing notifications.	All Agencies
	Maintain record of actions taken.	All Agencies
	If Joint Information Center is activated, send Public Information Officer to that location	Elected Officials
	Establish and maintain communications link between Incident Command Post and the Emergency Operations Center.	Incident Command/Unified Command
	Request State/Federal assistance/resources as needed.	Emergency Management Agency
	If credible threat is confirmed, make notifications to County agencies with responsibilities under applicable Communications & Warning Standard Operating Procedures.	All Agencies

**Recovery**

√	<b>Recovery Task</b>	<b>Resource</b>
	Retrieve all extra issued radio equipment, inspect for damage, repair, and recharge.	All Agencies
	Collect copies of communications records from the Emergency Support Function elements and forward to the Emergency Operations Center.	All Agencies
	Prepare appropriate After Action Reports.	All Agencies
	Participate in Corrective Action Planning meetings.	All Agencies

## Emergency Support Function # 5 Information and Planning

**Coordinating Agency:** Marshall County Emergency Management Agency

**Support Agencies:**

- ❑ Marshall County Commissioners
- ❑ City and Town Executive Branch
- ❑ All County Agencies/Departments
- ❑ Information Technology Systems Administrator
- ❑ Marshall County Local Emergency Planning Committee
- ❑ Community Private Corporations
- ❑ Marshall/Fulton County Chapter of the American Red Cross

Emergency Management is responsible for helping to coordinate activities between the various agencies and jurisdictions identified in the County Comprehensive Plan.

The purpose is to collect, process, and disseminate information regarding potential or actual incidents within Marshall County. Emergency Management serves to facilitate overall activities of Marshall County's ability to provide Mitigation, Preparedness, Response, and Recovery activities. The Emergency Management Agency has the responsibility to identifying Resource requirements and specific response priorities.

**Mitigation**

√	Mitigation Task	Resource
	Hazard Analysis Data	All Agencies
	Threat Assessment Data	All Agencies
	Develop Memorandums of Understanding/Mutual Aid agreements	Local Jurisdictions, All Agencies

**Preparedness**

√	Preparedness Task	Resource
	Develop and maintain Standard Operating Procedures/Guidelines and other plans and procedures necessary for response to potential hazards and threats	All Agencies
	Develop and maintain roster of Information & Planning leaders/supervisors, including shift change and staffing procedures, for County Emergency Operations Center activation and field operations.	All Agencies
	Develop and maintain contact lists with essential information (address, phone, cell, and facsimile numbers, and email) included.	All Agencies
	Obtain detailed maps of jurisdiction which contains both hazard and threat assessment pertinent information.	Emergency Management Agency Local Emergency Planning Committee Information Technology Systems Administrator
	Ensure that copies of all necessary Emergency Support Functions manuals, plans, procedures, and other reference materials are located at the County Emergency Operations Center.	All Agencies
	Develop and maintain standardized format for information and intelligence gathering as well as reporting documents and systems.	Emergency Management Agency /Emergency Operations Center staff & volunteers.
	Determine availability of Geographic Information System mapping for use in the Emergency Operations Center.	Information Technology Systems Administrator
	Develop training program for those working in the Emergency Operations Center	Emergency Management Agency/Emergency Operations Center staff & volunteers.

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Collect/gather, verify, analyze, and disseminate incident information, as needed.	Planning Section Chief or Command
	Assess scope, magnitude, and extent of incident. Develop Incident Action Plan for the next several Operational Periods and identify resource needs.	All agencies involved in Unified Command Elected Officials Emergency Management
	Notify appropriate agencies, keeping them up-to-date on the situation.(County, State, Federal)	Emergency Management Agency
	Coordinate with Emergency Operations Center Supervisor regarding duration of activation of the County Emergency Operations Center.	Emergency Management Agency staff.
	Prepare status or situation reports on County activities and distribute, as required.	All Agencies
	Provide reports regarding activities to Emergency Operations Center supervisor as required.	Incident Command/Unified Command
	Attend briefings and collect information for periodic situation updates.	Incident Command/Unified Command General Staff and subordinates Elected Officials
	Coordinate with Public Information Officers for upcoming events and briefings	Emergency Management Agency Elected Officials. Public Information Officers

**Recovery**

√	<b>Recovery Task</b>	<b>Resource</b>
	Prepare appropriate After Action Reports.	All Agencies
	Participate in Corrective Action Planning Meetings	All Agencies

## Emergency Support Function # 7 Logistics

**Coordinating Agency:** Marshall County Emergency Management Agency

**Support Agencies:**

- ❑ All Marshall County Departments/Agencies
- ❑ Marshall County School Corporations
- ❑ American Red Cross
- ❑ Salvation Army
- ❑ Elected Officials
- ❑ Private Companies/Businesses

Resource Support assists in providing prompt and effective acquisition, distribution, and use of personnel, materials, and equipment for essential services needed in an emergency.

The purpose of Resource Support becomes clear when you stop and look at the larger picture of Emergency Management. Marshall County understands there is no one agency that can handle a major emergency or disaster alone. Indiana Code Title 10-14-3-10.6 provides for the acquisition of various resources during times of emergency.

**Mitigation**

√	<b>Mitigation Task</b>	<b>Resource</b>
	Identify requirements for Standard Operating Procedures/Guidelines or other plans and procedures that are required for leaders and support agencies.	All Agencies
	Identify new technology and procedures for utilization by Resource Support.	All Agencies
	Identify areas where mutual aid agreements and memorandums of understanding are needed.	All Agencies
	Identify Resource Support leaders/supervisors and their shift change and staffing requirements.	All Agencies
	Identify sources of hazard-specific needs, resources, and equipment.	All Agencies
	Provide assistance to support agencies in developing their plans and procedures.	All Agencies
	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	All Agencies
	Identify Emergency Support Function specific training requirements.	All Agencies
	Identify potential resource staging areas.	All Agencies

**Preparedness**

√	<b>Preparedness Task</b>	<b>Resource</b>
	Develop Standard Operating Procedures/Guidelines	All Agencies
	Conduct training programs for Emergency Support Function Lead and Support Agency personnel that address resource acquisition, allocation, prioritization, and management.	Emergency Management Agency
	Develop mutual aid agreements and memorandums of understanding with support agencies and suppliers.	All Agencies Local Jurisdictions
	Develop roster of Emergency Support Function leads/supervisors as well as shift change, staffing requirements, and specialized skills.	All Agencies
	Develop staff contact notification lists with essential information (address, phone and facsimile numbers, e-mail) included.	All Agencies

√	<b>Preparedness Task</b>	<b>Resource</b>
	Obtain detailed maps of jurisdictions.	Emergency Management Agency Information Technology Systems Administrator
	Ensure that copies of all necessary emergency manuals, plans, procedures and other reference materials are located at respective Emergency Support Function station in the County Emergency Operations Center.	All Agencies
	Develop emergency purchasing procedures	Local Elected Officials
	Ensure that agency representatives can access required information networks, if available, while in the County Emergency Operations Center.	Information Technology Systems Administrator
	Develop procedures for utilization of staging areas.	All Agencies

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Establish communications link with Incident Command	All Agencies
	Receive resource request from Command	Logistics Chief Emergency Management
	Assist in the development of the incident action plan.	Incident Command/Unified Command General Staff Section Chiefs
	Provide situation reports of Resource Support activities to Emergency Operations Center supervisor as required.	Incident Command/Unified Command
	Attend briefings for periodic situation updates.	Incident Command/Unified Command General Staff and subordinates
	Document incoming and outgoing notifications.	All Agencies.
	Maintain record of actions taken.	Planning Section Chief or Incident Command
	Acquire resources when requested by agency and approved by Command	Logistics Chief Emergency Management
	Verify and prioritize resource requests.	Incident Command/Unified Command
	Contact suppliers and alert them of potential needs.	Logistics Chief Emergency Management Agency

√	<b>Response Task</b>	<b>Resource</b>
	Coordinate with Law Enforcement, to provide security for resources and personnel in staging and storage areas.	Operations Section Chief or Command Law Enforcement
	Implement emergency purchasing procedures.	Elected Officials.
	Prioritize and allocate resources in accordance with established procedures.	Incident Command/Unified Command
	Request State/Federal assistance/resources as needed.	Emergency Management Agency
	Activate staging areas as required.	Operations Section Chief or Command

**Recovery**

√	<b>Recovery Task</b>	<b>Resource</b>
	Execute procedures for demobilization of resources and equipment.	Planning Section Chief or Command
	Provide resource status and accountability updates as required.	Planning Section Chief or Command
	Prepare appropriate After Action Reports.	All Agencies
	Participate in Corrective Action Planning Meetings	All Agencies

## Emergency Support Function # 15 External Affairs

**Coordinating Agency:** Elected Officials or Public Information Officer(s)

**Support Agencies:**

- ❑ All Elected Officials or their appointed Public Information Officers
- ❑ Joint Information Team

Internal Affairs provides a structured method for receiving and delivering information to the media and public. This Emergency Support Function provides for coordination of emergency public information through official representatives.

The Joint Information Center provides the Incident Commander/Unified Command, the Emergency Operations Center and elected officials a single information source to both the public and media.

This Emergency Support Function provides guidelines for disseminating important information to the public regarding the health, safety, and welfare of humans and animals during the response to a disaster or emergency. These agencies, organizations and departments will support emergency operations by making information available to the representatives of the Joint Information Center

Victims and their families, the public, and the media require detailed information about the emergency situation and instructions on proper survival, response, and recovery actions.

**Mitigation**

√	<b>Mitigation Task</b>	<b>Resource</b>
	Identify training needs for those who will be assigned as Public Information Officers	All Agencies
	Identify areas where mutual aid agreements and memorandums of understanding are needed with support agencies and ancillary or contract support services.	All Agencies
	Identify Public Information leaders/supervisors and their shift change and staffing procedures for County Emergency Operations Center activation and field operations.	Elected Officials All Agencies
	Identify requirements for Public Information specific standard operating procedures, plans, and checklists for lead and support agencies.	All Agencies
	Identify areas where public education programs are needed (Public Service Announcement regarding preparedness)	Emergency Management
	Identify locations for media briefings. (i.e.: Joint Information Center)	Emergency Management Agency Public Information Officers
	Identify requirements for scripted news releases, public notices, and awareness bulletins.	Public Information Officers
	Identify requirements for rumor control inquiries.	Public Information Officers

**Preparedness**

√	<b>Preparedness Task</b>	<b>Resource</b>
	Develop Standard Operating Procedures/Guidelines as well as other plans and procedures necessary for Public Information and its support agencies to operate efficiently.	Public Information Officers
	Develop and conduct awareness and procedural training and exercise programs for Public Information personnel that address the dissemination of information to the public.	All Agencies Public Information Officers
	Develop mutual aid agreements and memorandums of understanding with support agencies and other support services to the media.	All Agencies
	Develop roster of Public Information leaders/supervisors and shift change/staffing requirements.	Elected Officials

√	<b>Preparedness Task</b>	<b>Resource</b>
	Provided contact notification lists with essential information (address, phone and facsimile numbers, email) included.	All Agencies
	Obtain detailed maps of jurisdictions.	Emergency Management Agency Information Systems Administrator
	Obtain locations for media briefings.	Emergency Management Agency
	Confirm availability of Joint Information Center sites.	Emergency Management Agency
	Ensure that copies of all necessary Public Information specific emergency manuals, plans, procedures and other reference materials are located at the County Emergency Operations Center.	All Agencies
	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the County Emergency Operation Center or in the joint Information Center.	Information Technology Systems Administrator
	Develop and maintain an accurate media contact list.	Emergency Management Agency
	Develop procedures to develop rumor control inquiries.	Public Information Officers

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Activate Public Information Procedures	Incident Command/Unified Command Elected Officials
	Provide Public Information Officer Support as requested.	Elected Officials Other Agencies or Organizations
	Receive, analyze and disseminate appropriate/relevant information from Incident Command or other support staff in order to draft and release information to the media in a timely manner.	Public Information Officers
	Coordinate setting up the Joint Information Center	Public Information Officers Emergency Management Agency
	Provide technical assistance as requested.	Information Technology Systems Administrator

√	<b>Response Task</b>	<b>Resource</b>
	Conduct briefings at appropriate times and locations	Public Information Officers Joint Information Representative
	Provide situation reports of Public Information activities to Emergency Operation Center supervisor as required.	Public Information Officers
	Attend briefings for periodic situation updates.	Public Information Officers
	Document incoming and outgoing communications.	Public Information Officers
	Maintain record of actions taken.	Public Information Officers
	Interface with State/Federal personnel to coordinate the information and planning functions/activities, as needed.	Incident Command/Unified Command Public Information Officers
	Activate rumor control procedures.	Public Information Officers
	If Joint Information Center is activated, send Public Information, representative to its location.	Elected Officials Other Agencies or Organizations

**Recovery**

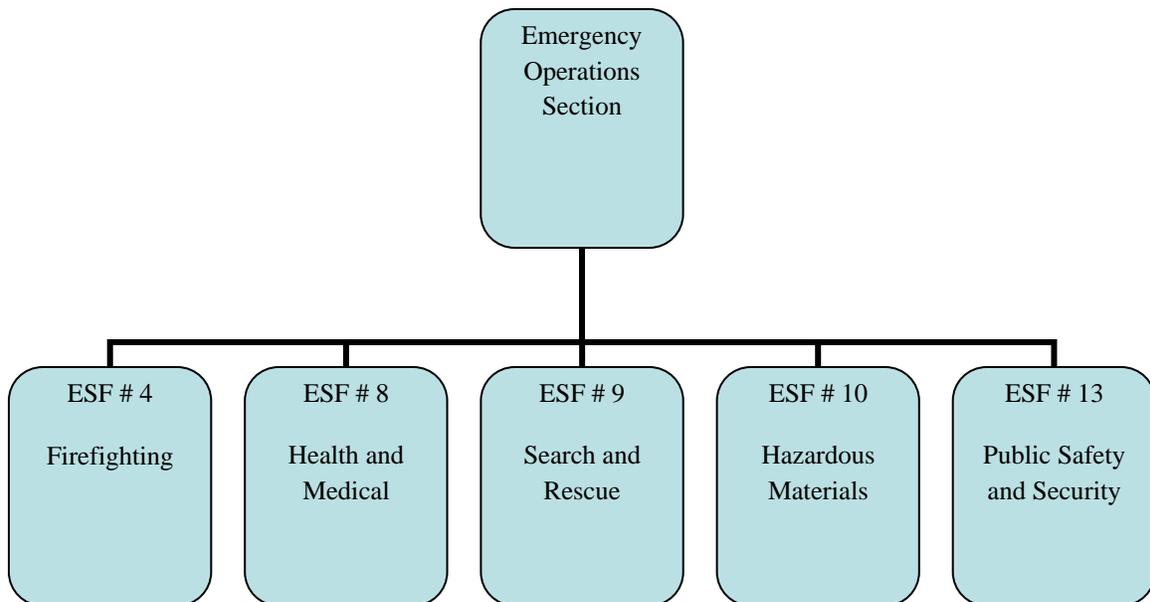
√	<b>Recovery Task</b>	<b>Resource</b>
	Disseminate to the media Disaster Assistance Program Information, including when, how and where to file the information	Public Information Officers
	Coordinate with appropriate agencies to deactivate the Joint Information Center	Public Information Officers
	Compile a single report form which includes copies of all media releases given including dates and times.	Public Information Officers
	Prepare after Action Report	All Agencies
	Participate in Corrective Action Planning Meetings	All Agencies

## EMERGENCY OPERATIONS SECTION

The Emergency Operations Section consists of the following Emergency Support Functions:

1. ESF # 4 – Firefighting
2. ESF # 8 – Health and Medical
3. ESF #9 – Search and Rescue
4. ESF # 10 – Hazardous Materials
5. ESF # 13 – Public Safety

These are the primary response functions Marshall County will field in an emergency or disaster situation.



## **Emergency Support Function # 10 Hazardous Materials**

**Coordinating Agency:** Plymouth Fire Department

**Support Agencies:**

- ❑ Marshall County Local Emergency Planning Committee
- ❑ All Marshall County Fire Departments
- ❑ Marshall County Emergency Management Agency
- ❑ Marshall County Sheriff's Department
- ❑ City/Town Law Enforcement Agencies

**Mitigation**

√	Mitigation Task	Resource
	Investigate new technology and procedures for use in completing Hazardous Materials goals and objectives.	All Agencies
	Revise update and establish in written form mutual aid agreements and memorandums of understanding with support agencies and ancillary or contract support services.	All Agencies Local Jurisdictions
	Identify areas where public education programs describing hazardous materials concerns are needed.	All Agencies Local Emergency Planning Committee
	Identify Hazardous Materials leaders/supervisors and their shift change and staffing procedures for County Emergency Operations Center activation and field operations.	All Agencies
	Identify sources of hazard-specific needs, resources, and equipment.	All Agencies
	Identify requirements for Hazardous Materials specific standard operating procedures, plans, and checklists for lead and support agencies.	All Agencies
	Identify Hazardous Materials specific training requirements.	Local Emergency Planning Committee All Agencies

**Preparedness**

√	Preparedness Task	Resource
	Revise, update and establish in written form Standard Operating Procedures/Guidelines and other plans and procedures necessary for Hazardous Materials and its support agencies to operate efficiently.	All Agencies
	Develop and conduct awareness training and exercise programs for Hazardous Materials personnel and response agencies, including Emergency Medical Technicians, paramedics, law enforcement officers, fire fighters, and search and rescue personnel.	All Agencies Local Emergency Planning Committee
	Develop public education programs addressing safety issues pertaining to hazardous materials.	Local Emergency Planning Committee All Agencies

√	<b>Preparedness Task</b>	<b>Resource</b>
	Revise, update and establish in written form all mutual aid agreements and memorandums of understanding with support agencies, ancillary or contract support services, and resource providers.	All Agencies Local Jurisdictions
	Develop and maintain roster of Hazardous Materials leaders/supervisors and shift change/staffing procedures.	All Agencies
	Develop and maintain a Hazardous Materials manpower list, delineating specialized skills and certifications of personnel.	All Agencies
	Develop and maintain resource lists.	All Agencies
	Develop and maintain contact lists to include emergency notification information such as address, phone, cell, and facsimile numbers, and email.	All Agencies
	Obtain detailed maps of jurisdictions.	Emergency Management Agency Information Technology Systems Administrator
	Ensure that copies of all necessary Hazardous Materials specific emergency manuals, plans, procedures and other reference materials are located at the County Emergency Operations Center.	All Agencies
	Develop and maintain lists of hazard-specific resources and equipment and alternate sources of essential items.	All Agencies
	Provide guidance on state and federal regulations.	All Agencies
	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the County Emergency Operation Center or in the field.	Emergency Management Agency
	Develop, coordinate, and distribute informational flyers to local fire departments and other response agencies, as appropriate.	All Agencies

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Assess scope, magnitude, extent and potential duration of incident.	Incident Command/Unified Command
	Activate Hazardous Materials and its personnel, based on incident assessment and local needs.	Incident Command/Unified Command

√	<b>Response Task</b>	<b>Resource</b>
	Provide status report on County activities, once in the Emergency Operation Center.	Emergency Management Agency
	Dispatch Hazardous Materials personnel to appropriate field locations/incident sites to conduct field operations, as requested.	Incident Command/Unified Command
	Collect information concerning Hazardous Materials field activities.	Operations Chief or Command
	Assist in the development of the incident action plan.	Incident Command/Unified Command General Staff and subordinates
	Provide technical assistance as requested.	All Agencies
	Support other Emergency Support Functions with technical expertise and equipment as needed.	All Agencies
	Provide hourly situation reports of Hazardous Materials activities to the Emergency Operation Center supervisor.	Incident Command/Unified Command
	Attend meetings for periodic situation updates.	Incident Command/Unified Command General Staff and subordinates Elected Officials
	Document incoming and outgoing notifications.	All Agencies
	Maintain record of actions taken.	Planning Section Chief or Incident Command
	If Joint Information or Operations Center(s) are activated, send Hazardous Materials representative to its location(s) if appropriate.	All Agencies
	Facilitate Unified Command Structure	All Agencies
	Coordinate required environmental assessments	All Agencies
	Prepare technical information for appropriate Emergency Operations Center representatives for public release	Hazardous Materials Subject Matter Expert Public Information Officer
	Prepare assistance and resources for site decontamination and final recovery.	All Agencies
	Request State/Federal assistance/resources as needed.	Emergency Management Agency
	Interface with State/Federal personnel to coordinate the information and planning functions/activities, as needed.	Incident Command/Unified Command

**Recovery**

√	<b>Recovery Task</b>	<b>Resource</b>
	Coordinate decontamination and other clean-up efforts, as requested.	All agencies
	Ensure Hazardous Materials agencies' personnel have been decontaminated, when applicable.	All Agencies
	Collect and inventory all equipment used during incident and ensure that the equipment has been decontaminated, as needed.	All Agencies
	Provide guidance on state and federal regulations.	All Agencies
	Coordinate with Resource Support, on resource accountability.	Logistics Section Chief or Resource Unit leader or Command
	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All agencies
	Ensure all personnel involved in emergency operations receive Critical Incident Stress Debriefing, if required.	All Agencies
	Prepare After Action Report	All Agencies
	Participate in Corrective Action Planning Meetings	All Agencies

## Emergency Support Function # 8 Health & Medical

**Primary Coordinating Agency:** Marshall County Health Department

**Support Agencies:**

- ❑ Community Emergency Medical Services
- ❑ Community Mental Health Services
- ❑ Indiana Division of Mental Health and Addiction
- ❑ Marshall County area Hospitals and Nursing Homes
- ❑ Marshall County Home Health Care Services
- ❑ Marshall County Sheriff's Department
- ❑ Marshall County Emergency Management Agency
- ❑ Marshall County Chapter American Red Cross
- ❑ Volunteer Groups and Organizations
- ❑ Marshall County Coroner

This addresses the provisions of Public Health Services delivered with Marshall County. For many single site emergency situations, these functions will be an extension of normal duties. However, during widespread, multiple site disasters, emergency medical personnel, resources and facilities may be in short supply. Further, certain major health problems may emerge such as diseases, sanitation problems, contamination of food and water, and community health problems.

The purpose is to aid in coordination and mobilization of health, medical, and mortuary services during emergencies. This is a comprehensive function, one that covers all aspects of health care management, including Emergency Medical Services, long-term healthcare provisions, mental health concerns, public health concerns, such as disease control, food and water inspection, waste disposal, and establishment of morgues with subsequent care for the deceased.

This is described, as a function needed during periods of emergencies. The potential exists for a multiple casualty incident resulting from any natural, technological, or local, state, or national security issues. These issues could easily stress the Health and Medical resources of Marshall County. If Marshall County has an incident that requires a large health and medical response, it is important to involve all agencies, departments, and organizations within Marshall County with the planning process.

**Mitigation**

√	<b>Mitigation Task</b>	<b>Resource</b>
	Conduct a health hazard assessment, identifying specific health risks/needs	Marshall County Health Department Hospitals
	Identify personnel protective equipment resources as well as other equipment that will be utilized in a health emergency	Marshall County Health Department Hospitals Emergency Medical Service Providers Coroner
	Identify areas where multi-agency responses are needed.	Marshall County Health Department
	Identify areas where public education programs detailing health- and medical-related information are needed.	Marshall County Health Department
	Identify Health and Medical leaders/supervisors and their shift change and staffing procedures.	All Agencies
	Identify requirements for Health and Medical specific standard operating procedures, plans, and checklists for lead and support agencies.	All Agencies
	Identify Health and Medical specific training requirements.	All Agencies
	Identify procedures for managing a large numbers of deceased victims.	Marshall County Coroner Funeral Home Directors

**Preparedness**

√	<b>Preparedness Task</b>	<b>Resource</b>
	Develop and conduct awareness training and exercise programs on health and medical issues.	Marshall County Health Department Hospitals Marshall County Emergency Management Agency
	Develop public education programs detailing health and medical related information.	All Agencies
	Develop areas of multi-agency responses through written mutual aid agreements.	All Agencies
	Develop and maintain roster of Health and Medical leaders/supervisors, including shift change and staffing procedures.	All Agencies

√	<b>Preparedness Task</b>	<b>Resource</b>
	Develop and maintain Health and Medical manpower list, delineating specialized skills and certifications of personnel.	All Agencies
	Develop and maintain resource/equipment lists.	All Agencies
	Develop and maintain emergency communication system for Health and Medical agencies and medical facilities.	All Agencies
	Maintain personnel and equipment certifications.	All Agencies
	Develop and maintain contact notification lists with emergency contact information such as address, phone, cell, and facsimile numbers, and email.	All Agencies
	Obtain detailed maps of jurisdictions.	Marshall County Emergency Management Information Technology Systems Administrator
	Develop Standard Operating Procedures and guides to address identified potential health risks and threats. Such guides should outline in detail how, when and where needed activities would take place. i.e.: patient identification, tracking, diagnosis and discharge.	Marshall County Health Department Hospitals Emergency Medical Providers
	Ensure that copies of all necessary Health and Medical specific emergency manuals, plans, procedures and other reference materials are located at the Emergency Operations Center.	All Agencies
	Identify potential resources to handle a health emergency. i.e. doctors, nurses, pharmacists etc.	Marshall County Health Department Hospitals
	Identify procedures for requesting and receiving supplies for the National Pharmaceutical Stockpile	Marshall County Health Department
	Provide guidance on state and federal health and medical regulations.	Area Hospitals & Marshall County Health Department.
	Ensure agency representatives can access their respective agencies' information networks while in the Emergency Operations Center or in the field.	Information Technology Systems Administrator
	Develop and maintain specialized teams for response to specific hazards.	Agencies of Jurisdiction & Support Agencies
	Develop and maintain periodic tests for two forms of communications for alert/notification: hospital-	Marshall County Health Department

	to-hospital and emergency medical system to hospital.	Hospitals Emergency Service Providers
	Develop and maintain list of reportable diseases for people.	Marshall County Health Department.
	Have in place appropriate surveillance activities to detect reportable or unusual outbreaks of disease or other health related issues.	Marshall County Health Department Hospitals
	Identify the County Hospital's surge capacity and develop a plan of action for mutual aid from surrounding counties facilities	Hospitals
	Develop accurate up-to-date resource list of subject matter experts on health related issues. i.e.: Center for Disease Control, State Board of Health	Marshall County Health Department Hospitals
	Establish and maintain a 24 hour, 7 days a week emergency number for health related emergencies	Marshall County Health Department

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Assess scope, magnitude, extent and potential duration of incident.	Incident Command/Unified Command
	Collect information concerning Health and Medical field activities.	Incident Command/Unified Command
	Obtain status report on County activities, once in the Emergency Operation Center.	Emergency Management Agency
	Assist in the development of the incident action plan.	Incident Command/Unified Command General Staff and subordinates
	Provide technical assistance as requested.	All Agencies
	Support other Emergency Support Functions as needed.	All Agencies
	Provide hourly situation reports of Health & Medical activities to Emergency Operations Center supervisor.	Incident Command/Unified Command
	Attend meetings for periodic situation updates.	Incident Command/Unified Command General Staff and subordinates
	Document incoming and outgoing notifications.	All Agencies

√	<b>Response Task</b>	<b>Resource</b>
	Maintain record of actions taken.	Planning Section Chief or Incident Command
	Provide Public Information Officer to the Joint Information Center	Health Department Hospital
	Assess capabilities and needs of local Emergency Medical Service resources.	Incident Command/Unified Command
	Assist with efforts to determine treatment capabilities and bed space availability of hospitals, as needed	Logistics Section Chief Hospitals
	Coordinate requests for assistance with laboratory analysis.	Area Hospitals
	Coordinate with Indiana Hospital and Health Association if unable to handle a situation locally or if special equipment is needed.	Area Hospitals
	Process and prioritize requests for additional resources regarding disposition of remains.	Marshall County Coroner
	Provide mental health services/support for Emergency Operations Center staff during activations.	Area Hospitals, American Red Cross, and CISM Indiana
	Assist impacted jurisdictions or pertinent agencies as needed.	All Agencies
	Coordinate with other Incident Command or Logistics Section Chief for medical needs and sheltering sites.	Emergency Management Agency & American Red Cross
	Coordinate with Hazardous Materials, in set-up of portable decontamination system at the shelters, if necessary.	Hazardous Materials Team Fire Department American Red Cross
	Request State/Federal assistance/resources as needed.	Emergency Management Agency
	Interface with State/Federal personnel to coordinate the information and planning functions/activities, as needed.	Incident Command/Unified Command
	Implement the 24-hour, 7 day/week emergency number for use by the public	Marshall County Health Department

**Recovery**

√	<b>Recovery Task</b>	<b>Resource</b>
	Implement decontamination protocols with local fire departments and hazardous materials teams, as needed.	Hazardous Materials Team
	Ensure Health and Medical agencies' personnel have been decontaminated, where applicable.	Hazardous Materials Team Hospitals
	Collect and inventory all equipment used during incident.	Agencies of Jurisdiction
	Provide guidance on state and federal regulations.	Marshall County Health Department Indiana State Board of Health Center for Disease Control
	Monitor the health and recovery of first-responders.	All Responding Agencies & Hospitals
	Implement the Countywide network of psychological services available.	Area Hospitals American Red Cross Indiana State Division of Mental Health
	Assist in the determination of appropriate burial/disposition of deceased victims' remains.	Marshall County Coroner
	Coordinate with Resource Support, on resource accountability.	Logistics Section Chief Resource Unit Leader Incident Command
	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	Area Hospitals American Red Cross Indiana State Division of Mental Health
	Prepare appropriate After Action Reports.	All Agencies Involved
	Participate in Corrective Action Planning Meetings	All Agencies Involved

## Emergency Support Function # 9 Search & Rescue

**Primary Coordinating Agency:** Plymouth Fire Department

**Support Agencies:**

- ❑ Area Marshall County Fire Departments
- ❑ Marshall County Sheriff's Department
- ❑ City/Town Law Enforcement Agencies
- ❑ Marshall County Emergency Management Agency
- ❑ Area stand-alone search and rescue teams

Search and Rescue can be defined as the process of locating and removing victims of any type of emergency or disaster within Marshall County.

**Mitigation**

√	Mitigation Task	Resource
	Identify agencies within Marshall County capable of conducting search and rescue missions.	Marshall County Emergency Management
	Identify areas where public education programs describing search and rescue efforts are needed.	Emergency Management Agency Local Search and Rescue Teams
	Identify Search and Rescue leaders/supervisors and their shift change and staffing procedures for County Emergency Operations Center activation and field operations.	All Agencies
	Identify sources of hazard-specific needs, resources, and equipment.	Emergency Management Agency
	Identify requirements for Search and Rescue specific standard operating procedures, plans, and checklists for lead and support agencies.	Local Search and Rescue Teams
	Identify Search and Rescue specific training requirements.	Local Search and Rescue Teams
	Identify Personal Protection Equipment needs, sources, and potential funding sources	Local Search and Rescue Teams Emergency Management Agency

**Preparedness**

√	Preparedness Task	Resource
	Develop and maintain sections in Standard Operating Procedures/Guidelines and other plans and procedures necessary for Search and Rescue and its support agencies to operate efficiently.	Local Search and Rescue Teams
	Develop and conduct awareness training and exercise programs involving search and rescue issues.	Jurisdictional Agency & Emergency Management Agency
	Develop and maintain open communications with support agencies, ancillary or contract support services, and resource providers.	Emergency Management Agency
	Develop and maintain roster of Search and Rescue leaders/supervisors, including shift change and staffing procedures, for County Emergency Operations Center activation and field operations.	Local Search and Rescue Teams

√	<b>Preparedness Task</b>	<b>Resource</b>
	Develop and maintain a Search and Rescue manpower list, delineating specialized skills and certifications of personnel.	Local Search and Rescue Teams
	Develop and maintain resource/equipment lists.	Emergency Management Agency
	Develop and maintain contact notification lists with emergency contact information, including address, phone, cell, and facsimile numbers, and email.	Local Search and Rescue Team
	Obtain detailed maps of jurisdictions.	Emergency Management Agency Information Technology Systems Administrator
	Ensure that copies of all necessary Search and Rescue specific emergency manuals, plans, procedures and other reference materials are located at the Emergency Operations Center station and are available for Primary Response Agencies.	Local Search and Rescue Team
	Develop and maintain lists of hazard-specific resources and equipment.	Emergency Management Agency
	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the Emergency Operation Center or in the field.	Information Technology Systems Administrator
	Conduct training and exercises to meet the needs of the Search and Rescue teams in Marshall County	Local Emergency Management Agency

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Assess scope, magnitude, extent and potential duration of incident.	Incident Command/Unified Command
	Activate Search and Rescue and its personnel, based on incident assessment.	Incident Command/Unified Command
	Obtain status report on County activities, once in the Emergency Operation Center.	Emergency Management Agency
	Collect information concerning Search and Rescue field activities.	Operations Section Chief Incident Command/Unified Command
	Assist in the development of the incident action plan.	Incident Command/Unified Command General Staff and subordinates

√	<b>Response Task</b>	<b>Resource</b>
	Provide technical assistance resources as requested.	Search and Rescue Technical Specialist
	Support other Emergency Support Functions as needed.	All Agencies
	Provide periodic situation reports of Search and Rescue activities to Emergency Operation Center supervisor.	Incident Command/Unified Command
	Attend meetings for periodic situation updates.	Incident Command/Unified Command General Staff and subordinates
	Document and maintain records of actions taken.	Planning Section Chief Local Search and Rescue Teams
	Couple the search and recovery needs resulting from a local incident with the resources available in the area	Logistics Section Chief Emergency Management Agency
	Request State/Federal assistance/resources as needed.	Emergency Management Agency
	Interface with State/Federal personnel to coordinate the information and planning functions/activities, as needed.	Incident Command/Unified Command
	Maintain search and recovery function as needed for additional rescue attempts.	Operations Chief or Incident Command
	Identify need for medical attention of search and rescue personnel and animals.	Local Search and Rescue Team
	Coordinate with Health and Medical for triage and treatment of rescued victims or recovery of deceased victims	Local Search and Rescue Team Emergency Medical Service Coroner

**Recovery**

√	<b>Recovery Task</b>	<b>Resource</b>
	Deactivate Search and Rescue Teams when no longer needed	Incident Command/Unified Command
	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	Jurisdictional Agency
	Prepare and compile After-Action Reports for specific areas of responsibility.	All Agencies
	Participate in Corrective Action Planning Meetings	All Agencies

## Emergency Support Function # 13 Public Safety and Security

**Coordinating Agency:** Marshall County Sheriff's Department

**Support Agencies:**

- ❑ Area Marshall County Police Departments
- ❑ Marshall County Emergency Management Agency

This Emergency Support Function is defined as providing security and protection of the population, along with enforcing laws and ordinances of Marshall County.

The purpose is to effectively coordinate and support Law Enforcement operations within Marshall County during times of emergency or declared disaster. In addition to maintaining law and order, Law Enforcement's response to a major emergency may include a variety of tasks, using many of the resources Marshall County's Law Enforcement agencies have to offer.

Law Enforcement activities are a major part of Marshall County's response to an emergency or declared disaster. A Law Enforcement presence is essential to ensure a minimum of confusion and turmoil. Marshall County's Law Enforcement officials are responsible for enforcement of laws, traffic control, investigation of crimes and other public safety activities.

**Mitigation**

√	<b>Mitigation Task</b>	<b>Resource</b>
	Investigate new technology and procedures for use in completing Law Enforcement goals and objectives.	All Agencies
	Revise, update and establish in written format mutual aid agreements and memorandums of understanding with support agencies and ancillary or contract support services.	All Agencies
	Identify areas where public education programs addressing public safety are needed.	All Agencies
	Identify Law Enforcement leaders/supervisors and their shift change and staffing requirements for County Emergency Operations Center activation and field operations.	All Agencies
	Identify sources for hazard-specific needs, resources, and equipment, to include Personal Protective Equipment.	Sheriff's Department, Emergency Management Agency
	Identify the unique planning requirements necessary for special events.	All Agencies
	Identify Training Needs for Law Enforcement officers to better prepare them to respond to a disaster situation.	All Agencies

**Preparedness**

√	<b>Preparedness Task</b>	<b>Resource</b>
	Review, update and establish in written format all Standard Operating Procedures/Guidelines as well as other plans and procedures necessary for Law Enforcement and its support agencies to operate efficiently.	All Agencies
	Develop and conduct training for Law Enforcement lead and support agency personnel.	All Agencies
	Develop public education programs that address issues pertaining to public safety.	All Agencies
	Review, update and establish in written form all mutual aid agreements and memorandums of understanding with support agencies and other law enforcement agencies.	All Agencies

√	<b>Preparedness Task</b>	<b>Resource</b>
	Develop and maintain roster of Law Enforcement leaders/supervisors and shift change/staffing requirements for County Emergency Operation Center activation.	All Agencies
	Develop and maintain a Law Enforcement manpower list, delineating specialized skills of assigned personnel.	All Agencies
	Revise and update contact lists with essential information (address, phone, cell, and facsimile numbers, email) included.	All Agencies
	Obtain detailed maps of jurisdictions.	Emergency Management Agency Information Technology Systems Administrator
	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures and other reference materials are located at the County Emergency Operations Center station.	All Agencies
	Develop and maintain lists of hazard-specific resources and equipment, to include Personal Protective Equipment.	Emergency Management Agency
	Ensure that agency representatives can access their respective agencies' networks, if available, while in the County Emergency Operation Center or in the field.	Information Technology Systems Administrator
	Conduct exercises to test and evaluate the effectiveness of policies and procedures	All Agencies

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Assess scope, magnitude, extent and potential duration of incident.	Incident Command/Unified Command
	Request Emergency Operations Center be activated as needed or warranted	Incident Command/Unified Command
	Establish Perimeter and Security as needed	Incident Command/Unified Command
	Establish Staging Areas as needed	Incident Command/Unified Command

√	<b>Response Task</b>	<b>Resource</b>
	Establish communications link between Incident Command post and the Emergency Operations Center	Incident Command/Unified Command
	Obtain status report on County activities, once in Emergency Operation Center.	Emergency Management Agency
	Collect information concerning Law Enforcement field activities.	Planning Section Chief Incident Command/Unified command
	Assist in the development of the incident action plan.	Incident Command/Unified Command General Staff and subordinates
	Provide assistance as requested.	All Agencies
	Assist with evacuation notification.	All Agencies
	Provide hourly situation reports of Law Enforcement activities to Emergency Operation Center supervisor.	Incident Command/Unified Command
	Attend briefings for periodic situation updates.	All Agencies
	Provide on scene accountability of all personnel and equipment deployed through the Incident Management System	Operations Section Chief Incident Command
	Maintain record of actions taken.	Planning Section Chief or Incident Commander
	Provide Public Information officer to the Joint Information Center if requested	Elected Officials
	Coordinate investigations in accordance to agency responsibilities and procedures.	All Agencies
	Coordinate all activities relative to evacuation.	All Agencies
	Coordinate all activities relative to traffic control.	All Agencies
	Coordinate all requests pertaining to personnel and security.	All Agencies
	Request State/Federal assistance/resources as needed.	Emergency Management Agency
	Interface with State/Federal personnel to coordinate the information and planning functions/activities, as needed.	Incident Command/Unified Command

**Recovery**

√	<b>Recovery Task</b>	<b>Resource</b>
	Deactivate personnel and equipment when no longer needed	Incident Command/Unified Command
	Collect and inventory all equipment used during incident and ensure that the equipment has been decontaminated as required.	All Agencies
	Coordinate with Logistics Section Chief, on resource accountability.	All Agencies
	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Agencies
	Prepare and submit After-Action Report.	All Agencies
	Participate in Corrective Planning Committee Meetings	All Agencies

## Emergency Support Function # 4 Firefighting

**Coordinating Agency:** Plymouth Fire Department

**Support Agencies:**

- ❑ Marshall County area Fire Departments
- ❑ Marshall County Sheriff's Office
- ❑ City/Town Law Enforcement Agencies
- ❑ Marshall County Emergency Management Agency
- ❑ All Marshall County and Municipal Fire and or Building Inspectors

Firefighting is an integral part of any jurisdiction's Comprehensive Emergency Management Plan. Many firefighting organizations are the "first responders" to a variety of incidents, providing Fire, Rescue, and Emergency Medical Services to Marshall County.

The purpose of firefighting is to protect life and property, by minimizing the number of deaths, injuries, and the amount of property loss involving fire. Firefighting detects and suppresses wild land, rural, and urban fires resulting from, or occurring with an emergency or declared disaster.

Firefighting can range from a small incident such as a dumpster fire handled by one resource, to a large-scale incident such as a refinery fire handled by more than a dozen resources. Management of firefighting operations can become very complex, very quickly; they often may involve many resources from many different agencies and even from different jurisdictions. A fire, resulting from, or independent to, but occurring at the same time as a major disaster or declared emergency may place extraordinary demands on Marshall County's available resources and support systems.

**Mitigation**

√	<b>Mitigation Task</b>	<b>Resource</b>
	Review, update and establish in written format mutual aid agreements and memorandums of understanding with support agencies and ancillary or contract support services.	All Agencies
	Identify training needs of area fire departments	All Fire Departments
	Identify Firefighting leaders/supervisors and their shift change and staffing procedures for County Emergency Operations Center activation and field operations.	All Fire Departments
	Identify sources of hazard-specific needs, resources, and equipment.	All Agencies
	Identify requirements for Firefighting specific standard operating procedures, plans, and checklists for lead and support agencies.	All Fire Departments
	Identify areas where public education programs involving fire safety information is needed	All Fire Departments
	Establish Local fire codes to address fire hazards (i.e.: smoke detectors in buildings, open burning ordinance)	Elected Officials Building Inspectors/Code Enforcement
	Develop procedures for call out of mutual aid partners	All Fire Departments

**Preparedness**

√	<b>Preparedness Task</b>	<b>Resource</b>
	Review, update and establish in written format sections in Standard Operating Procedures/Guidelines and other plans and procedures necessary for Firefighting and its support agencies to operate efficiently.	All Fire Departments
	Develop and conduct training for Firefighting lead and support agency staff.	All Fire Departments
	Develop and maintain roster of Firefighting leaders/supervisors, including shift change and staffing procedures, for County Emergency Operations Center activation and field operations.	All Fire Departments
	Develop and maintain a Firefighting manpower list, delineating specialized skills of personnel.	All Fire Departments
	Develop and maintain mutual aid agreements and memorandums of understanding where needed.	All Agencies
	Develop public education programs involving fire safety.	All Fire Departments

√	<b>Preparedness Task</b>	<b>Resource</b>
	Develop and maintain contact notification lists including emergency contact information such as address, phone, cell, and facsimile numbers, and email.	All Agencies
	Obtain detailed maps of jurisdictions, counties, municipalities, etc.	Emergency Management Agency Information Technology Systems Administrator
	Ensure that copies of all necessary Firefighting specific emergency manuals, plans, procedures and other reference materials are located at the County Emergency Operations Center.	All Fire Departments
	Develop and maintain lists of hazard-specific resources and equipment.	All Agencies
	Provide guidance on County fire and building codes, rules, and regulations.	County and or Municipal Building Inspectors
	Ensure that agency representatives can access their respective agencies' networks, if available, while in the County Emergency Operation Center.	Information Technology Systems Administrator
	Conduct Fire Cod inspections/building inspections as permitted	Building/Code Enforcement Fire Departments

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Assess scope, magnitude and extent of incident. Determine extent of hazard remaining.	Incident Command/Unified Command
	Establish necessary Command and General Staff positions as needed.	Incident Command/Unified Command
	Identify initial objectives	Incident Command/Unified Command
	Assess the need for mutual aid and request if necessary	Incident Command/Unified Command
	Request activation of Emergency Management if incident is severe and requires additional resources	Incident Command/Unified Command
	Assist in the development of the incident action plan.	Incident Command/Unified Command
	Provide on scene accountability of all personnel by utilization of the Incident Command System	Incident Command/Unified Command
	Account for all resources at an incident sight	Command or Resource Unit leader (if established)

√	Response Task	Resource
	Provide assistance as needed	All Agencies
	Provide situation reports of Firefighting activities to Emergency Operation Center supervisor as required.	Incident Command/Unified Command
	Attend briefings for periodic situation updates.	All Agencies
	Maintain record of actions taken.	Planning Section Chief Incident Command
	Provide timely information to Public Information Officer for release	Incident Command/Unified Command
	Request State/Federal assistance/resources as needed.	Emergency Management Agency
	Provide guidance on County fire and building codes, rules, and regulations.	Fire and or Building Inspectors

**Recovery**

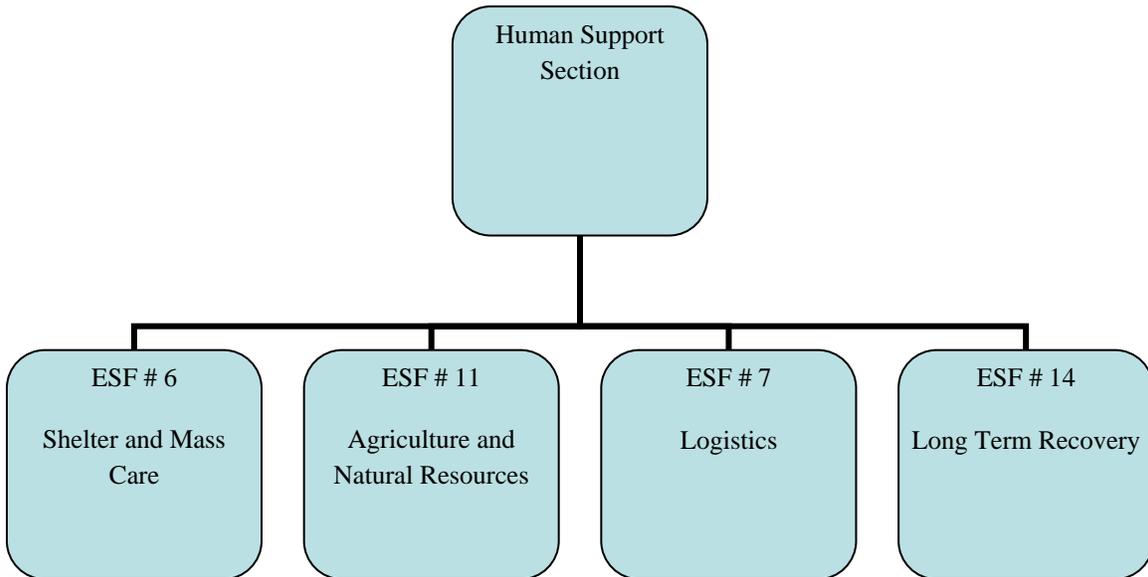
√	Recovery Task	Resource
	Deactivate personnel and equipment when no longer needed.	Planning Section Chief Incident Command
	Collect and inventory all equipment used during incident and determine need for decontamination and/or replacement.	All Agencies
	Provide guidance on fire and building codes, rules, and regulations.	Fire and or Building Inspectors
	Coordinate with Resource Support, on resource accountability.	All Agencies
	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Agencies
	Prepare appropriate After Action Reports.	All Agencies
	Participate in Corrective Action Planning Meetings	All Agencies

## HUMAN SUPPORT SECTION

The Human Support Section consists of the following Emergency Support Functions:

1. ESF # 6 - Shelter and Mass Care
2. ESF # 11 – Food and Water (Agriculture and Natural Resources)
3. ESF # 7 – Logistics
4. ESF # 14 – Long Term Recovery

These Emergency Support Functions directly support those agencies giving aid to victims in disasters and emergencies.



## Emergency Support Function # 13 Public Safety and Security

**Coordinating Agency:** Marshall County Sheriff's Department

**Support Agencies:**

- ❑ City/Town Law Enforcement Agencies
- ❑ Marshall County Highway Department
- ❑ Local Emergency Planning Committee
- ❑ Marshall County Emergency Management Agency
- ❑ All Municipal Utility Departments
- ❑ All Local School Corporations
- ❑ Indiana State Police

The purpose of this Emergency Support Function is to address problems, needs, tasks, and resources that require Evacuation of a portion of the population of Marshall County.

Evacuation is defined as the relocation of people to safe areas, when emergencies or threats necessitate such action.

As with other Emergency Support Functions, Evacuation may work with Transportation, Shelter/Mass Care, Resource Support, and other functions that Marshall County determines need to be working with Evacuation.

**Mitigation**

√	Mitigation Task	Resource
	Conduct a hazard assessment to identify potential causes that would necessitate an evacuation	Local Emergency Planning Committee All Agencies
	Identify areas where mutual aid agreements and memorandums of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	All Agencies
	Identify areas where public education programs detailing warning information are needed.	Emergency Management Agency
	Identify evacuation leaders/supervisors and their shift change and staffing procedures for County Emergency Operations Center activation and field operations.	All Agencies
	Identify Evacuation specific training requirements.	Emergency Management Agency
	Identify the need for policy, procedures and guidelines on carrying out an evacuation. i.e.: who has authority to request it, how is it communicated etc...	All Agencies

**Preparedness**

√	Preparedness Task	Resource
	Develop and maintain sections in Standard Operating Procedures/Guidelines and other plans and procedures necessary for evacuation and its support agencies to operate efficiently.	All Agencies
	Develop and conduct training and exercise programs for evacuation personnel.	Emergency Management Agency, Sheriff's Department
	Develop and maintain roster of evacuation leaders/supervisors, including shift change and staffing procedures, for County Emergency Operations Center activation and field operations.	All Agencies
	Develop and maintain evacuation manpower list, delineating specialized skills of personnel.	All Agencies
	Develop and maintain notification lists that include emergency (address, phone, cell, and facsimile numbers, email) information.	All Agencies
	Develop and maintain equipment lists.	All Agencies

√	<b>Preparedness Task</b>	<b>Resource</b>
	Maintain and update personnel and equipment certifications.	All Agencies
	Obtain detailed maps of County jurisdictions.	Emergency Management Agency Information Technology Systems Administrator
	Ensure that copies of all necessary evacuation emergency manuals, plans, procedures and other reference materials are located at evacuation position at the County Emergency Operations Center.	All Agencies
	Execute mutual aid agreements and memorandums of understanding with support agencies, ancillary or contract support services, and resources.	All Agencies
	Conduct Public Awareness training regarding evacuations. i.e.: when it will be necessary to leave and when sheltering in place will be sufficient, what items should be taken and what should be left behind.	Marshall County Emergency Management Agency
	Develop policies procedures and guidelines detailing how evacuations will be carried out and who has what responsibility.	Sheriff's Department City/Town Law Enforcement Agencies Marshall County Emergency Management Agency American Red Cross
	Develop policies, procedures and guidelines detailing how evacuation notices will be made. i.e.: media, door-to-door, weather alert radios, public address systems etc...	Sheriff's Department City/Town Law Enforcement Agencies Marshall County Emergency Management Agency
	Develop policy, plans, procedures for evacuation of critical facilities and special needs populations.	Hospitals Nursing Homes Schools Mental Health Facilities Sheriff's Department Marshall County Emergency Management Agency
	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the County Emergency Operation Center or in the field.	Information Technology Systems Administrator

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.	Incident Command/Unified Command
	If deemed necessary, initiate evacuation procedures I accordance with established policies, procedures and guidelines	Incident Command/Unified Command
	Establish requests for sheltering assistance	Incident Command/Unified Command
	Account for evacuated residents and those who refused to leave the area.	Incident Command/Unified Command
	Establish appropriate Command Structure as necessary	Incident Command/Unified Command
	Obtain status report on County activities, once in Emergency Operation Center	Emergency Management Agency
	Collect information concerning evacuation field activities.	Incident Command/Unified Command
	Assist in the development of the incident action plan.	Incident Command/Unified Command General Staff and subordinates
	Provide assistance as requested.	All Agencies
	Provide hourly situation reports of evacuation activities to Emergency Operation Center supervisor.	Incident Command/Unified Command
	Attend planning meetings	Incident Command/Unified Command General Staff
	Maintain record of actions taken.	Planning Section Chief Incident Command
	Request State/Federal assistance/resources as needed.	Emergency Management Agency
	Interface with State/Federal personnel to coordinate information and planning functions/activities, as needed.	Incident Command/Unified Command

**Recovery**

√	<b>Recovery Task</b>	<b>Resource</b>
	Coordinate with the Law Enforcement to assist local authorities in establishing checkpoints for re-entry to evacuated areas.	Incident Command/Unified Command
	Collect and inventory all equipment used during incident.	All Agencies
	Coordinate with Resource support, on resource accountability.	All Agencies
	Ensure that all staffs are properly debriefed, to include mental health debriefings if appropriate.	All Agencies
	Prepare appropriate After Action Reports.	All Agencies
	Participate in Corrective Action Planning Meetings	All Agencies

## **Emergency Support Function # 6 Shelter and Mass Care (Shelter Portion)**

**Coordinating Agency:** Marshall County Emergency Management Agency

**Support Agencies:**

- ❑ Marshall County Chapter American Red Cross
- ❑ Marshall County Sheriff's Office
- ❑ City/Town Law Enforcement Agencies
- ❑ Marshall County Health Department
- ❑ Nature's Way Animal Emergency Response Team
- ❑ Marshall County Highway Department

Shelter and Mass Care provides Marshall County with a method of coordinating assistance for shelter and providing mass care to persons relocated as a result of an emergency or disaster.

The purpose is to assure the essential relief needs of the public are met during emergencies and disasters. These needs may include: shelter, clothing, counseling services, services to special needs individuals and other service activities for persons and animals. In many cases organizations and groups will provide these services without an emergency or disaster declaration.

**Mitigation**

√	<b>Mitigation Task</b>	<b>Resource</b>
	Identify areas where public education programs detailing sheltering and mass care are needed. i.e.: putting together preparedness kits, sheltering in place, and what to bring and not bring to a shelter	Emergency Management Agency
	Identify shelter locations within Marshall County	American Red Cross
	Identify areas where mutual aid agreements and memorandums of understanding are needed with support agencies and ancillary or contract support services, and resource providers.	Emergency Management Agency American Red Cross Health Department
	Identify Emergency Shelter and Mass Care leaders/supervisors and their shift change and staffing procedures for County Emergency Operations Center activation and field operations.	American Red Cross & Emergency Management Agency
	Identify sources of hazard-specific needs, resources, and equipment.	All Agencies
	Identify requirements for Emergency Shelter and Mass Care specific standard operating procedures, plans, and checklists for lead and support agencies.	American Red Cross
	Identify Shelter and Mass Care specific training requirements for volunteers.	American Red Cross
	Identify shelter locations that will allow family pets	American Red Cross Emergency Management Agency

**Preparedness**

√	<b>Preparedness Task</b>	<b>Resource</b>
	Develop and maintain sections in Standard Operating Procedures/Guidelines and other plans and procedures necessary for Shelter and Mass Care and its support agencies to operate efficiently.	American Red Cross
	Develop and conduct awareness training and exercise programs involving shelter and mass care issues.	American Red Cross & Emergency Management Agency
	Develop and maintain a contact list of all agencies and organizations involved with Shelter and Mass Care during emergencies or disasters.	American Red Cross & Emergency Management Agency

√	<b>Preparedness Task</b>	<b>Resource</b>
	Develop and maintain a roster of Shelter and Mass Care leads/supervisors, including shift change and staffing procedures, for County Emergency Operations Center activation and field operations.	American Red Cross
	Develop and maintain a Shelter and Mass Care manpower list, delineating specialized skills of personnel for certifications.	American Red Cross
	Develop and maintain resource lists.	American Red Cross
	Develop and maintain notification lists that include emergency (address, phone, cell, and facsimile numbers, email) information.	American Red Cross & Emergency Management Agency
	Obtain detailed maps of jurisdictions.	Emergency Management Agency Information Technology Systems Administrator
	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures and other reference materials are located at the County Emergency Operations Center.	All Agencies
	Provide guidance on state and federal regulations.	American Red Cross
	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the County Emergency Operation Center or in the field.	American Red Cross & Emergency Management Agency
	Develop and maintain policy, procedures and guidelines for when, where and how shelters can be open and who can authorize them to be open. Distribute to first response organizations.	American Red Cross
	Develop aid agreements with suppliers in order to maintain shelter operations for extended periods of time.	American Red Cross
	Conduct training and exercises for volunteer staff that would be responsible for staffing a shelter and mass feeding location.	American Red Cross
	Coordinate with media for the releases of all information relating to public shelters and mass care facilities.	Public Information Officer
	Coordinate with animal care group to provide care and accountability of domestic animals	American Red Cross Nature's Way Volunteer Group
	Develop mutual aid agreements and/or policy agreements for counseling services at shelters	American Red Cross

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Assess scope, magnitude, extent and potential duration of incident.	Incident Command/Unified Command
	Request made in accordance with established policy, procedures and guidelines requesting shelter be opened	Incident Command/Unified Command
	Communications needs are evaluated to determine number and location of shelters and feeding centers. Contact is made with chosen sites and preparations are made to open. That information is relayed back to Incident Command.	Emergency Management Agency Red Cross
	Public Information is disseminated through media or by other available means informing the public of the location of open shelters.	Public Information Officer
	Evacuees are directed to shelter locations. Needed transportation requests and made available	Incident Command Emergency Management Schools
	Obtain status report on County activities, once in Emergency Operation Center.	Emergency Management Agency
	Assist in the development of the incident action plan.	Incident Command/Unified Command General Staff and subordinates
	Provide assistance as requested.	All Agencies
	Provide hourly situation reports of Shelter and Mass Care activities to the Emergency Operation Center supervisor.	Incident Command/Unified Command
	Attend meetings for periodic situation updates.	Incident Command/Unified Command General Staff and subordinates Elected Officials
	Maintain record of actions taken.	Planning Section Chief Incident Command
	Provide disaster welfare inquiries as requested.	American Red Cross
	Coordinate with Law Enforcement, on providing security for the shelters.	Incident Command/Unified Command
	Provide patient tracking assistance in hospitals, as needed.	Health Department Area Hospitals Red Cross

√	Response Task	Resource
	Assist in establishing alternative health care facilities staffed by health care professionals, as needed.	Health Department
	Provide public service messages regarding the use of disaster welfare inquiries services and other methods of making contact with missing friends/family, etc.	Public Information Officer for American Red Cross
	Coordinate with Public Information, in operating a public information hotline/helpline.	American Red Cross & Emergency Management Agency
	Provide crisis-counseling services, as needed.	American Red Cross
	Request State/Federal assistance/resources as needed.	American Red Cross, & Emergency Management Agency
	Interface with State/Federal personnel to coordinate the Emergency Support Function information and planning functions/activities, as needed.	Incident Command/Unified Command

**Recovery**

√	Recovery Task	Resource
	Shelter locations deactivated when no longer needed	Incident Command/Unified Command
	Collect all equipment used during incident.	American Red Cross
	Coordinate with Resource Support, on resource accountability.	American Red Cross
	Public Assistance Programs are explained to clients	Emergency Management Agency American Red Cross
	Provide crisis counseling as needed.	American Red Cross
	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Agencies
	Appropriate billings are forwarded for payment	American Red Cross Auditors Office
	Prepare appropriate After Action Reports.	All Agencies
	Participate in Corrective Action Planning Meetings	All Agencies

## **Emergency Support Function # 6 Shelter and Mass Care (Food & Water Portion)**

**Coordinating Agency:** Marshall County Emergency Management Agency

**Support Agencies:**

- ❑ Marshall County Chapter American Red Cross
- ❑ Local Volunteer Organizations
- ❑ Marshall County Sheriff's Office
- ❑ Marshall County Health Department
- ❑ Marshall County Sheriff's Department
- ❑ City/Town Law Enforcement Agencies

The Food and Water Emergency Support Function identifies procedures, systems and resources to provide meals and safe drinking water to residents and response personnel of Marshall County during an emergency or declared disaster.

This Emergency Support Function focuses on establishing facilities, equipment, and personnel to adequately feed large numbers of individuals for short and/or long periods of time. The plan addresses the need for multiple feeding sites and considerations such as special dietary needs.

**Mitigation**

√	Mitigation Task	Resource
	Identify areas where mutual aid agreements and memorandums of understanding are needed with support agencies and ancillary or contract support services, and resource providers.	American Red Cross Emergency Management Agency
	Identify facilities that can provide for food/water/ice storage, staging and/or distribution.	American Red Cross Emergency Management Agency
	Identify individual volunteers and volunteer groups/organizations that can support food & water activities.	American Red Cross
	Identify food & water leaders/supervisors and their shift change and staffing procedures for County Emergency Operations Center activation and field operations.	American Red Cross
	Identify plans and procedures necessary for assuring the safety of foodstuffs and drinking water.	American Red Cross & Health Department
	Identify facilities that could be used for cooking and serving hot meals to emergency workers and others.	American Red Cross
	Identify the need for “special diets” and assess food & water capability to provide these if necessary.	American Red Cross
	Identify requirements for food & water specific standard operating procedures, plans, and checklists for lead and support agencies.	American Red Cross
	Identify specific procedures that will be needed to properly document costs incurred due to food & water activities.	American Red Cross

**Preparedness**

√	Preparedness Task	Resource
	Execute aid agreements, where necessary, to procure the use of facilities that can provide food, water, ice, storage, staging and distribution	American Red Cross
	Develop and maintain sections in standard operating procedures, policies and guidelines outlining when, and how to activate and access emergency food and water and communicate that procedure with the first responders.	American Red Cross
	Develop standard operating procedures, policies and guidelines relevant to the preparation and delivery of food during a disaster.	American Red Cross

√	<b>Preparedness Task</b>	<b>Resource</b>
	Develop and conduct awareness training and exercise programs involving food and water issues.	American Red Cross & Emergency Management Agency
	Develop and maintain a contact list of all agencies, organizations and volunteers, including specialized skills of personnel that will support food & water.	American Red Cross
	Develop and maintain a roster of food & water leaders/supervisors, including shift change and staffing procedures, for County Emergency Operations Center activation and field operations.	American Red Cross
	Develop and maintain resource lists.	American Red Cross
	Develop and maintain notification lists that include emergency (address, phone, cell, and facsimile numbers, email) information.	American Red Cross &
	Ensure that copies of all food & water emergency plans, procedures and reference materials are located at the Emergency Operation Center	American Red Cross & Emergency Management Agency
	Develop a number of “special diets” that food & water will be able to provide if necessary.	American Red Cross
	Execute agreements, where necessary, to procure the use of facilities that can provide for food/water/ice storage, staging and/or distribution.	American Red Cross, & Emergency Management Agency
	Ensure that agency representatives can access their respective agencies’ information networks, if available, while in the Emergency Operation Center or in the field.	American Red Cross & Emergency Management Agency
	Develop and maintain relationships with cooperative extensions to provide additional resources where necessary.	American Red Cross & Emergency Management Agency
	Develop and maintain a list of tasks and responsibilities for feeding victims and emergency workers.	American Red Cross
	Coordinate with Public Information, to develop press releases containing information relating to feeding and distribution facilities.	American Red Cross & Emergency Management Agency
	Execute agreements with facilities, where necessary, that could be used for cooking and serving hot meals to emergency workers and others.	American Red Cross
	Execute agreements with private sector organizations that could provide resources, supplies and/or manpower in the event of an act of terrorism.	American Red Cross

√	<b>Preparedness Task</b>	<b>Resource</b>
	Train personnel/volunteers in specific procedures that will be needed to properly document costs incurred due to food & water activities.	American Red Cross
	Coordinate with Transportation to develop procedures for the transportation of food/water/ice and other supplies to shelters and feeding sites/facilities.	American Red Cross & Emergency Management Agency

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Assess scope, magnitude, extent and potential duration of incident.	Agency of Jurisdiction & Emergency Management Agency
	Activate food & water and its personnel/volunteers, based on incident assessment.	American Red Cross, Agency of Jurisdiction, & Emergency Management Agency
	Obtain status report on County activities, once in Emergency Operation Center	American Red Cross, Emergency Management Agency
	Collect information concerning food & water field activities.	American Red Cross
	Assist in the development of the incident action plan.	Emergency Management Agency
	Exercise agreements to procure the use of facilities that can provide for food/water/ice storage, staging and/or distribution during a terrorist event.	American Red Cross & Emergency Management Agency
	Exercise agreements and activate facilities that will be used for cooking and serving hot meals to emergency workers and others.	American Red Cross
	Prepare “special diets” where necessary.	American Red Cross
	Support other Emergency Support Functions as needed.	American Red Cross
	Provide hourly situation reports of food & water activities to the Emergency Operation Center supervisor.	American Red Cross
	Attend meetings for periodic situation updates.	All Agencies
	Maintain record of actions taken and costs incurred.	American Red Cross
	Coordinate with Law Enforcement, on providing security for feeding locations, warehouses and distribution locations.	Incident Command/Unified Command

√	<b>Response Task</b>	<b>Resource</b>
	Provide public service messages regarding the locations of public feeding and water/ice distribution sites.	Public Information Officer
	Coordinate with Public Information, in operating a public information hotline/helpline.	Joint Information Center
	Request State/Federal assistance/resources as needed.	Emergency Management American Red Cross
	Interface with State/Federal personnel to coordinate information and planning functions/activities, as needed.	Incident Command/Unified Command
	Implement procedures for the transportation of food/water/ice and other supplies to shelters and feeding sites/facilities.	Operations Section Chief Incident Command
	Implement security procedures for feeding locations, warehouses and distribution centers	Operations Section Chief Incident Command
	Establish communications link between food preparation and delivery sites and the Incident Command Post and or Emergency Operations Center	Incident Command/Unified Command

**Recovery**

√	<b>Recovery Task</b>	<b>Resource</b>
	Demobilize and shut down facilities when there is no demand for them.	Incident Command/Unified Command
	Collect all equipment used during incident.	All Agencies
	Coordinate with Logistics Section Chief on resource accountability and document costs incurred.	All Agencies
	Provide documentation of any costs incurred due to the use of facilities that provided for food/water/ice storage, staging and/or distribution.	American Red Cross All Agencies
	Provide documentation of all activities and costs associated with facilities that were used for cooking and serving hot meals to emergency workers and others.	American Red Cross All Agencies
	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All agencies
	Prepare appropriate After Action Reports.	All agencies
	Participate in Corrective Action Planning Meetings	All agencies

## Emergency Support Function # 11 Agriculture and Natural Resources

**Coordinating Agency:** Marshall County Emergency Management Agency

**Support Agencies:**

- ❑ Nature's Way Animal Emergency Response Team
- ❑ County Humane Society
- ❑ Local Area Veterinarians (volunteer veterinarians)
- ❑ Local Volunteers
- ❑ Marshall County Cooperative Extension Office
- ❑ Indiana State Board of Animal Health
- ❑ Marshall County Health Department
- ❑ Marshall County Sheriff's Department
- ❑ City/Town Law Enforcement Agencies

The Animal Health Emergency Support Function identifies procedures, systems and resources for the care of animals and assisting the state in Animal Disease Emergencies.

This function takes into consideration the care and health of farm animals, wild animals and household pets.

**Mitigation**

√	Mitigation Task	Resource
	Identify critical farm/breeding facilities and animal sites that may be vulnerable to disaster. Evaluate that vulnerability, and determine what mitigation actions could be taken to prevent or reduce those risks.	Marshall County Extension Office
	Monitor animal health and maintain for an extensive surveillance system that allow for accurate and timely reporting information on the health	Extension Agency Health Department Local Veterinarians State Board of Animal Health
	Identify potential needs for specified species of the animal population.	Extension Agency Local Veterinarians
	Identify resources that will respond to the needs of animals in emergency evacuation (i.e., housing).	Emergency Management Agency, Nature’s Way Volunteer Group
	Identify individuals, groups or organizations that can assist in response, and recovery.	Emergency Management Agency
	Identify educational needs for the public. Materials that discuss recognizing, reporting and preventing and animal diseases outbreak.	Extension Office
	Identify carcass disposal facilities/sites.	Emergency Management Agency Extension Agency
	Monitor animal health.	Humane Society Extension Agency Local Veterinarians
	Identify the need for security for affected areas, animal transport vehicles, and vehicles transport equipment and supplies	Extension Agency Sheriff’s Department City/Town Law Enforcement

**Preparedness**

√	Preparedness Task	Resource
	Develop and maintain (Animals in Disasters Response Plan) and supporting standard operating procedures for a joint animal care --- emergency management response to emergency or disaster situations.	All Agencies
	Coordinate and prepare mutual aid agreements, as appropriate.	All Agencies
	Develop and maintain roster of volunteers, including shift change and staffing procedures for activation and field agencies, and standard operating procedures to perform assigned tasks. Update at least annually.	Emergency Management Agency, Humane Society Extension Agency Local Veterinarians
	Develop and conduct training and education programs for animal response teams and other volunteers.	Emergency Management Agency Nature's Way Volunteer Group
	Locate provisions for sheltering of animals.	Nature's Way Volunteer Group Emergency Management
	Encourage pet owners to place clear identification on their animals.	Humane Society Local Veterinarians Extension Office
	Establish animal identification protocol for all species of unidentified animals.	Humane Society Extension Agency, Local Veterinarians
	Maintain and update the key contact list.	All agencies
	Develop and maintain relationships with Marshall County Purdue Extension Service to promote educational programs, and develop lists and maps of farms and producers in the area.	Emergency Management Agency
	Develop and maintain list of tasks and responsibilities for mass care of animals.	Extension Office Nature's Way Volunteer Group
	Coordinate with Red Cross plans and procedures regarding pets arriving at shelter (Red Cross mass care).	Red Cross Nature's Way Volunteer Group Emergency Management

**Preparedness**

√	<b>Preparedness Task</b>	<b>Resource</b>
	Maintain reportable diseases list.	Indiana State Board of Animal Health Extension Office
	Identify all sites that house/ maintain/produce animals. Provide information to BOAH/USDA by species and location.	Emergency Management Agency, Humane Society Extension Agency, Local Veterinarians

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Perform damage (injury) assessment of affected site.	Incident Command/Unified Command
	Activate needed personnel of Animal Response Team(s), based on incident assessment.	Incident Command/Unified Command Team Leader
	Coordinate and secure transportation, movement, shelter, identification, triage and treatment of animals.	Logistics Section Chief Emergency Management Agency
	Exercise agreements to procure use of facilities, equipment, and supplies.	Emergency Management Agency, Humane Society Extension Agency, Local Veterinarians
	Establish and maintain ongoing communication among support agencies and other organizations as needed to address any animal care issues.	Emergency Management Agency, Humane Society Extension Agency, Local Veterinarians, Emergency Response Agencies
	Communicate status of field activities to command center, Emergency Operations Center.	Incident Command/Unified Command
	Maintain record of actions taken.	Incident Command/Unified Command
	Document all incoming and outgoing communications.	All agencies
	Implement emergency public information and education programs regarding animal health emergency operations and issues.	Public Information Officers

√	<b>Response Task</b>	<b>Resource</b>
	Establish and maintain on-going communications among support agencies and other governmental agencies as needed to address any animal health issues.	All agencies

√	<b>Response Task</b>	<b>Resource</b>
	Assist state and federal regulatory agencies as needed.	All Agencies

**Recovery**

√	<b>Recovery Task</b>	<b>Resource</b>
	Collect, maintain, and inventory all equipment and resources used.	All Agencies
	Provide documentation of all transactions with private sector organizations that provided resources, supplies and/or manpower during the disaster event.	All Agencies
	Provide documentation of any costs incurred in the use of facilities for food, water, storage, staging and/or distribution.	All Agencies
	Assist with short term housing for displaced animals, if needed.	Emergency Management Agency Volunteer Groups Humane Society Extension Agency Local Veterinarians
	Assist, as needed, in identifying and implementing all appropriate state and federal programs, which directly assist impacted individuals.	Emergency Management Agency Humane Society Extension Agency Local Veterinarians
	Prepare appropriate After Action Reports.	All Agencies
	Participate in Corrective Action Planning Meetings	All Agencies

## Emergency Support Function # 7 Logistics

**Coordinating Agency:** Marshall County Emergency Management Agency

**Support Agencies:**

- ❑ All Marshall County Departments/Agencies
- ❑ Marshall County School Corporations
- ❑ American Red Cross
- ❑ Salvation Army
- ❑ Elected Officials
- ❑ Private Companies/Businesses

Resource Support assists in providing prompt and effective acquisition, distribution, and use of personnel, materials, and equipment for essential services needed in an emergency.

The purpose of Resource Support becomes clear when you stop and look at the larger picture of Emergency Management. Marshall County understands there is no one agency that can handle a major emergency or disaster alone. Indiana Code Title 10-14-3-10.6 provides for the acquisition of various resources during times of emergency.

**Mitigation**

√	<b>Mitigation Task</b>	<b>Resource</b>
	Identify requirements for Standard Operating Procedures/Guidelines or other plans and procedures that are required for leaders and support agencies.	All Agencies
	Identify new technology and procedures for utilization by Resource Support.	All Agencies
	Identify areas where mutual aid agreements and memorandums of understanding are needed.	All Agencies
	Identify Resource Support leaders/supervisors and their shift change and staffing requirements.	All Agencies
	Identify sources of hazard-specific needs, resources, and equipment.	All Agencies
	Provide assistance to support agencies in developing their plans and procedures.	All Agencies
	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for lead and support agencies.	All Agencies
	Identify Emergency Support Function specific training requirements.	All Agencies
	Identify potential resource staging areas.	All Agencies

**Preparedness**

√	<b>Preparedness Task</b>	<b>Resource</b>
	Develop Standard Operating Procedures/Guidelines	All Agencies
	Conduct training programs for Emergency Support Function Lead and Support Agency personnel that address resource acquisition, allocation, prioritization, and management.	Emergency Management Agency
	Develop mutual aid agreements and memorandums of understanding with support agencies and suppliers.	All Agencies Local Jurisdictions
	Develop roster of Emergency Support Function leads/supervisors as well as shift change, staffing requirements, and specialized skills.	All Agencies
	Develop staff contact notification lists with essential information (address, phone and facsimile numbers, e-mail) included.	All Agencies

√	<b>Preparedness Task</b>	<b>Resource</b>
	Obtain detailed maps of jurisdictions.	Emergency Management Agency Information Technology Systems Administrator
	Ensure that copies of all necessary emergency manuals, plans, procedures and other reference materials are located at respective Emergency Support Function station in the County Emergency Operations Center.	All Agencies
	Develop emergency purchasing procedures	Local Elected Officials
	Ensure that agency representatives can access required information networks, if available, while in the County Emergency Operations Center.	Information Technology Systems Administrator
	Develop procedures for utilization of staging areas.	All Agencies

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Establish communications link with Incident Command	All Agencies
	Receive resource request from Command	Logistics Chief Emergency Management
	Assist in the development of the incident action plan.	Incident Command/Unified Command General Staff Section Chiefs
	Provide situation reports of Resource Support activities to Emergency Operations Center supervisor as required.	Incident Command/Unified Command
	Attend briefings for periodic situation updates.	Incident Command/Unified Command General Staff and subordinates
	Document incoming and outgoing notifications.	All Agencies.
	Maintain record of actions taken.	Planning Section Chief or Incident Command
	Acquire resources when requested by agency and approved by Command	Logistics Chief Emergency Management
	Verify and prioritize resource requests.	Incident Command/Unified Command
	Contact suppliers and alert them of potential needs.	Logistics Chief Emergency Management Agency

√	<b>Response Task</b>	<b>Resource</b>
	Coordinate with Law Enforcement, to provide security for resources and personnel in staging and storage areas.	Operations Section Chief or Command Law Enforcement
	Implement emergency purchasing procedures.	Elected Officials.
	Prioritize and allocate resources in accordance with established procedures.	Incident Command/Unified Command
	Request State/Federal assistance/resources as needed.	Emergency Management Agency
	Activate staging areas as required.	Operations Section Chief or Command

**Recovery**

√	<b>Recovery Task</b>	<b>Resource</b>
	Execute procedures for demobilization of resources and equipment.	Planning Section Chief or Command
	Provide resource status and accountability updates as required.	Planning Section Chief or Command
	Prepare appropriate After Action Reports.	All Agencies
	Participate in Corrective Action Planning Meetings	All Agencies

## **Emergency Support Function # 14 Long Term Community Recovery**

**Coordinating Agency:** Marshall County Emergency Management Agency

**Support Agencies:**

- ❑ Marshall County Chapter American Red Cross
- ❑ Marshall County Volunteer Organizations Active in Disasters
- ❑ Marshall County Auditor

The Long Term Community Recovery Support Function has been established to provide a means of identifying, tracking, and ensuring that donations (either monetary or equipment and supplies) and volunteers are managed during an emergency or disaster.

**Mitigation**

√	Mitigation Task	Resource
	Identify facilities that can be used for storage and distribution for donated goods	Emergency Management Agency
	Identify volunteer planning program	Emergency Management Agency
	Identify private sector organizations that could provide resources, supplies and/or manpower.	Emergency Management Agency
	Identify areas where mutual aid agreements and memorandums of understanding are needed with support agencies and ancillary or contract support services, and resource providers.	All Agencies
	Identify facilities that can provide for donation storage, staging and/or distribution.	Emergency Management Agency
	Identify individual volunteers and volunteer groups/organizations.	Emergency Management Agency
	Identify specific procedures that will be needed to document properly costs incurred due to Food and Water Emergency Support Function activities	Emergency Management Agency
	Coordinate with Transportation Emergency Support Function and other support agencies/organizations regarding the identification and location of vehicles that may be necessary for the transport of donated goods.	Emergency Management Agency

**Preparedness**

√	Preparedness Task	Resource
	Develop and maintain relationships with cooperative extensions to provide additional resources where necessary.	American Red Cross
	Develop and maintain a list of tasks and responsibilities for feeding victims and emergency workers.	American Red Cross

**Response**

√	Response Task	Resource
	Request opening of storage facilities and staging areas.	Incident Command/Unified Command Operations Section Chief
	Contact Volunteers to provide assistance as requested by Incident Command/Unified Command	Emergency Management Agency

√	<b>Response Task</b>	<b>Resource</b>
	Coordinate with Information and Planning Emergency Support Function for types of volunteers needed.	Emergency Management Agency & Marshall County Volunteer Organizations Active in Disasters
	Coordinate with Public Information in order to provide instructions for non-solicited volunteers	Incident Command/Unified Command
	Execute Memorandum of agreements with private sector organizations, where necessary to provide resources, supplies and manpower	Emergency Management Agency

**Recovery**

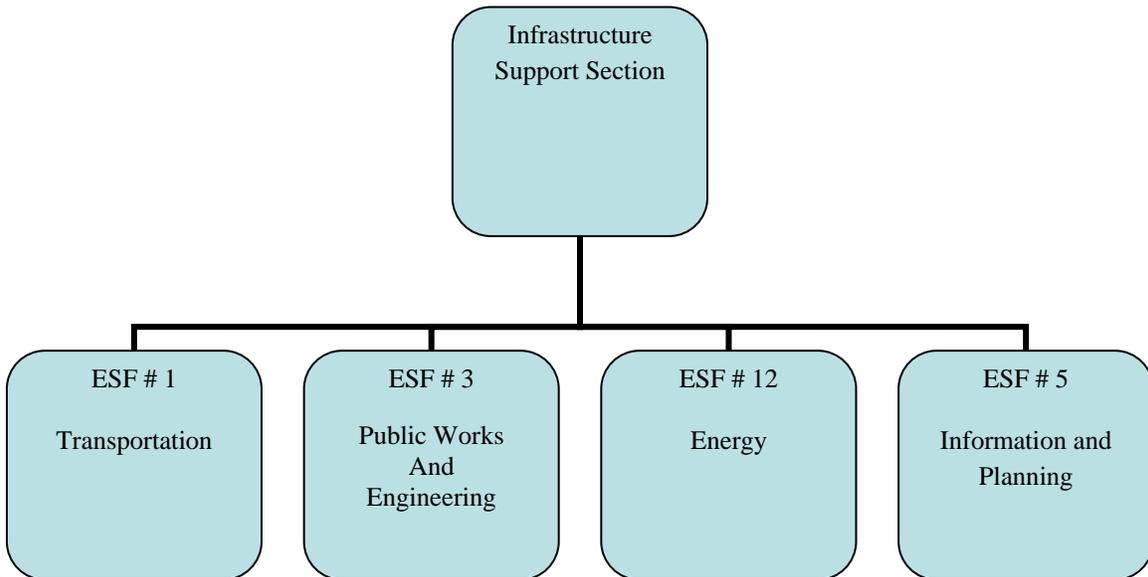
√	<b>Recovery Task</b>	<b>Resource</b>
	Coordinate with Logistics Section regarding resource accountability and document costs incurred	All Agencies
	Provide documentation of all transactions with private sector organizations that provided resources, supplies and/or manpower for the event	All Agencies
	Provide documentation of all volunteer activity including roster.	American Red Cross & Marshall County Volunteer Organizations Active in Disasters.
	Prepare appropriate After Action Reports	All Agencies
	Participate in After Action Planning Meetings	All Agencies

## INFRASTRUCTURE SUPPORT SECTION

The Infrastructure Support Section consists of the following Emergency Support Functions:

- ESF # 1 – Transportation
- ESF # 3 – Public Works and Engineering
- ESF # 12 – Energy
- ESF # 5 – Information and Planning

These Emergency Support Functions directly support the infrastructure and the mobility of the residents of Marshall County.



## Emergency Support Function # 5 Information and Planning

**Coordinating Agency:** Marshall County Emergency Management Agency

**Support Agencies:**

- ❑ Marshall County American Red Cross
- ❑ Marshall County Public Works' Agencies
- ❑ Marshall County Building Inspector
- ❑ City/Town Building Inspector/ Code Enforcement
- ❑ Local Utilities

Another essential function of Emergency Management includes the task of conducting damage assessment.

Damage Assessment provides a basis for determining the types of assistance needed and the assignment of resources to meet those needs. A Damage Assessment program should be formed, ready to implement as part of the mitigation phase of Emergency Management.

Assessment teams, composed of non-emergency personnel, must be selected, trained, and registered. A planned damage assessment procedure is essential for effective response and recovery operations. Damage Assessment may work with other Emergency Support Functions to accomplish its objective. Public Works and Engineering, External Affairs, Public Safety and Security, along with other Emergency Support Functions must all work together to resolve an emergency or declared disaster in Marshall County.

**Mitigation**

√	Mitigation Task	Resource
	Identify the need for specific policy, procedures and guidelines to address the issue of damage assessment and various assistance programs.	Emergency Management Agency
	Identify areas where mutual aid agreements and memorandums of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	All Agencies
	Identify areas where public education programs detailing damage assessment and State and Federal reimbursement procedures are needed.	Emergency Management Agency
	Identify damage assessment leaders/supervisors and their shift change and staffing procedures for the Emergency Operations Center activation and field operations.	All Agencies
	Identify training needs to meet the damage assistance mission requirements.	Emergency Management Agency
	Identify requirements for damage assessment specific standard operating procedures, plans, and checklists for lead and support agencies.	Emergency Management Agency
	Identify communication links between Incident Command Post and Damage Assessment Teams.	Incident Command/Unified Command Team Leaders
	Identify damage assessment team staffing patterns and equipment needs.	Emergency management Agency

**Preparedness**

√	Preparedness Task	Resource
	Develop and maintain sections in Standard Operating Procedures/Guidelines and other plans and procedures necessary for damage assessment and its support agencies to operate efficiently.	Emergency Management Agency
	Develop and conduct awareness training and exercise programs for damage assessment.	Emergency Management Agency
	Develop and conduct public education programs detailing damage assessment and State and Federal reimbursement procedures.	Emergency Management Agency
	Develop and maintain mutual aid agreements and memorandums of understanding with support agencies and ancillary or contract support services.	All Agencies

√	<b>Preparedness Task</b>	<b>Resource</b>
	Develop and maintain telephone directory of all damage assessment agencies, as well as other agencies that may be involved in an emergency situation, including directories for counties, municipalities, and Federal agencies with responsibilities under the Federal Response Plan.	Emergency Management Agency
	Develop and maintain roster of damage assessment leaders/supervisors and shift change/staffing procedures.	All Agencies
	Develop and maintain a damage assessment manpower list, delineating specialized skills and certifications of personnel.	All Agencies
	Develop and maintain equipment lists.	All Agencies
	Provide and maintain contact lists to include emergency notification information such as address, phone, cell, and facsimile numbers, and email.	All Agencies
	Obtain detailed maps of jurisdictions.	Emergency Management Agency Information Technology Systems Administrator
	Ensure that copies of all necessary damage assessment specific emergency manuals, plans, procedures and other reference materials are located at the Emergency Operations Center.	Emergency Management Agency
	Develop and maintain lists of hazard-specific resources and equipment.	All Agencies
	Provide guidance on state and federal regulations.	Emergency Management Agency
	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the Emergency Operation Center or in the field.	Information Technology Systems Administrator
	Ensure all damage assessment team members have been trained in how to properly conduct assigned tasks.	Emergency Management Agency

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Assess scope, magnitude, extent and potential duration of incident.	Incident Command/Unified Command
	Activate damage assessment teams	Incident Command

√	<b>Response Task</b>	<b>Resource</b>
	Obtain status report on County activities, once in Emergency Operation Center.	Emergency Management Agency
	Collect information concerning damage assessment field activities.	Incident Command/Unified Command
	Assist in the development of the incident action plan.	Incident Command/Unified Command
	Dispatch damage assessment personnel to appropriate field locations to conduct damage assessment activities when appropriate and safe to do so.	Incident Command/Unified Command Damage Assessment Team Leader(s)
	Support other Emergency Support Functions as needed.	All Agencies
	Provide hourly situation reports of damage assessment activities to the Emergency Operation Center supervisor.	Incident Command/Unified Command
	Attend meetings for periodic situation updates.	Incident Command/Unified Command General Staff and subordinates Elected Officials
	Document incoming and outgoing notifications.	All Agencies
	Maintain record of actions taken.	Incident Command/Unified Command
	Perform damage assessments at affected site(s).	Damage Assessment Teams Emergency Management Agency
	Send assessment reports to County Emergency Management Agency.	Damage Assessment Teams
	Request State/Federal assistance/resources as needed.	Emergency Management Agency
	Interface with State/Federal personnel to coordinate the information and planning functions/activities, as needed.	Incident Command/Unified Command
	Establish Public Information Officer position in order to provide information on Public Assistance. i.e.: when, where and how to apply	Incident Command/Unified Command Elected Officials Emergency Management Agency

**Recovery**

√	<b>Recovery Task</b>	<b>Resource</b>
	Deactivate Damage Assessment Teams when it is determined they are no longer needed.	Incident Command/Unified Command

√	<b>Recovery Task</b>	<b>Resource</b>
	Provide guidance on state and federal damage assessment activities and associated forms.	Emergency Management Agency
	Coordinate with Resource Management, on resource accountability.	All Agencies
	Ensure site damage assessments were sent to Emergency Operation Center.	Damage Assessment Team Leaders
	Continue to provide public assistance information until mission is complete. Provide guidance and direction on state and federal programs available to disaster victims.	Emergency Management Agency
	File all necessary reports.	Emergency Management Agency
	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Agencies
	Prepare appropriate After Action Reports.	All Agencies
	Participate in Corrective Action Planning Meetings	All Agencies

## Emergency Support Function # 1 Transportation

**Coordinating Agency:** Marshall County Highway Department

**Support Agencies:**

- ❑ All Municipal Street Departments
- ❑ Marshall County Sheriff's Department
- ❑ City/Town Law Enforcement
- ❑ Marshall County School Systems
- ❑ Marshall County Emergency Management Agency

The purpose of this Emergency Support Function is to identify procedures, systems and resources that will support and accommodate a variety of transportation operations.

To assist Marshall County's identification of the essential needs of transporting people, equipment, supplies, and material to and from disaster sites. In addition, transportation personnel may need to provide services to evacuation and other sites during an emergency or declared disaster.

**Mitigation**

√	Mitigation Task	Resource
	Assess the transportation resources of Marshall County.	All Agencies
	Identify areas where mutual aid agreements and memorandums of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	All Agencies
	Identify areas where public education programs detailing warning information are needed.	Emergency Management Agency
	Identify transportation leaders/supervisors and their shift change and staffing procedures for County Emergency Operations Center activation and field operations.	All Agencies
	Identify sources of hazard-specific needs, resources, and equipment.	All Agencies
	Identify requirements for transportation specific standard operating procedures, plans, and checklists for lead and support agencies.	All Agencies
	Identify transportation specific training requirements.	All Agencies
	Identify a need to establish critical supply routes. i.e.: routes to hospitals, power companies, fire stations, etc....	All Agencies

**Preparedness**

√	Preparedness Task	Resource
	Develop and maintain sections in Standard Operating Procedures/Guidelines and other plans and procedures necessary for transportation and its support agencies to operate efficiently.	Emergency Management Agency, County Highway Department
	Develop and conduct training and exercise programs for transportation personnel.	Emergency Management Agency, County Highway Department
	Develop and maintain roster of transportation leaders/supervisors, including shift change and staffing procedures, for County Emergency Operations Center activation and field operations.	All Agencies
	Develop and maintain transportation manpower list, delineating specialized skills of personnel.	All Agencies

√	<b>Preparedness Task</b>	<b>Resource</b>
	Develop and maintain notification lists that include emergency (address, phone, cell, and facsimile numbers, email) information.	All Agencies
	Develop and maintain equipment lists.	All Agencies
	Maintain and update personnel and equipment certifications.	All Agencies
	Obtain detailed maps of County jurisdictions.	Emergency Management Agency Information Technology Systems Administrator
	Ensure that copies of all necessary transportation emergency manuals, plans, procedures and other reference materials are located at transportation position at the County Emergency Operations Center.	All Agencies
	Execute mutual aid agreements and memorandums of understanding with support agencies, ancillary or contract support services, and resources.	All Agencies
	Provide assistance as needed.	All Agencies
	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the County Emergency Operation Center.	Information Technology Systems Administrator
	Develop policy, procedures and guidelines for the activation of transportation assets...	All Agencies
	Develop policy, procedures and guidelines for a communications link between Transportation Team Leaders and the Incident Command Post	Incident Command/Unified Command
	Establish predetermined critical supply routes to critical facilities. Prioritize those routes and establish how they will be	All Agencies
	Plan and map transport routes for supplies coming into affected and quarantined areas.	Emergency Management Agency
	Coordinate with Law Enforcement to develop procedures for enforcement of curfew or quarantine areas.	All Agencies

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.	Incident Command/Unified Command
	Request Activation of Transportation Assets	Incident Command/Unified Command
	Obtain status report on County activities, once in Emergency Operation Center.	Emergency Management Agency
	Assist in the development of the incident action plan.	Incident Command/Unified Command General Staff and subordinates
	Support other Emergency Support Functions as needed.	All Agencies
	Provide hourly situation reports of transportation activities to Emergency Operations Center supervisor.	Incident Command/Unified Command
	Attend meetings for periodic situation updates.	Incident Command/Unified Command General Staff and subordinates Elected Officials
	Document incoming and outgoing notifications.	All Agencies
	Maintain record of actions taken.	Incident Command/Unified Command
	Provide Public Information Officer to Joint Information Center	Incident Command/Unified Command Elected Officials
	Coordinate with Law Enforcement, and Public Works, to provide assistance in placing barricades, controlling traffic, etc., as needed.	Incident Command/Unified Command
	Coordinate with Law Enforcement, in assisting with building evacuations, as needed.	All Agencies
	Coordinate with local jurisdictions for the acquisition of transportation resources as requested by Incident Command/Unified Command	Logistics Section Chief Emergency Management Agency
	Coordinate with local jurisdictions for the acquisition of transportation materials and supplies as needed.	Logistics Section Chief Emergency Management Agency
	Provide transportation assistance for the evacuation of special needs population throughout the County, as needed.	All Agencies

√	<b>Response Task</b>	<b>Resource</b>
	Make requests for additional transportation resources, as needed.	Logistics Section Chief Emergency Management Agency
	Request State/Federal assistance/resources as needed.	Emergency Management Agency
	Interface with State/Federal personnel to coordinate transportation information and planning functions/activities, as needed.	Incident Command/Unified Command

**Recovery**

√	<b>Recovery Task</b>	<b>Resource</b>
	Deactivate transportation resources when their services are no longer needed.	Operations Section Chief Incident Command/Unified Command
	Coordinate with Logistics Section Chief on resource accountability.	All Agencies
	Ensure that all staffs are properly debriefed, to include mental health debriefings if appropriate.	All Agencies
	Prepare appropriate After Action Reports.	All Agencies
	Participate in Corrective Action Planning Meetings	All Agencies

## Emergency Support Function # 12 Energy

**Coordinating Agency:** Northern Indiana Public Service Company

**Support Agencies:**

- ❑ Marshall County Rural Electric Membership Corporation
- ❑ Town Operated Electric Utilities
- ❑ Marshall County Emergency Management Agency
- ❑ Marshall County Sheriff's Department
- ❑ City/Town Law Enforcement
- ❑ Marshall County Departments as needed

Energy provides service to Marshall County's energy systems following an interruption of service; this can be an everyday type of occurrence, or as a result of an emergency or declared disaster.

The purpose is to gather, assess, and share information regarding energy system damage and estimations on the impact of energy system outages within affected areas. Within the energy agencies are a variety of assets and resources that may be used in response to any event involving energy related problems.

Energy includes producing, refining, transporting, generating, transmitting, and conservation of energy, along with construction, and maintenance of energy systems and system components. Energy may also be involved in support of other Emergency Support Functions as a part of Marshall County's all-hazard planning concept.

**Mitigation**

√	Mitigation Task	Resource
	Investigate new technology and procedures for use in completing Energy goals and objectives.	All Agencies
	Identify areas where mutual aid agreements and memorandums of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	All Agencies
	Identify areas where public education programs detailing energy-related issues are needed.	All Agencies
	Identify Energy leaders/supervisors and their shift change and staffing procedures for County Emergency Operations Center activation and field operations.	All Agencies
	Identify sources of hazard-specific needs, resources, and equipment.	All Agencies
	Identify sources of energy needs, resources, and equipment.	All Agencies
	Identify requirements for Energy specific standard operating procedures, plans, and checklists for lead and support agencies.	All Agencies
	Identify Energy specific training requirements.	Northern Indiana Public Service Company, Marshall County Rural Electric Membership Corporation

**Preparedness**

√	Preparedness Task	Resource
	Develop and maintain sections in Standard Operating Procedures/Guidelines and other plans and procedures necessary for Energy and its support agencies to operate effectively.	All Agencies
	Develop and conduct public education forums related to energy issues during times of disaster. i.e.: handout materials, public service announcements, etc...	All Agencies
	Develop and maintain mutual aid agreements and memorandums of understanding for energy resources with support agencies and ancillary or contract support services.	All Agencies

√	<b>Preparedness Task</b>	<b>Resource</b>
	Develop and maintain roster of Energy leaders/supervisors and shift change/staffing procedures.	All Agencies
	Develop and maintain an Energy manpower list, delineating specialized skills and certifications of personnel.	All Agencies
	Develop and maintain resource lists.	All Agencies
	Develop and maintain a contact list of all agencies and organizations involved with Energy that contains emergency notification information such as address, phone, cell, and facsimile numbers, and email.	All Agencies
	Obtain detailed maps of jurisdictions.	Emergency Management Agency Local Emergency Planning Committee Information Technology Systems Administrator
	Ensure that copies of all necessary Energy emergency manuals, plans, procedures and reference materials are located at the Emergency Operations Center.	All Agencies
	Provide guidance on state and federal energy regulations.	Northern Indiana Public Service Company, Marshall County Rural Electric Membership Corporation
	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the County Emergency Operation Center.	Information Technology Systems Administrator
	Utilize the National Incident Management System components, including Incident Command	All Agencies
	Develop policy, procedures, and guidelines for the establishment of communications links between all t energy representatives in the field and the Incident Command Post.	All Agencies

**Response**

√	<b>Response Task</b>	<b>Resource</b>
	Assess scope, magnitude, extent and potential duration of incident.	Incident Command/Unified Command

√	<b>Response Task</b>	<b>Resource</b>
	Provide a representative to the Incident Command Post or Emergency Operations Center as needed	Northern Indiana Public Service Company Marshall County Rural Electric Membership Corporation
	Obtain status report on County activities, once in the Emergency Operation Center.	Emergency Management Agency
	Collect information concerning Energy field activities.	Incident Command/Unified Command
	Assist in the development of the incident action plan.	Incident Command/Unified Command General Staff and subordinates
	Support other Emergency Support Functions as needed.	All Agencies
	Provide hourly situation reports of Energy activities to Emergency Operation Center supervisor.	Incident Command/Unified Command
	Attend meetings for periodic situation updates.	Incident Command/Unified Command General Staff and subordinates Elected Officials
	Document incoming and outgoing notifications.	All Agencies
	Maintain record of actions taken.	Incident Command/Unified Command
	If Joint Information or Operations Center(s) are activated, send Energy representative to its location(s) if appropriate.	All Agencies
	Request State/Federal assistance/resources as needed.	Emergency Management Agency
	Interface with State/Federal personnel to coordinate the information and planning functions/activities, as needed.	Incident Command/Unified Command
	Provide a Public Information Officer to the Joint Information Center to inform the public of energy issues. i.e.: affected area, how long service may be interrupted etc....	All Agencies

**Recovery**

√	<b>Recovery Task</b>	<b>Resource</b>
	Deactivate response resources as needs are met and tasks completed	Incident Command/Unified Command

√	<b>Recovery Task</b>	<b>Resource</b>
		Operations Section Chief
	Coordinate with Logistics Section Chief on resource accountability.	All Agencies
	Implement procedures for restoring the responsibility of primary energy provider to providers in affected area(s).	All Agencies
	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Agencies
	Prepare appropriate After Action Reports.	All Agencies
	Participate in Corrective Action Planning Meetings	All Agencies

# Emergency Support Function # 3

## Public Works and Engineering

**Coordinating Agency:** Marshall County Emergency Management Agency

**Support Agencies:**

- ❑ City/Town Water and Waste Water Facilities
- ❑ City/Town Street Departments
- ❑ City/Town Engineers
- ❑ County/City Building Inspectors
- ❑ Marshall County Health Department
- ❑ All City and County Building Inspectors
- ❑ Local Planning Commissions
- ❑ Marshall County Surveyor

Public Works and Engineering provides technical advice and evaluation, engineering services, contracting for construction management and inspection, contracting for the emergency repair of water and wastewater treatment facilities, potable water and ice, emergency power, and real estate support.

Public Works and Engineering may assist Marshall County in meeting goals related to lifesaving and life-sustaining actions, damage mitigation, and recovery activities following a major disaster or emergency. Public Works and Engineering can provide support to supplement Marshall County's response following an emergency or declared disaster with activation of Marshall County's Comprehensive Emergency Management Plan.

Public Works and Engineering will need to work with other Emergency Support Functions to help Marshall County respond to or recover from an emergency or declared disaster.

With all Emergency Services Functions, it is important to confer with and involve all agencies, departments and other organizations within Marshall County that might have a role in meeting the needs that might be required to assist in solving the problem.

### Mitigation

√	Mitigation Task	Resource
	Develop and implement ordinances pertaining to building codes, land use area, and other relevant infrastructure development. i.e.: building designs, road and bridge design, easement requirements	Local Planning Departments Elected Officials City/Town Engineers
	Identify areas where mutual aid agreements and memorandums of understanding are needed with support agencies, ancillary or contract support services, and resource providers.	County Highway Department, Emergency Management Agency
	Identify the need for policy, procedures, and guidelines to be used during times of disaster to provide technical advice, evaluations and engineering services to Incident Commander(s) and Government leaders	All Agencies
	Identify Public Works & Engineering leaders/supervisors and their shift change and staffing procedures for County Emergency Operations Center activation and field operations.	All Agencies
	Identify sources of hazard-specific needs, resources, and equipment.	All Agencies
	Inspect levees and dams throughout the County on an annual basis.	County Highway Department
	Inspect bridges throughout the County on a biannual basis.	County Highway Department
	Identify requirements for Public Works & Engineering specific standard operating procedures, plans, and checklists for lead and support agencies.	All Agencies
	Identify Public Works/Engineering specific training requirements.	All Agencies

### Preparedness

√	Preparedness Task	Resource
	Develop and maintain sections in Standard Operating Procedures/Guidelines and other plans and procedures necessary for Public Works & Engineering and its support agencies to operate efficiently.	All Agencies
	Develop and maintain roster of Public Works & Engineering leaders/supervisors and shift change/staffing procedures.	All Agencies
	Develop and maintain a Public Works & Engineering manpower list, delineating specialized skills and certifications of personnel.	All Agencies

√	<b>Preparedness Task</b>	<b>Resource</b>
	Develop and maintain equipment and resource lists.	All Agencies
	Develop and maintain contact notification and call down lists, including emergency contact information such as address, phone, cell, and facsimile numbers, and email.	All Agencies
	Obtain detailed maps of jurisdictions.	Emergency Management Agency Local Emergency Planning Committee Information Technology Systems Administrator
	Ensure that copies of all necessary Public Works & Engineering emergency manuals, plans, procedures and other reference materials are located at the County Emergency Operations Center.	All Agencies
	Provide guidance on state and federal Public Works regulations.	County Highway Department, Emergency Management Agency
	Ensure that agency representatives can access their respective agencies' information networks, if available, while in the County Emergency Operation Center.	Information Technology Systems Administrator
	Ensure that provisions for backup power for lift stations have been made.	All Agencies
	Develop communications policy, procedures, and guidelines and protocols between Incident Command Post or Emergency Operations Center and Public Works and Engineering representatives in the field	All Agencies

### Response

√	<b>Response Task</b>	<b>Resource</b>
	Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.	Incident Command/Unified Command
	Request Public Works and Engineering resources as needed	Incident Command/Unified Command
	Deploy necessary resources as requested. Account for and record all requests and how they were met	All Agencies
	Conduct needed evaluation and inspections, (buildings, roads, bridges, dams) relaying technical advice to the appropriate parties. i.e.: Incident Command, Elected Officials	County/City/Town Engineers City/Town Public Works County Highway Department
	Obtain status report on County activities, once in Emergency Operations Center.	Emergency Management Agency

√	<b>Response Task</b>	<b>Resource</b>
	Collect information concerning Public Works & Engineering field activities.	Incident Command/Unified Command
	Assist in the development of the incident action plan.	Incident Command/Unified Command General Staff and subordinates
	Provide traffic control resources to Law Enforcement, as needed.	All Agencies
	Coordinate with Law Enforcement, on the decision to close roads or establish detours.	Incident Command/Unified Command
	In the event of evacuation coordinate with Transportation for preplanned or new routes.	All Agencies
	Provide engineering expertise, equipment, contractors and contract equipment, traffic control, and barricades, as needed.	All Agencies
	Secure dump trucks for use in an emergency, as needed.	All Agencies
	Assist in clearing roads and bridges where necessary.	All Agencies
	Provide chainsaw crews and loader/dump truck crews for debris removal and road clearing.	All Agencies
	Support other Emergency Support Functions as required.	All Agencies
	Provide hourly situation reports of Public Works & Engineering activities to the Emergency Operation Center supervisor.	Incident Command/Unified Command
	Attend meetings for periodic situation updates.	Incident Command/Unified Command General Staff and subordinates Elected Officials
	Document incoming and outgoing notifications.	All Agencies
	Maintain record of actions taken.	Incident Command/Unified Command
	Request State/Federal assistance/resources as needed.	Emergency Management Agency
	Interface with State/Federal personnel to coordinate the information and planning functions/activities, as needed.	Incident Command/Unified Command

**Recovery**

√	<b>Recovery Task</b>	<b>Resource</b>
	Deactivate resources no longer needed	Incident Command/Unified Command Operations Section Chief
	Inspect all critical infrastructure systems for structural integrity after a disaster. i.e.: bridges, roads, dams, waste water treatment facilities, water towers, etc....	All Agencies
	Provide documentation and reports to Incident Commander for inclusion in final report	All Agencies
	Coordinate with Logistics Section Chief regarding accountability of resources used during the event...	All Agencies
	Prepare appropriate After Action Report	All Agencies
	Participate in Corrective Action Planning Meetings	All Agencies

√	<b>Recovery Task</b>	<b>Resource</b>
	Coordinate with Resource Support, on resource accountability.	All Agencies
	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Agencies
	Prepare appropriate After Action Reports.	All Agencies