Evacuation Emergency Support Function

Primary Coordinating Agency: South Bend Police Department

Support Agencies:

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

Mitigation

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

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

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain a roster of Evacuation Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	St. Joseph County Emergency Management Agency & All Support Agencies
2	Develop and maintain mutual aid agreements and memoranda of understanding where needed.	Resource Support Emergency Support Function & All Support Agencies
3	Obtain detailed maps of County jurisdictions.	Information and Planning & Transportation Emergency Support Functions & St. Joseph County Geographic Information System
4	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures, and other reference materials are located at the respective Emergency Support Function station in the County Emergency Operations Center.	St. Joseph County Emergency Management Agency & All Support Agencies

√	**Preparedness Task**	**Resource**
5	Develop and maintain lists of hazard-specific resources and equipment.	Resource Support Emergency Support Function & All Support Agencies
6	Ensure that agency representatives can access their respective agencies' networks, if available, while in the County Emergency Operations Center.	Communications and Warning Emergency Support Function & St. Joseph County Emergency Management Agency
7	Develop and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Evacuation Emergency Support Function and its support agencies to operate efficiently.	Communications and Warning, Law Enforcement, Firefighting, Transportation, Shelter and Mass Care, & Resource Support Emergency Support Functions
	For biological attack:	
8	Implement appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities

Response

√	**Response Task**	**Resource**
1	Obtain status report on St. Joseph County activities, once in the Emergency Operations Center.	Information and Planning Emergency Support Function
2	Identify and coordinate additional resources, as needed, in support of local field operations.	Resource Support Emergency Support Function & All Support Agencies
3	Assist in the development of an incident action plan.	Information and Planning Emergency Support Function
4	Provide situation reports of Emergency Support Function activities to the Emergency Operations Center supervisor as required.	Information and Planning, Transportation, Law Enforcement, Firefighting, & Shelter and Mass Care Emergency Support Functions & All Support Agencies

√	**Response Task**	**Resource**
5	Attend briefings for periodic situation updates.	Information and Planning, Transportation, Law Enforcement, Firefighting, & Shelter and Mass Care Emergency Support Functions & All Support Agencies
6	Document incoming and outgoing communications.	Communications and Warning & Resource Support Emergency Support Functions & All Support Agencies
7	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management, Contracted Employee Assistance Programs
8	Maintain record of actions taken.	All Support Agencies & Information and Planning Emergency Support Function
9	If Joint Operations Center is activated, send Emergency Support Function representative to that location if appropriate.	Public Information, Law Enforcement, Firefighting, Shelter and Mass Care, & Transportation Emergency Support Functions
10	Request State and Federal assistance/resources as needed.	Resource Support Emergency Support Function & St. Joseph County Emergency Management Agency
11	Coordinate with the Law Enforcement and Firefighting Emergency Support Functions in assisting with building evacuations, as needed.	Transportation & Shelter and Mass Care Emergency Support Functions
12	Coordinate with local jurisdictions for the acquisition of transportation resources, as needed, in the event of the evacuation of jails.	Law Enforcement & Transportation Emergency Support Functions
13	Provide transportation assistance for the evacuation of special needs population throughout the County as needed.	Transportation, Shelter and Mass Care, & Health and Medical Emergency Support Functions
	Considerations for conventional attack:	

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

Recovery

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

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