

# **BROWN COUNTY Comprehensive Emergency Management Plan**



*This information is being provided for reference purposes only. Careful examination, prioritization and research must go into the development, implementation and distribution of any plans created by a local jurisdiction. IDHS makes no assertions that by following or using this planning model a perfect response to emergency or disaster is practical or possible.*

**Board of Commissioners  
County Courthouse  
Town of Nashville, Indiana  
47448**

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## **Memorandum**

To: Brown County Public Safety Agencies, Partners and Stakeholders

From: Brown County Board of Commissioners

Date: June 3, 2010

Re: Promulgation of the Brown County Comprehensive Emergency Management Plan

Brown County faces the threat of disasters and emergencies. To this end, government, at all levels, has a responsibility for the health, safety and general welfare of its citizens.

It has been proven normal day-to-day procedures are sometimes not sufficient for effective disaster response, as extraordinary measures have to be implemented quickly if loss of life and property is to be kept to a minimum. The Brown County Comprehensive Emergency Management Plan (CEMP) considers key actions necessary to meet the challenges of emergency and disaster situations.

In keeping with **Indiana Code 10-14-3**, local jurisdictions are required to develop and keep current an emergency operations plan. The Brown County CEMP is the specified document and satisfies this requirement.

The Brown County CEMP shall outline the necessary steps for local government and emergency partners to:

- Fully understand their responsibilities as outlined by the document
- Support activities related to the protection of personnel, equipment and critical public records during times of disaster.
- Ensure the continuity of essential services which may be needed during and after disasters.
- Build and foster strong relationships and collaboration with agencies, departments, and personnel to build an effective emergency management system within Brown County.

Brown County Emergency Management Agency has been designated as the primary agency responsible for the coordination and preparation of the CEMP. It shall be consistent with the [National Response Framework](#), the [National Incident Management System](#), as well as other key state and federal policies and standards.

This plan is effective \_\_\_\_\_

\_\_\_\_\_  
James W. Austin  
Brown County Commissioner

\_\_\_\_\_  
Darrell Kent  
Brown County Commissioner

\_\_\_\_\_  
Mary Fouch  
Brown County Commissioner

## **Letter of Agreement**

The Brown County Comprehensive Emergency Management Plan (CEMP) establishes the basis for coordinating emergency activities for those areas within the county impacted by a disaster or emergency requiring supplemental assistance. The CEMP assumes a disaster or emergency overwhelms the capability of these areas and establishes the necessary protocols for seeking additional state or federal assistance should the event overwhelm county resources.

The CEMP covers all four phases of emergency management: mitigation, preparedness, response and recovery. The CEMP also makes considerations for homeland security issues by directing personnel and resources towards prevention and protection activities. The CEMP is in a checklist format, which requires all county agencies to develop and implement standard operating procedures. These procedures will define and express how tasks, functions and activities will be accomplished in the CEMP. These procedures may be administrative, routine or tactical in nature.

The CEMP uses the Emergency Support Functions concept. Emergency Support Functions are groups of agencies/departments with similar missions, training, activities and resources. These groups are organized in this fashion for ease of direction, control, and coordination before, during and after major events. For example, county agencies with public health and medical responsibilities are grouped into Emergency Support Function #8 – Public Health and Medical Services. Each county agency is grouped into one or more of these Emergency Support Functions. In addition, each Emergency Support Function has an agency assigned as the primary agency with other agencies as support agencies.

The following departments and agencies agree to support the CEMP and to carry out their assigned functional responsibilities. Additional agencies not directly identified in the CEMP may also be called upon to support facilities, equipment, personnel or other resource needs during a county response to an emergency or disaster.

In preparation for such event, county agencies further agree to support ongoing emergency planning efforts to include public safety and specialized training, ongoing maintenance and evaluation of the CEMP, as well as participating in an exercise program to ensure continual validation of the county CEMP.

**Brown County CEMP**

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Dallas A. Kelp  
Brown County EMA

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Robert E. Stogsdill  
Brown County Sheriff

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Stephanie Loerzel  
Nashville Town Marshal

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Kay Followell  
Brown County 911 Coordinator

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Dr. Paul Page  
Brown County Health Department

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Claude Presseau  
Brown County Highway

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Kurt Young  
Brown County Attorney

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Mari H. Miller  
Brown County Auditor

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David Shafer  
Brown County School Corporation

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Mary Ellen Anable  
Bartholomew/Brown County Red Cross

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Dallas A. Kelp  
Brown County VFD

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Vernon McGaha  
Cordry Sweetwater VFD

**Brown County CEMP**

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Corina Armstrong

Fruitdale VFD

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Arlan Pierce

Hamblen TWP. VFD

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Glen Elmore

Jackson TWP. VFD

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John Ward

Van Buren TWP. VFD

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Robert Roudebush

Brown County EMT Association

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Roger Kelso

Town of Nashville

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## **I. Introduction**

### **A. Mission**

This mission of the Brown County Comprehensive Emergency Management Plan (CEMP) is to coordinate emergency management and public safety activities to protect the people, property, economy and the environment of the county.

### **B. Purpose**

The purpose of the CEMP is to be the comprehensive framework for county-wide mitigation, preparedness, response, and recovery activities.

The CEMP considers the direct coordination and support from county agencies, departments and other organizations activated during emergency or disasters. This plan is the disaster emergency plan as mandated by Indiana Code 10-14-3-17 (h).

This plan replaces the Brown County Comprehensive Emergency Management Plan promulgated **January 10, 2005**.

### **C. Scope**

The CEMP shall address all hazards which may occur in Brown County as described in the County Hazard Analysis conducted in **2009**. All-hazards planning ensures coordination is accomplished for identified emergency situations and assigns common tasks and those responsible for each task.

The CEMP clearly explains Brown County's ability to prepare for, respond to, and recover from disasters/emergencies and also provides for:

1. A comprehensive general framework for the effective use of government, private sector and volunteer resources.
2. An outline for local government responsibilities in relation to federal and state disaster assistance programs and applicable disaster laws.

### **D. Situation and Assumptions**

#### **1. Situation**

Many hazards threaten Brown County which may cause emergencies and disasters in all or part of the jurisdiction. Specific characteristics, such as population distribution, land development, weather patterns and topography all promote unique challenges for managing emergencies and disasters.

Brown County has the following unique attributes:

- a) Brown County is located in the south-central portion of the State of Indiana.
- b) According to an estimate in 2008 from the U.S. Census Bureau, Brown County has a population of approximately 15,000 people.
- c) Brown County has three State Highway's dissecting the County. State Road 46 runs East to West through the central part of the County. State Road 135 runs North to south through the central part of the County. State Road 45 runs from East to West from State road 135 to the Monroe/Brown County line. CSX operates one rail line through Brown County. It dissects the County from Northeast to Southwest. There are no major waterways in the county used for commercial or business enterprise.
- d) The majority of land use in Brown County is forest and residential. Tourism is promoted as the local industry.
- e) Brown County has an economic impact extending beyond its borders, encompassing incoming travel from the tourism industry, acting as a critical link in the pipeline distribution of natural gas and fuel, and the distribution of goods and services within Indiana and to other states in the mid-west and beyond.

## 2. Key Planning Assumptions

In order for successful preparedness and response operations to take place, the following key assumptions are listed as a means to gauge participation and support provided by stakeholders at all levels of government:

- a) Brown County and each of its municipalities have capabilities including manpower, equipment, supplies, and skills to ensure the preservation of lives and property in the event of an emergency or disaster.
- b) Brown County will exhaust all local resources and capabilities, including mutual aid, before requesting assistance from the Indiana Department of Homeland Security (IDHS).
- c) Brown County is one of the counties that comprise Indiana Department of Homeland Security District 8. Indiana has established a total of ten districts and has assigned a District Coordinator to each. The District Coordinator may be called upon for consultation and assistance, as well as act as the direct link between Brown County and the State's Emergency Operations Center (SEOC).

- d) Brown County Emergency Management Agency will administer the emergency management program for the county and will coordinate operations during an emergency situation. The Brown County EOC will act as the central point of communication and direction for local public safety personnel.
- e) Brown County may seek additional resources through mutual aid, pre-establishing such agreements with those entities having the capability and resources to assistance in mission essential tasks. The County may also utilize the statewide mutual aid agreement as outlined in Indiana Code 10-14-3-10.6.
- f) Subject to appropriate declarations made by Brown County and the State of Indiana, the federal government may provide funds and assistance to the county if impacted by an emergency or disaster. Federal assistance will be requested when disaster relief requirements exceed those of Brown County and the State of Indiana.
- g) Coordination and collaboration with all applicable state and federal agencies who render assistance will be given to ensure an expedited response and recovery process.
- h) Training, exercise and evaluation of essential county agencies and departments will be an ongoing priority to ensure the effective use or resources and personnel activated during response operations.

### 3. Target Capabilities

The U.S. Department of Homeland Security developed the Target Capabilities List (TCL) as a guide for state and local public safety programs to evaluate their ability to prepare for and respond to significant events. The State of Indiana and in turn, Brown County, has integrated the use of the TCL in overall planning, training and exercise activities.

The TCL comprises 37 capabilities which address response functions, immediate recovery, selected prevention and protection mission areas, as well as common tasks such as planning and communications in support of all phases of emergency management.

## **E. Organization**

The Brown County CEMP is comprised of the Basic Plan and supplemental information is integrated through four types of support annexes:

### **1. Emergency Support Function (ESF) Annexes**

This section defines the emergency support function structure, including primary and support agencies, and includes tasks in a checklist format covering the four phases of emergency management. These ESFs directly correspond to those found in the National Response Framework and the Indiana State Comprehensive Emergency Management Plan. Documents or plans developed by agencies or departments that directly correspond to specific ESFs will constitute as an appendix to those ESFs.

### **2. Planning Support Annexes**

This section provides summaries of documents created as reference or guidance tools for the various for those agencies and departments with roles in the CEMP. These documents examine, in depth, activities which go beyond all-hazard planning by providing a closer examination of tasks, resources and capabilities that support overall preparedness and response.

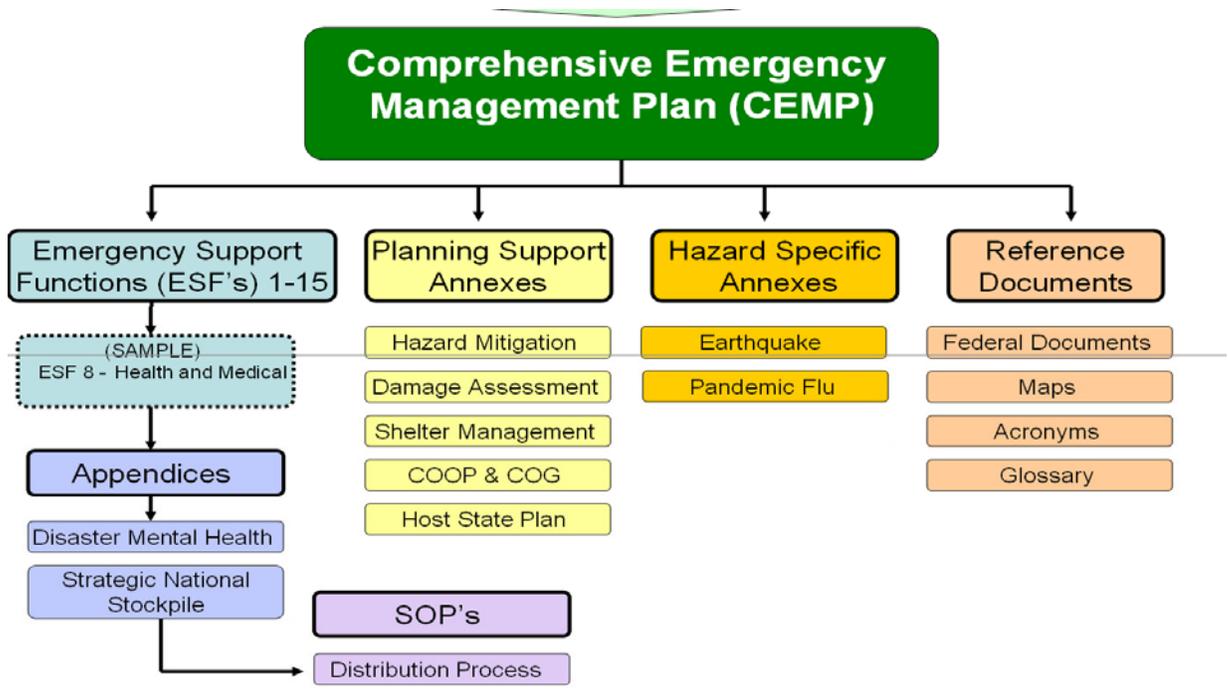
### **3. Hazard-Specific Planning Annexes**

This section describes the State's preparedness and response activities as they related to specific hazards. These planning elements are integrated into the CEMP to enhance the county's overall emergency planning capabilities.

### **4. Reference Annexes**

This section provides additional materials and information such as definitions, acronyms and diagrams which provide a better understanding of the overall CEMP and its various sections.

Appendices are additional documents that may be developed to support a given annex. Standard operating procedures (SOPs) and guides (SOGs), as well as other essential information are incorporated into the CEMP through their corresponding annex and/or appendix (Figure 1).



**Figure 1: CEMP Organizational Chart**

**F. Limitations**

Brown County will endeavor to make every reasonable effort to respond in the event of a disaster emergency. However, local resources and public safety services may be overwhelmed. The responsibilities and tenets outlined in the CEMP will be fulfilled only if the situation, information exchange, extent of the actual capabilities and resources, are available.

There is no guarantee implied by the CEMP that a perfect response to emergency events will be practical or possible.

## **II. Authorities**

Federal, state and local statutes and their implementing regulations establish legal authority for the development and maintenance of emergency and disaster plans. The following laws and directives are the basis for the legal authority for the Comprehensive Emergency Management Plan:

### **A. Federal**

1. Robert T Stafford Disaster Relief and Emergency Assistance Act, 42 United States Code (USC) 5121 et seq
2. Homeland Security Act of 2002
3. Public Health Security and Bioterrorism Preparedness and Response Act
4. Homeland Security Presidential Directive 5
5. Homeland Security Presidential Directive 7
6. Homeland Security Presidential Directive 8
7. Homeland Security Presidential Directive 9
8. United States Department of Homeland Security, National Incident Management System (NIMS)
9. National Response Framework (NRF)
10. Superfund Amendment Re-Authorization Act (SARA Title III)

### **B. State**

1. Indiana Code 10-14-3, Emergency Management and Disaster Law
2. Indiana Code 10-14-5, Emergency Management Assistance Compact

### **C. Local**

1. Brown County Emergency Management Ordinance 03-02-98-01
2. Brown County Comprehensive Emergency Management Plan

### **III. Concept of Operations**

#### **A. General**

All emergency events originate at the local level. To that end, Brown County will make every effort to ensure the most effective and efficient usage and application of materials, resources and personnel. Should an event exceed the capabilities of the county, and local mutual aid, Brown County shall attempt to procure the necessary capability from District 8 counties or from the Indiana Department of Homeland Security. Integration of the State CEMP and that of Brown County will prompt the appropriate coordination of state and local resources and the necessary support from various ESFs.

#### **B. Incident Management and the National Incident Management System**

The **National Incident Management System (NIMS)** provides a unified approach to incident command, standard command and management structures and an emphasis on preparedness, mutual aid and resource management. NIMS is not an operational incident management or resource allocation plan, but a template to guide all levels of government, including private sector and nongovernmental organizations, to work together to prepare for, prevent, respond to and recover from emergency incidents. NIMS implementation includes process, operational and technical standards integrated into emergency response plans, procedures and policies.

NIMS establishes the Incident Command System (ICS) as the organizational structure to be implemented to effectively and efficiently command and manage domestic incidents, regardless of cause, size or complexity. The ICS structure is a standardized, on-scene, all-hazard incident management concept which provides an integrated organizational structure that is able to adapt to the complexities and needs of single or multiple incidents regardless of jurisdictional boundaries.

Brown County has adopted NIMS as the standard for incident management with the Brown County Resolution 02-21-06-01.

#### **C. Multi-Agency Coordination**

The evolution of the size and complexity of hazards and threats has demonstrated the need for effective planning and coordinated emergency response. Most major emergencies and disasters will have no geographical, economic or social boundaries. Likewise, significant events will also involve multiple jurisdictions, agencies and organizations.

In order to effectively manage and focus efforts of a multi-agency coordination system, Brown County has adapted its planning and response capability based upon the following operational constructs:

1. Local Emergency Management Advisory Council

Emergencies and disasters can produce issues that require prompt decisions to serve both short and long term emergency management needs. At times, these decisions require senior local officials in consultation with the Brown County emergency management director to work through governmental issues, local law and jurisdictional impacts. The Local Emergency Management Advisory Council would be the primary body, in critical disaster situations where these situations are addressed. It should be noted, not all emergency situations would require the convening of the Local Emergency Management Advisory Council. Situations that have devastating life safety, financial or other physical impacts will be evaluated by the local emergency management director who will call the Management Advisory Council together.

Composition of the Management Advisory Council may vary, depending on the nature and scope of the situation but will commonly be comprised of such agencies as the local emergency management agency, county commissioners, local mayor(s), health department, county highway department, local law enforcement, and local fire services.

2. Emergency Support Functions (ESFs)

The ESF structure used by Brown County reflects the structure defined by the National Response Framework (NRF) and the Indiana State Comprehensive Emergency Management Plan. Each ESF provides support, resources, program implementation and services to meet their specific challenges and responsibilities within the mitigation, preparedness, response, and recovery phases of emergency management.

All local agencies, by signing and agreeing the tenets outlined in this CEMP, have agreed to provide their full support to emergency operations as required or needed.

The Brown County ESF structure is provided in Table 1 and includes an overview of their general functions. However, additional ESFs or tasks may be assigned to address specific emergency management needs within Brown County.

Each ESF is responsible for developing written standard operating procedures (SOPs) to support their roles and responsibilities as defined by the local CEMP. Each ESF must also ensure that they maintain an appropriate level of training, participation in exercises and establish periodic testing and evaluation of their SOPs, guides and internal plans.

**Table 1: Emergency Support Functions (ESFs)**

ESF #1 TRANSPORTATION			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Brown County Highway Department	Brown County School Corporations Town of Nashville	Local Private Contractors and Engineering Firms	Local public road support; Transportation safety; Restoration/recovery of transportation infrastructure; movement restrictions; damage and impact assessment
ESF #2 COMMUNICATIONS			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Brown County Central Emergency Dispatch Center	Brown County EMA Brown County Sheriff's Office Brown County Fire Departments	Local Radio and Public Access Televisions Local Computer and IT companies Local Amateur Radio	Coordination with telecommunications and information technology industries; Restoration and repair of communications infrastructure; Protect, restore and sustain national information technology resources
ESF #3 PUBLIC WORKS & ENGINEERING			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Town of Nashville	Brown County Highway Department Brown County Water Utility CSCD Water Utility	Local Private Contractors and Engineering Firms	Infrastructure protection and emergency repair; Infrastructure restoration; engineering services and construction management; Critical infrastructure liaison
ESF #4 FIREFIGHTING and EMERGENCY MEDICAL SERVICES			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Local Fire Department with jurisdiction	Brown County Fire Departments Brown County EMT Association		Firefighting activities support and Task Force support; Resource support to rural and urban firefighting operations; EMS
ESF #5 EMERGENCY MANAGEMENT			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Brown County EMA	Brown County Commissioners Local Emergency Response Agencies	Bartholomew/Brown County Chapter of the Red Cross	Coordination of incident management and response efforts; Issuance of mission assignments; Resource and human capital;

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ESF #6 MASS CARE			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Bartholomew/Brown County Chapter of American Red Cross	Brown County EMA Brown County School Corporation	Salvation Army Local Church Groups	Mass care/shelter; Emergency assistance; Disaster housing; Human services
ESF #7 RESOURCE SUPPORT			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Brown County EMA	Brown County Commissioners  All County Response Agencies	Local Industry and Private Businesses	Resource support (facility space, office equipment and supplies, contracting services, etc.); Financial management of long term and recovery needs
ESF #8 PUBLIC HEALTH			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Brown County Department of Health	Columbus Regional Hospital Ambulance Brown County EMT Association	Local Doctors Offices	Public health; Medical support; Mental health services; Mortuary services
ESF #9 SEARCH & RESCUE			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Local Fire Department with jurisdiction	Local Law enforcement Agency with Jurisdiction Brown County EMA Brown County Highway	Local Industry and Private Businesses	Life-saving assistance; Urban search and rescue operations; Confined space rescue
ESF #10 HAZARDOUS MATERIALS			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Local Fire Department with jurisdiction	Brown County Fire Departments Brown County LEPC Local Law enforcement Agency with Jurisdiction	Local Industry and Private Businesses	Oil and hazardous materials (chemical, biological, radiological, etc.) response; Spill restoration, short-and long-term environmental cleanup

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ESF #11 AGRICULTURE			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Brown County EMA	Brown County Extension Services Brown County Fair Commission Brown County Animal Control Brown County Health Department	County Animal Shelters Other Local Farmers	Domestic agriculture support: Animal and plant disease/pest response; Food safety and security; Pet emergency care
ESF #12 ENERGY			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Brown County EMA	Jackson County REMC SCIREMC	Other Rural Electric Cooperatives Local Gas Stations Natural Gas Pipeline Companies	Energy infrastructure assessment, repair, and restoration; Energy industry utilities coordination; Emergency utilities restructuring and transfer
ESF #13 PUBLIC SAFETY			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Law Enforcement Agency with Jurisdiction	Brown County Sheriff's Office Town of Nashville Police Department Indiana Conservation Officers Indiana State Police	Private Security Companies	Law enforcement and military assistance; Security planning and technical resource assistance; Public safety/security support/escort support; Support to access, traffic, crowd control and evacuation
ESF #14 LONG-TERM RECOVERY			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Brown County EMA	Brown County Commissioners Brown County Auditor Brown County Planning and Zoning	Salvation Army Red Cross	Economic community impact assessment; Long-term community recovery assistance to State/local government and the private sector; Recovery in long-term disaster
ESF #15 EXTERNAL AFFAIRS			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Brown County EMA	Brown County Commissioners Town of Nashville All PIOs from local response agencies	American Red Cross Private Business and Industrial Representatives	Emergency public information; Media and community relations; Congressional and international affairs; Public warnings and pre-incident information

3. Homeland Security District Collaboration

The Indiana Department of Homeland Security has divided the state into ten Homeland Security Districts. Each district is comprised of multiple counties and in turn, multiple organizations, emergency disciplines and agencies.

Together, the counties within a single district provide a tremendous opportunity for local jurisdictions such as Brown County to focus on common preparedness goals and objectives to meet local, state and national public safety needs.

In turn, Brown County and many other jurisdictions benefit from sharing resources, eliminating redundancy in critical response functions and coordinating supplemental planning, training and exercise activities.

Brown County is a part of the District 8 in south-central Indiana, along with Monroe, Bartholomew, Lawrence, Jackson, Orange and Washington Counties. See Figure 2 below.

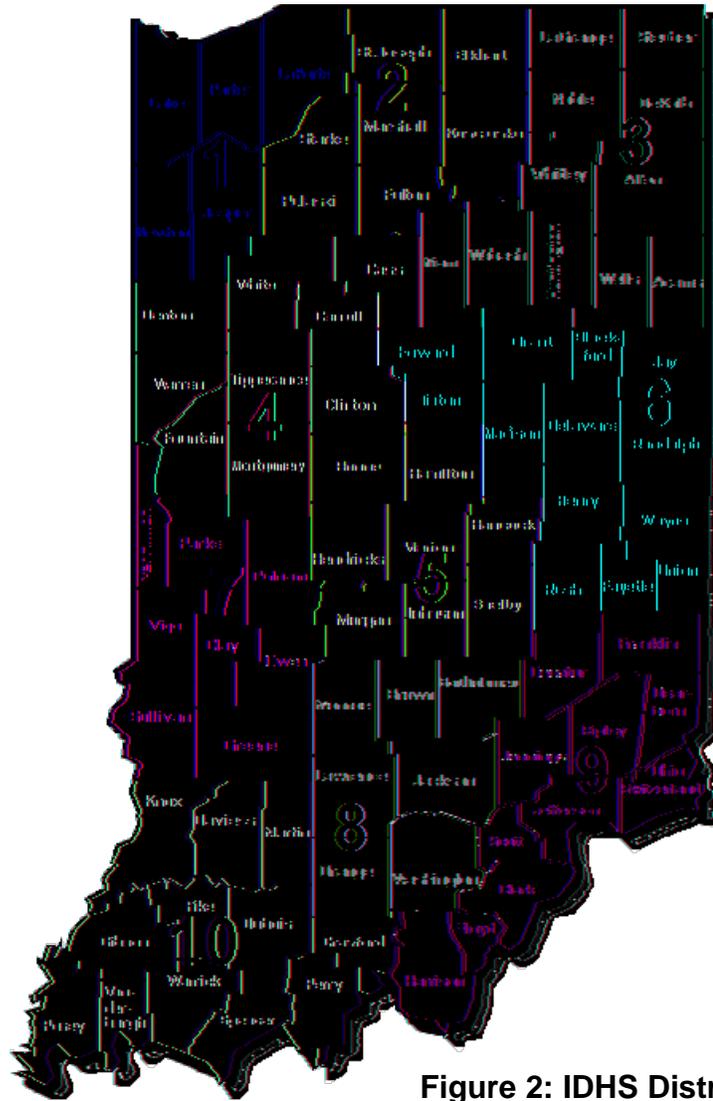


Figure 2: IDHS District Map

For each of the ten districts, IDHS has appointed a District Coordinator to serve as a liaison between local jurisdictions and the state. District Coordinators should be considered a valuable resource for individual counties and Districts, both for routine and emergency situations, as they can provide insight, consultation and support when critical decisions must be made. A District Coordinator may also act as a direct link to the State EOC to relay incident specific information, as well as communicate critical resource needs.

Brown County works very closely with our District Coordinator, who has played a very active role in building and supporting our overall emergency management program.

In addition to the District Coordinator, a more formalized structure has been established for each of the ten Homeland Security Districts. While overall organization and composition may vary, each district uses the following three components:

a) District Planning Councils (DPC)

To assist local emergency responders and government officials as well as improve overall coordination, the State of Indiana has developed the District Planning Council Program. The DPC Program was developed to assist each of Indiana's ten Homeland Security Districts in planning, organizing and managing critical emergency response activities on a regional basis.

The District 8 DPC has been meeting on regular basis for several years and is comprised of representatives from each of the counties within the district. It has been a vital and driving force for securing funding and equipment as well as additional planning, training and exercise opportunities.

b) District Response Task Force (DRTF)

A DRTF is a response asset designed to provide specialized response personnel and equipment to every Indiana county, enabling them to protect the public, the environment, and property during natural, technological and homeland security related incidents. The composition of a DRTF will vary between Districts, depending upon the availability and capability of resources.

The District 8 DRTF has been established and each of the members within the group has been working to develop and implement the necessary procedures and protocols for training, activation and deployment. While equipment and funding may be limitations, capabilities for emergency medical services, hazardous materials, search and rescue and incident management are fully active and may be called upon to support emergency operations.

c) District Planning Oversight Committee (DPOC)

A DPOC is established for each District to provide executive level oversight and support for the activities of the DPC. The DPOC will serve as the primary oversight entity for the formal appointment of the DPC members. DPOC membership is comprised of the President of the County Commissioners for each county in the District, the mayor or Town Board President of the most populated city or town for each county in the District, or other elected officials as deemed necessary by the

DPOC, provided no one county has a majority on the committee.

The District 8 DPOC has been established and is actively involved in the overall organization and development of policy for the District 8 DPC and DRTF.

4. Brown County Emergency Operations Center (EOC)

a) General

The Brown County EOC is the physical location where multi-agency coordination occurs and is managed by the Brown County EMA. The purpose of the County EOC is to provide a central coordination hub for the support of local emergency response activities. The County EOC can expand or contract as necessary to appropriately address the different levels of incidents requiring state assistance (See Table 2).

**Table 2: County EOC Activation Levels**

Level #	Name of Level	Description	Example
IV	Daily Ops/Limited Emergency Conditions	A situation has occurred or may occur to warrant further actions.	Tornado Watch
III	Active Emergency Conditions	A situation has occurred requiring limited activation of the emergency operations center (County EOC).	Flooding
II	Significant Emergency Conditions	A situation has occurred requiring full activation of the County EOC.	Large Tornado
I	Full Emergency Conditions	A situation has occurred requiring full activation of the County EOC and policy level personnel including the County Commissioners.	Large Earthquake

b) Structure and Organization

The Brown County EOC is co-located with the county Office of Emergency Management. Daily and routine functions will be coordinated by the Emergency Management Director and his/her staff. In the event of a fully activated EOC, it shall be staffed and organized using the county designated ESFs. All personnel reporting to and working within the county EOC will be organized and managed using the Incident Command Structure. The following organizational chart (Figure 3) illustrates the command structure employed at the Brown County EOC and where the Executive Management Advisory Council and State support is integrated.

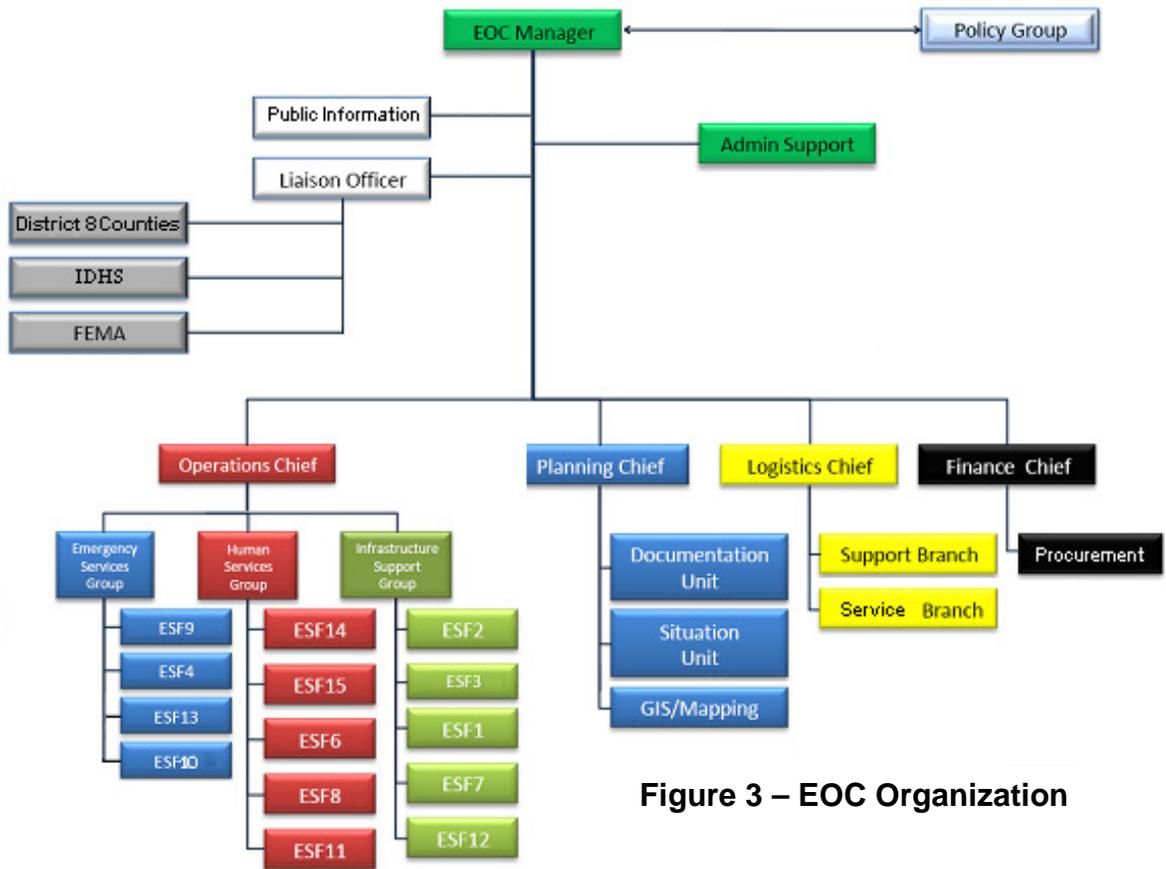


Figure 3 – EOC Organization

c) Data Collection and Dissemination

Brown County Emergency Management Agency has adopted a crisis information management system known as WebEOC. The primary purpose of this internet-based application is to provide Brown County public safety personnel with a common platform to share, analyze and manage emergency and disaster information throughout the County.

WebEOC serves as a collaborative tool and provides for a common operating picture and integration with the State EOC and their use of the same system for situational awareness, resource management and mission tracking. The system is also used as a vital daily operations tool, providing a resource to organize, manage, and share information between key stakeholders and public safety partners.

d) Resource Management

In an emergency or disaster situation, requests for resources will originate from the Incident or Unified Command structure established to stabilize the event. These requests will be forwarded to the Brown County EOC to be analyzed and processed to determine how and if the requests can be met. If, however, Brown County resource capabilities are inadequate or have been exhausted, the County EOC will seek support from the State EOC.

Brown County has a complete resource list of current assets within the jurisdiction in WebEOC. The list will be updated on a regular basis by the local EMA director and his staff and will follow NIMS resource typing and jurisdictional protocols.

e) Incident Management Team

District 8 has established an Incident Management Team (IMT) comprised of various county EMA staff and public safety personnel who, in the event of a major emergency disaster within the district, can provide incident management support and expertise. This team will be activated through the normal disaster declaration process and will be focused on life safety, information collection and dissemination and incident planning and prioritization.

5. Volunteer Coordination

The management of voluntary organizations and volunteers is critical for an efficient and effective response to a disaster. Brown County EMA in collaboration with the local chapter of the American Red Cross, the Salvation Army and other key groups have developed a rostering and reporting system for established volunteers, integrating this information into WebEOC. For unsolicited volunteers, Brown County EMA has developed a protocol for identifying and providing temporary photo identification to personnel as well as managing and tracking personnel during response operations. Criteria for accepting volunteers will be made based upon the type and magnitude of the event as well as the necessary skills and personnel resources needed to stabilize or recover from an event.

6. Private Sector Coordination

According to the National Infrastructure Advisory Council (NIAC), nearly 90 percent of the entire national critical infrastructure is owned or managed by private companies. Integration, collaboration and support from private business and industry before, during and after an emergency situation are critical for successful response operations.

Brown County has established a number of emergency agreements with local companies and business for heavy equipment, generators, food, bottled water and other key commodities and resources. While the county cannot predict whether or not an emergency event will preclude these agreements from being activated, a key planning assumption for Brown County will be that the resources identified will be made available within the terms agreed.

**7. Other State and Federal Coordination**

Brown County will make every effort to accommodate and extend collaboration to both state and federal assets and personnel that are formally requested or deemed necessary for successful response operations. However, the County understands that an emergency situation may call for and demand extensive external resources and personnel to move toward recovery.

Pre-determined staging areas and mobilization sites have been established throughout Brown County and with the District 8.

**D. Public Information**

During an incident or planned event, providing coordinated and timely public information is critical in helping an impacted community. Effective and accurate communication to the public about an incident can save lives and property, and can help to ensure credibility and overall public trust. In Brown County, critical information necessary for public dissemination will be made available through various media outlets, including local television station, local radio, newspapers and web-based systems.

In addition to the crisis communication aspect listed above, Brown County EMA has identified an individual to be responsible for managing and coordinating ESF 15 – External Affairs. This individual will be charged with coordinating PIO activities before, during and after emergency and disaster events. Critical to this function is the establishment of a Joint Information Center (JIC), where key county agencies and departments can provide PIO representatives to staff and effectively process, analyze and provide information to the media and public that will aid in ensuring the overall safety of Brown County residents.

**E. Continuity Planning**

Continuity Planning assures the preservation of our form of government under the Constitution and provides for the performance of essential functions under all emergency conditions and hazards. Specifically, Brown County has developed a Continuity of Government Plan for the multiple units of government found within the county and each essential

emergency response and support agency has been tasked to develop and adopt a Continuity of Operations Plan for their organizations.

The following is a description of each of these critical planning concepts as they relate to Brown County:

1. Continuity of Government (COG)

Within Brown County Emergency Management Ordinance **2007-0328**, a clear line of succession has been established for county government leaders. The succession is as follows:

- a) Designated President of the Board of County Commissioners
- b) President Pro-Tem of the Board of County Commissioners
- c) Remaining Commissioner of Board of County Commissioners
- d) County Auditor
- e) County Clerk
- f) County Recorder
- g) County Director of Emergency Management

This line of succession was the first critical piece in the development of the Brown County Continuity of Government (COG) Plan. The COG plan outlines essential personnel, by position and function, and identifies the necessary actions to reconstitute government services.

2. Continuity of Operation Plans

In keeping with the continuity planning concept, Brown County agencies have been asked to develop Continuity of Operation Plans (COOP) to identify essential personnel, establish emergency call-down procedures and pre-identify locations where county agencies and departments can come together to continue critical government services following an emergency or disaster event.

Several key Brown County agencies have developed these plans. The local EMA office in collaboration with IDHS will provide technical support and assistance with other county agencies to develop, promulgate and test all COOP plans developed.

**F. Emergency Management Phases – General Activities**

Emergency management in Brown County is realized through four distinct phases: Mitigation, Preparedness, Response and Recovery. These phases were established to effectively address key functions before, during and after a disaster.



**1. Mitigation**

Mitigation can be defined as a jurisdiction’s efforts to lessen the impact of a natural or human-caused disaster in order to prevent or protect against the long-term risk to human life or property.

Brown County mitigation efforts started with the development of a County Hazard Analysis, identifying potential hazards that may threaten residents of the county as well as physical, financial and social impacts that could be attributed to the identified hazards.

In conjunction to the Hazard Analysis, Brown County has developed a Hazard Mitigation Plan. This document prioritizes the potential hazards, provides historical and reference information and outlines efforts or strategies for the reduction of these hazards.

Mitigation tasks have been identified in the Brown County CEMP for each ESF. However, these tasks are general in nature, focusing on common needs, resources and activities. Common mitigation tasks shared by all Brown County ESF partners included but are not limited to:

- a) Establish procedures used to educate and involve the public in mitigation programs
- b) Identify potential protection, prevention, and mitigation strategies for high-risk targets
- c) Establish procedures used to develop sector-specific protection plans

- d) Establish policy and directives to protect life and property within Brown County

## 2. Preparedness

Preparedness can be defined as the range of deliberate critical tasks and activities taken by a jurisdiction that are necessary to build, sustain and improve operational capabilities to respond to and recover from emergencies and disasters.

Brown County's preparedness activities encompass a comprehensive program focusing on planning, training and exercise, as well as resource identification and acquisition. Preparedness activities require an ongoing, coordinated effort from public and private entities as well as individual citizens.

Common preparedness activities shared by all state agencies include, but are not limited to:

- a) Delegate authorities and responsibilities for emergency actions
- b) Assign, designate, and/or procure personnel, facilities, equipment, and other resources to support emergency actions
- c) Training of personnel, including a program which tests and exercises essential equipment and emergency plans and procedures
- d) Sustaining the operability of facilities and equipment
- e) Implementation of plans or other preparations to facilitate response and recovery operations
- f) Establish a resource management system including inventory, deployment and recovery capabilities

## 3. Response

Response can be defined as those immediate actions to save lives, protect property and the environment and meet basic human needs. Response also includes the execution of emergency plans and actions to support short term recovery.

Common response tasks shared by all state agencies include, but are not limited to:

- a) Employ resources in order to save lives, protect property and the environment, and preserve the social, economic, and political structures
- b) Establish and maintain situational awareness and a common operating picture for an incident

- c) Effectively coordinate response actions and demobilize personnel and resources

4. Recovery

Recovery can be defined as those actions or programs implemented by the jurisdiction to restore a community's infrastructure, as well as the social and economic aspects of an effected area to a pre-disaster state.

In the Brown County, recovery efforts begin as response resources are activated. These recovery efforts are dependent upon the complexity of an incident and its impact on an area. For this reason, recovery takes place in two distinct levels:

- a) Short-Term Recovery is defined as the immediate actions that overlap with response. These actions may include meeting essential human needs, restoring utility services and reestablishing transportation routes.
- b) Long-Term Recovery is defined as elements commonly found, but not exclusively, outside the resources of the County. This level may involve some of the same short-term recovery actions which have developed in to a long-term need. Depending on the severity of the incident, long-term recovery may include the complete redevelopment of damaged areas. Long-Term Recovery is addressed and supported in Emergency Support Function (ESF) -14.

## **IV. Financial Management and Administration**

### **A. Introduction**

This element provides financial management guidance to key agencies and departments within Brown County to ensure the appropriate state and local policies are administered effectively during the response and recovery phases of an emergency or disaster.

### **B. Responsibilities**

Brown County will make every effort to prepare for, respond to and recover from any and all emergencies that impact the jurisdiction. However, large-scale emergencies and disasters may place financial obstacles on local public safety agencies and departments. As such, Brown County may make a Local Declaration of Disaster Emergency in accordance with the local Emergency Management Ordinance. Making such a declaration initiates the appropriate legal channels for state and federal assets to filter into Brown County and begin the process of stabilization and eventual recovery.

If a declaration is made, the Director of Brown County EMA working closely with the Brown County Auditor and IDHS will ensure the following key tasks are complete:

1. Process disaster information relating to the loss of residential structures within the county
2. Process disaster information that relating to the loss of private businesses and industry
3. Process disaster information relating to the loss of key pieces of critical infrastructure and essential services

It is also critical that all public safety agencies and departments in Brown County involved in emergency operations keep track of the hours worked by their staff, expenditures and purchases made during the response and any and all damages or injuries that took place.

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

Each agency is responsible for providing its own financial services and support to its response operations in the field, as well as the recording and retention of all financial documentation.

The following key tasks for financial operations should be considered as a means to effectively support and manage funding for emergency activities:

1. **Mitigation:** Each local agency is required to use finances from their own budgets to mitigate potential emergency situations affecting their agency's ability to respond to and recover from emergency situations.

2. **Preparedness:** Each agency should prepare for future emergency budgets by studying past emergency responses and identifying needs not met by their current budget cycle. Contingencies, such as mutual aid and agency partnerships, should be established as a means to address unmet needs.
3. **Response:** Local agencies may be required to spend more than their allocated budget to effectively respond to the emergency. As local agencies begin their initial response operations, it may be necessary to prepare and submit a report on the estimated funding needs for the duration of the emergency response. The purpose of the estimate is to help establish the need for possible support from the state.
4. **Recovery:** Brown County EMA will work with local public safety agencies, county residents and private companies and other community organizations to solicit funds through standard funding sources, donations and through emergency disaster relief funds. Taken together, these potential monetary resources will promote both short and long-term recovery needs within Brown County.

**D. Financial Records and Supporting Documentation**

All public safety agencies and departments in Brown County involved in emergency operations must keep track of the hours worked by their staff, expenditures and purchases made during the response and any and all damages or injuries that took place. As financial information is collected, it should be processed using accepted county and state financial reporting protocols. In addition, by keeping such records, all county agencies must make these records available for review and potential audit.

**E. Guidance for Financial Operations**

Brown County EMA will provide guidance and reference materials to county response agencies that will allow for support of financial operations for as it relates to emergency and disaster activities. This guidance will be in the form of procedures, manuals or financial annexes to the CEMP which show the appropriate methods for agencies and departments to collect, maintain and submit information on their financial management activities.

## **V. Plan Maintenance**

### **A. General**

The maintenance of the CEMP requires revisions and updates which reflect the evolving needs of emergency management within Brown County, the State of Indiana, and the United States. Additional information is also incorporated from After Action Reports (AARs) and Improvement Plans developed as a result of public safety exercises or real-world emergency events.

This continual maintenance and review of the Brown County CEMP will be accomplished by the quarterly meetings of the local EMA and representatives of the county emergency support functions (ESFs) identified in the local CEMP.

### **B. Responsibilities**

Brown County EMA has prepared the CEMP and is responsible for the maintenance of the document in accordance with Indiana Code Title 10-14-3. Primary and support agencies of each ESF are responsible for ensuring the tasks outlined in the Emergency Support Function Annex of the CEMP are accurate and reflect their overall ability to manage, support and deploy resources to perform life saving activities. Further updates, revisions or maintenance to these tasks will be communicated to Brown County EMA for integration into the CEMP.

### **C. Frequency**

Brown County EMA, in coordination with other local agencies and stakeholders, will review the CEMP annually and provide revisions and updates, as needed. An entire update of the CEMP will occur every 18 to 24 months, unless otherwise instructed by the IDHS or the Brown County EMA Advisory Board.

### **D. Testing, Evaluation and Assessment, and Corrective Action**

The Homeland Security Exercise and Evaluation Program (HSEEP) is the national standard utilized for exercise design and implementation. HSEEP incorporates the Target Capabilities List (TCL) as a standardized methodology to evaluate and document exercises and develop improvement plans.

#### **1. Testing**

Individual Brown County public safety agencies will be responsible for their own training programs. However, for training and coursework related to emergency management and homeland security issues, Brown County EMA will coordinate IDHS to ensure local agencies and departments receive the necessary information and materials designed to increase the

level of county preparedness, as well as to test and validate the local CEMP.

2. Evaluation and Assessment

Validation of the CEMP is accomplished through evaluations and assessments of the tasks performed during an exercise and after each emergency or disaster where state resources are activated. The objective of this process is to identify performance strengths and deficiencies in order to develop the necessary corrective actions.

3. Corrective Action

Corrective actions are recommended improvements discovered after an exercise, and/or an emergency or disaster. These recommendations are compiled in an After Action Report (AAR) and developed into a corresponding improvement plan with the necessary corrective actions. The CEMP will be updated and revised to reflect the results of the AAR and improvement plan.



**BROWN COUNTY  
Comprehensive Emergency  
Management Plan**

**Emergency Support Function  
Annexes**

## **Table of Contents**

## **I. Emergency Support Functions**

### **A. Background**

The National Response Framework (NRF) is the principle guiding document for agencies and organizations that have key functions and responsibilities in the protection and preservation of life and property for both emergency and disaster situations. The effectiveness of the NRF is dependent upon the adoption and integration of the document's basic concepts, structure and planning principles by state and local emergency management and homeland security counterparts. As a result, Brown County following the lead by IDHS, has developed fifteen emergency support functions (ESFs) that directly correspond with those found in the NRF. These designated ESFs are deployed during activations of the Brown County Emergency Operations Center (EOC), as well as for deployments to disaster locations. Coordinated by the Brown County Emergency Management Agency (EMA), these ESFs can be configured to expand and contract as necessary to provide the appropriate level of response to disasters or emergencies that impact the county. The Concept of Operations for the Comprehensive Emergency Management Plan (CEMP) provides additional information on how ESF's might be utilized.

While the NRF and the CEMP both use fifteen ESFs, certain planning considerations or operations may call for additional functions to be added (i.e. donations and volunteer management, radiological support, evacuation, etc.). Most of these considerations for the Brown County CEMP are incorporated in the fifteen functions that follow.

### **B. ESF Definition and Concept**

An ESF can be defined as a grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents.

Within Brown County, an ESF acts as a structured group of tasks and resources, brought together to effectively manage the impacts of an emergency or disaster within the county. Similar to the NRF, however, the Brown County's ESFs are typically comprised of multiple agencies and departments that have similar roles, responsibilities, resources, authority and training.

### **C. Primary Agencies**

Within each of the ESFs, an agency or organization has been given the designation of a primary agency based on their authorities, resources and capabilities. The primary agency is responsible for ensuring that all of the other agencies, departments and organizations that fall under their ESF have the necessary resources, information and capabilities to perform their required tasks and activities, both within the county EOC and impacted areas.

Though an agency may be listed as a primary agency, they do not control or manage those agencies identified as supporting agencies. Primary agencies' responsibilities are for the coordination of essential to life-safety and property protection. Essential tasks of a primary agency include, but are not limited to:

1. Ensures appropriate staffing in the county EOC and field settings
2. Notifies and requests assistance from various supporting agencies
3. Manages and directs mission assignments that come through the county EOC
4. Plans for short and long-term incident management and recovery operations
5. Ensures financial and property accountability for ESF activities

**D. Support Agencies**

Support agencies are those agencies or organizations assigned to an ESF based on resources and capabilities in a given functional area. A support agency may be called upon to provide supplemental resources, information, equipment and personnel to assist in a specific function of response and recovery operations. Essential tasks of a support agency include, but are not limited to:

1. Supports staffing requests for work in the county EOC and field settings made by the ESF primary agency
2. Supports plans for short and long-term incident management and recovery operations
3. Ensures financial and property accountability for departmental personnel and equipment
4. Manage and control personnel and equipment in collaboration with the designated primary agency

**E. Activity Checklist**

Each of the agencies that make up an ESF, either primary or support, satisfies their specific challenges and responsibilities by working within the mitigation, preparedness, response, and recovery phases of emergency management.

Within each of these phases, a series of tasks have been created which outline those activities to be completed before, during and after an emergency or disaster. These tasks are provided as a means for an agency or department to effectively gauge their ability to meet the demands and challenges facing them in emergency situations. It will be the responsibility of primary and support agencies to ensure the assigned tasks accurately depict their capability to manage, support and deploy resources when activated.

**F. Procedures and Guidance for ESFs**

Each of the agencies identified in the CEMP, both primary and support, will be required to develop standard operating procedures (SOPs) and/or standard operating guides (SOGs) for those specific functions and tasks that they are responsible for, as outlined in the CEMP. The tasks described in the CEMP identify what needs to be accomplished for successful operations, while those procedures or protocols developed by the individual agencies will define how these tasks will be completed.

Additionally, guidance on local EOC activation, field operations or other response activities will be provided to the ESFs through the Brown County Emergency Management Agency, with consultation through the Response and Recovery Division of IDHS.

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## **II. ESF 1 – Transportation**

### **A. Introduction**

The primary mission of the Transportation Emergency Support Function (ESF #1) is to provide the resources and personnel to meet the overall transportation related needs of Brown County before, during and after emergency or disaster events. Such events may significantly impact the ability of the county and our communities to effectively move critical resources, equipment and personnel.

### **B. Primary Agency**

Brown County Highway Department

### **C. Support Agencies**

Brown County EMA	Brown County Sheriff’s Department
Town Of Nashville Public Works	Brown County School Corporation

### **D. Situation**

1. In an emergency event where the need for ESF #1 has been identified, the Brown County Highway Department will act as the primary agency.
2. ESF #1 will be responsible for implementing internal SOPs and protocols to ensure adequate staffing and administrative support for both field operations and coordination efforts in the county EOC.
3. ESF #1 personnel will coordinate the activation of transportation assets to fulfill specific mission assignments that support essential activities in mitigation, preparedness, response, and recovery efforts.
4. Effective response, as well as ongoing support efforts, will be contingent upon the availability of resources and the extent/impact of the incident upon the county.

### **E. Concept of Operations**

1. ESF #1 shall deploy transportation resources to areas potentially impacted by emergencies or disasters, prioritizing assets and functions to manage and support the immediate and long-term needs of Brown County.

2. ESF #1 shall activate, deploy and organize personnel and resources based upon:
  - a) Pre-established policies and protocols
  - b) Integration into the overall CEMP
  - c) The transportation needs of communities within the county
  - d) The level of support required by other local ESFs
3. ESF #1 shall ensure communication is established and maintained with ESF #5 (Emergency Management) and ESF #7 (Resource Support) to promote an accurate common operating picture (COP) through the use of situation reports and assessments.

**F. Organization and Assignment of Responsibilities**

1. The primary agency is responsible for the following:
  - a) Provide transportation resources to assist in critical functions before, during and after emergency and disaster situations.
  - b) Coordinate the recovery, restoration and safety of transportation infrastructure impacted by potential hazards or disaster events.
  - c) Provide training to essential personnel who may be called upon to work in potentially impacted areas.
  - d) Manage the financial aspects of ESF #1.
  - e) Work with other local or municipal transportation, public works or street departments to assess overall damage to the transportation infrastructure in impacted areas to determine the impact of the incident and resource gaps that may exist.
  - f) Coordinate and implement emergency-related response and recovery functions, as required, under statutory authority.
2. The support agencies are responsible for the following:
  - a) Assist in mitigation, preparedness, response, and recovery operations when requested by Brown County EMA or the designated ESF primary agency.
  - b) Participate, as needed in the Brown County EOC, supporting overall coordination of transportation assets and personnel during response and/or recovery operations.
  - c) Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.

- d) Assist in developing situation reports and readiness assessments that will provide for an accurate COP.
- e) Participate in training and exercises aimed at continuous improvement of mitigation, preparedness, response and recovery capabilities.
- f) Identify new equipment, technologies or capabilities required to prepare for or respond to new or emerging threats and hazards.
- g) Provide information regarding trends and challenges to Brown County's routine and emergency transportation capabilities.

**G. Resource Requirements**

- 1. Each primary and supporting agency shall maintain internal SOPs, SOGs or other documents that detail the logistical and administrative priorities deemed necessary to assist in overall mitigation, preparedness, response, and recovery operations.
- 2. Each primary and supporting agency will comply with all applicable requirements for training as directed or authorized by their individual agencies. Additionally, training requirements from higher authorities (i.e. federal, state, etc.) related to homeland security or emergency management will take priority. Training may include, but is not limited to:
  - a) Hazardous materials training
  - b) National Incident Management System / Incident Command
  - c) Continuity of Operations
  - d) Emergency Operations Planning
  - e) SOPs Development
  - f) Emergency Evacuation and Transportation Services

**H. Emergency Support Function Tasks**

The following tables consist of essential tasks to be completed by ESF #1 in all phases of emergency management. These tasks have been created as a guide to follow for the primary and support agencies. They have been developed as a tool to address potential challenges and unique risks that may be faced during times of emergency and disaster within Brown County.

It will be the responsibility of ESF #1 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and deploy resources to perform life saving activities. Further development, updating or changes made to these tasks will be communicated to the Brown EMA for integration into the appropriate portion of the CEMP.

<b>ESF #1 – Mitigation Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
1	Identify transportation or roadway projects that are currently underway within the county and determine potential alternate routes for responders to use.	
2	Identify areas that have been or are currently prone to significant hazards and determine the impact on critical infrastructure and the ability to move personnel and resources into affected areas.	
3	Identify transportation resources within the county and potential shortfalls or gaps that may exist.	
4	Identify potential partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for transportation issues and concerns.	
5	Establish partnerships with other local and municipal entities that share transportation responsibilities.	
6	Develop mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency transportation needs.	
7	Identify, establish and maintain technical standards and specifications for essential pieces of equipment related to short and long-term emergency transportation needs.	
8	Identify, establish and maintain routine and emergency safety standards for all transportation personnel that comply with federal and state requirements and policies.	
9	Identify, establish and maintain alternate transportation facilities, equipment and assets for continuity of operations and essential transportation services statewide.	
10	Assist in the development of ordinances, policies and administrative rules that relate directly to transportation, ESF #1 and its ability to provide emergency assistance.	
11	Assist in the development of ordinances, policies and administrative rules that relate directly to the development of roadways, bridges and other pieces of critical infrastructure that would impact ESF #1 and its ability to provide emergency assistance.	
12	Work with ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with emergency transportation issues.	
13	Support efforts by INDOT or federal partners to assess and inspect bridges and roadways within the county on a regular basis to ensure integrity is maintained.	

<b>ESF #1 – Preparedness Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Develop, validate and maintain SOPs or guidelines for both routine and emergency operations. Key operational concerns include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Identification and assessment of equipment, supplies, resources and critical infrastructure.</li> <li>• Alert, notification and activation of personnel for work in the field or within the EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Develop and conduct training and education programs for ESF #1 personnel. Program considerations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• The assessment of equipment, supplies and resources.</li> <li>• The assessment roadways, bridges and critical infrastructure following emergencies or disasters.</li> <li>• Working in the field during emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• WebEOC or other computer applications.</li> <li>• Emergency communications and reporting procedures.</li> <li>• National Incident Management System / Incident Command.</li> <li>• Continuity of Operations.</li> <li>• Mapping, GIS and other computer applications.</li> <li>• Emergency transportation and evacuation planning.</li> </ul>	
<b>3</b>	<p>Develop and maintain roster of essential primary and support agency contacts to be used in the event of emergency operations. Ensure critical information (address, telephone, cell, etc.) is captured.</p>	
<b>4</b>	<p>Develop and maintain a database or system to collect information on essential resources and equipment.</p>	
<b>5</b>	<p>Develop lists of resources needs and work toward eliminating these shortfalls by securing funding, partnerships or other activities.</p>	
<b>6</b>	<p>Update mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency transportation needs.</p>	
<b>7</b>	<p>Train personnel on technical standards and specifications for essential pieces of equipment related to short and long-term emergency transportation needs.</p>	
<b>8</b>	<p>Train personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
<b>9</b>	<p>Exercise alternate transportation facilities, equipment and assets for continuity of operations and essential transportation services.</p>	
<b>10</b>	<p>Train personnel on ordinances, policies and administrative rules that relate directly to transportation, ESF #1 and its ability to provide emergency assistance.</p>	

<b>ESF #1 – Response Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Activate SOPs or guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The assessment, staging, use, status and sustainability of facilities, equipment, supplies and other resources.</li> <li>• The assessment and status of roadways, bridges and other pieces of critical infrastructure.</li> <li>• The alert, notification and activation of personnel for work in the field or within the county EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Activate ESF #1 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• Assessment of equipment, supplies, resources and critical infrastructure.</li> <li>• Responding to the field for emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• Supporting local or District 8 Incident Command structures.</li> <li>• Activating continuity of operations plans.</li> <li>• Developing and distributing maps and other pertinent transportation information.</li> <li>• Meeting both emergency transportation and evacuation needs of local agencies and departments</li> </ul>	
<b>3</b>	<p>Evaluate the ability to communicate with ESF #1 personnel and implement alternate communications if primary systems are down.</p>	
<b>4</b>	<p>Assist in the identification of damages to roads, bridges and other pieces of critical infrastructure within the county that may adversely impact movement of the general public and response personnel. Information to be collected may include:</p> <ul style="list-style-type: none"> <li>• Roads and bridges that are closed.</li> <li>• Alternate routes of safe travel or bypasses to debris covered roads.</li> <li>• Estimated times as to when roads may be passable.</li> </ul>	
<b>5</b>	<p>Prioritize critical roadways which may require repairs or debris removal and take the necessary steps to ensure roads are opened or roads that are impassable are properly closed.</p>	
<b>6</b>	<p>Work with ESF #13 (Public Safety) in the placement of barricades or other traffic control measures as need or required.</p>	
<b>7</b>	<p>Work with ESF #12 (Energy), as needed, to coordinate the movement and transport of critical energy assets such as fuel and oil. Additionally, support and authorize the use of commercial vehicles for movement of such supplies.</p>	
<b>8</b>	<p>Work with local agencies and departments in the movement and care of persons with special needs.</p>	
<b>9</b>	<p>Post situation reports and critical information in WebEOC</p>	

<b>ESF #1 – Recovery Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
1	Work with local entities to maintain alternate roadways, as needed.	
2	Develop plans to repair critical infrastructure to pre-disaster state.	
3	Explore additional methods of construction for roads, bridges and other critical infrastructure for future transportation projects.	
4	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
5	Establish partnerships and secure funding sources to address resource shortfalls or gaps for transportation issues and concerns.	
6	Maintain open and ongoing communication with state, local and municipal entities in impacted areas and assist in their overall efforts for recovery operations.	
7	Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.	
8	Assess the current technical standards and specifications for essential pieces of equipment related to short and long-term emergency transportation needs and update based upon the lessons learned from the most recent emergency response.	
9	Assess the current level of training on emergency safety standards for transportation personnel to determine the appropriate application and compliance with federal and state requirements and policies.	
10	Assess the current usage and application of alternate transportation facilities, equipment and assets for essential transportation services to determine if there are issues that need to be addressed for future response operations.	
11	Work to change, if required, those ordinances, policies and administrative rules that relate directly to transportation, which may hinder the ability of ESF #1 to provide emergency assistance.	
12	Work to change, if required, those pieces of legislation, policies and administrative rules that relate directly to the development of roadways, bridges and other pieces of critical infrastructure that would hinder the ability of ESF to provide emergency assistance.	

### **III. ESF 2 – Communications**

#### **A. Introduction**

The primary mission of the Communications Emergency Support Function (ESF #2) is to provide the resources and personnel to meet the overall communications-related needs of Brown County before, during and after emergency or disaster events. Such events may significantly impact the ability of county public safety personnel to effectively communicate with one another. The ESF #2 position is critical in order to maintain communication interoperability and provide communication expertise in both the support and management of significant events.

#### **B. Primary Agency**

Brown County Emergency Dispatch Center

#### **C. Support Agencies**

Brown County EMA	Brown County Sheriff’s Department
All local Fire Departments	Brown County School Corporation
Brown County Highway Department	Town of Nashville Police Department

#### **D. Situation**

1. In an event where the need for emergency communications (ESF #2) has been determined, the Brown County Emergency Dispatch Center will act as the primary agency.
2. ESF #2 will be responsible for implementing internal SOPs and protocols to ensure adequate staffing and administrative support for both field operations and coordination efforts in the county EOC.
3. ESF #2 personnel will coordinate the activation of communication assets to fulfill specific mission assignments that support essential activities in mitigation, preparedness, response, and recovery efforts.
4. Effective response, as well as ongoing support efforts, will be contingent upon the availability of communication resources and the extent/impact of the incident upon the county.

**E. Concept of Operations**

1. ESF #2 shall deploy communication resources/equipment to areas potentially impacted by emergencies or disasters, prioritizing communication assets and functions to manage and support the immediate and long-term needs of Brown County.
2. ESF #2 shall activate, deploy and organize personnel and resources based upon:
  - e) Pre-established policies and protocols
  - f) Integration into the overall CEMP
  - g) The communication needs of responders within the county
  - h) The level of support required by other local ESFs
3. ESF #2 shall ensure effective communication is established and maintained with ESF #5 (Emergency Management) and ESF #7 (Resource Support) to promote an accurate common operating picture (COP) through the use of situation reports and physical assessments.

**F. Organization and Assignment of Responsibilities**

2. The primary agency is responsible for the following:
  - a) Providing for the coordination of communication resources to assist in critical functions before, during and after emergency and disaster situations.
  - b) Coordinating the recovery, restoration and safety of the county communications infrastructure impacted by potential hazards or disaster events.
  - c) Providing training on communications to essential personnel who may be called upon to work in potentially impacted areas.
  - d) Work with other local or municipal departments to assess overall damage to the communication infrastructure in impacted areas to determine the impact of the incident and resource gaps that may exist.
  - e) Coordinate and implement emergency-related response and recovery functions, as required, under statutory authority.

3. The support agencies are responsible for the following:
  - a) Assist in mitigation, preparedness, response, and recovery operations when requested by Brown County EMA or the designated ESF primary agency.
  - b) Participate, as needed in the Brown County EOC, supporting overall coordination of communication assets and personnel during response and/or recovery operations.
  - c) Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.
  - d) Assist in developing situation reports and readiness assessments that will provide for an accurate COP.
  - e) Participate in training and exercises aimed at continuous improvement of mitigation, preparedness, response and recovery capabilities.
  - f) Identify new communications equipment, technologies or capabilities required to prepare for or respond to new or emerging threats and hazards.
  - g) Provide information regarding trends and challenges to Brown County's routine and emergency communication capabilities.

**G. Resource Requirements**

1. Each primary and supporting agency shall maintain internal SOPs, SOGs or other documents that detail the logistical and administrative priorities deemed necessary to assist in overall mitigation, preparedness, response, and recovery operations.
2. Each primary and supporting agency will comply with all applicable requirements for training as directed or authorized by their individual agencies. Additionally, training requirements from higher authorities (i.e. federal, state, etc.) related to homeland security or emergency management will take priority. Training may include, but is not limited to:
  - a) National Incident Management System / Incident Command
  - b) Continuity of Operations
  - c) Emergency Operations Planning
  - d) SOPs Development
  - e) Communication Interoperability

## **H. Emergency Support Function Tasks**

The following tables consist of essential tasks to be completed by ESF #2 in all phases of emergency management. These tasks have been created as a guide to follow for the primary and support agencies. They have been developed as a tool to address potential challenges and unique risks that may be faced during times of emergency and disaster within Brown County.

It will be the responsibility of ESF #2 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and deploy resources to perform life saving activities. Further development, updating or changes made to these tasks will be communicated to the Brown EMA for integration into the appropriate portion of the CEMP.

<b>ESF #2 – Mitigation Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
1	Identify new communications technology that can foster communication between the county EOC and field personnel.	
2	Identify areas that have been or are currently prone to significant hazards and determine the impact on critical communications infrastructure.	
3	Catalogue emergency communication resources within Brown County and potential shortfalls or gaps that may exist.	
4	Ensure procedures and protocols in place for utilizing the WebEOC system.	
5	Identify new partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for communication issues and concerns.	
6	Establish partnerships with local and municipal entities that share communication responsibilities.	
7	Develop mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency communications needs.	
8	Identify, establish and maintain technical standards and specifications for essential pieces of equipment related to short and long-term emergency communication.	
9	Identify, establish and maintain routine and emergency safety standards for all communications personnel that comply with federal and state requirements and policies.	
10	Identify, establish and maintain alternate communication facilities, equipment and assets for continuity of operations and essential communication services statewide.	
11	Assist in the development of ordinances, policies and administrative rules that relate directly to communication during emergencies or disasters, this ESF and its ability to provide emergency assistance or equipment.	
12	Work with ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with emergency communication issues.	

<b>ESF #2 – Preparedness Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Develop, validate and maintain SOPs or guidelines for both routine and emergency operations. Key operational concerns include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Identification and assessment of equipment, supplies, resources and critical infrastructure.</li> <li>• Alert, notify and activate personnel for work in field or EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Develop and conduct training and education programs for ESF #2 personnel. Program considerations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• The assessment of critical infrastructure which includes structures, equipment, supplies and resources.</li> <li>• Working in the field during emergency operations.</li> <li>• Working in an State EOC during emergency activations.</li> <li>• WebEOC or other specialized computer applications.</li> <li>• Emergency communications and reporting procedures.</li> <li>• National Incident Management System / Incident Command</li> <li>• Continuity of Operations.</li> <li>• Mapping and GIS computer applications.</li> <li>• Emergency transportation and evacuation planning.</li> </ul>	
<b>3</b>	<p>Develop and maintain a roster of essential primary and support agency contacts for ESF #2 to be used in the event of emergency operations. Ensure critical information (address, telephone, cell, facsimile, email, etc.) are listed.</p>	
<b>4</b>	<p>Develop and maintain a database or system to collect information on essential resources and equipment.</p>	
<b>5</b>	<p>Develop lists of resource needs and work toward their elimination by securing funding, building partnerships or other activities.</p>	
<b>6</b>	<p>Update mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency communication needs.</p>	
<b>7</b>	<p>Train ESF #2 personnel on technical standards and specifications for essential pieces of structures/equipment related to short and long-term emergency communication needs.</p>	
<b>8</b>	<p>Train ESF #2 personnel on routine and emergency safety standards for both field operations and county EOC activations.</p>	
<b>9</b>	<p>Exercise alternate communication structures, equipment and assets for continuity of operations and essential communication services.</p>	
<b>10</b>	<p>Train ESF #2 staff in the appropriate legislation, policies and administrative rules that relate directly to communication structures, equipment, and assets during emergencies or disasters.</p>	

<b>ESF #2 – Response Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Activate SOPs or guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The assessment, staging, use, status and sustainability of facilities, equipment, supplies and other resources.</li> <li>• The assessment of critical infrastructure which includes structures, equipment, supplies and resources.</li> <li>• The alert, notification and activation of personnel for work in the field or within the county EOC.</li> <li>• Activate call-down list.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Activate ESF #2 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• Assessment of towers, equipment, supplies and resources following emergencies or disasters.</li> <li>• Assisting with or dispatching technicians to an identified communication need, including the need for equipment.</li> <li>• Responding to the field for emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• Supporting local and District 8 Incident Command structures.</li> <li>• Activating continuity of operations plans.</li> <li>• Developing and distributing maps and other information.</li> <li>• Meeting emergency communication needs of local agencies</li> </ul>	
<b>4</b>	<p>Evaluate the ability to communicate with ESF #2 personnel and implement alternate communications if primary systems are down.</p>	
<b>5</b>	<p>Assist in the identification of damages to critical communication infrastructure which includes structures, equipment, supplies and resources within the county that may adversely impact the general public and response personnel. Information to collect includes:</p> <ul style="list-style-type: none"> <li>• Project Hoosier SAFE-T system status.</li> <li>• Power outages of critical communications infrastructure.</li> <li>• Coordination with county EOC for generator needs.</li> <li>• Status of alternative communication systems and planning for restoration of primary services</li> </ul>	
<b>6</b>	<p>Prioritize critical infrastructure which may require repairs or debris removal and take the necessary steps to accomplish task.</p>	
<b>7</b>	<p>Work with ESF #12 (Energy), as needed, to coordinate the restoration of critical communications infrastructure for improved response to an emergency or disaster.</p>	
<b>8</b>	<p>Work with all ESFs, as needed, to support communications needs.</p>	
<b>9</b>	<p>Work with appropriate local agencies/departments to communicate with persons of special needs.</p>	
<b>10</b>	<p>Post situation reports and critical information in WebEOC during activations.</p>	

<b>ESF #2 – Recovery Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Work with local entities to maintain alternate means of communication, develop plans to repair critical infrastructure and monitor deployed communications equipment, including resources deployed to sustain alternate communications equipment, such as generators.	
<b>2</b>	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
<b>3</b>	Establish partnerships and secure funding sources to address resource shortfalls or gaps for emergency/disaster communication issues and concerns.	
<b>4</b>	Maintain open and ongoing communication with other local and municipal entities that were impacted by the emergency or disaster and assist in their overall efforts for recovery operations.	
<b>5</b>	Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.	
<b>6</b>	Assess the current technical standards and specifications for essential pieces of equipment related to short and long-term emergency communication needs based upon the lessons learned from the most recent emergency/disaster response.	
<b>7</b>	Assess the current level of training on emergency safety standards for communications personnel to determine the appropriate application and compliance with federal and State requirements and policies.	
<b>8</b>	Assess the current usage and application of alternate communication infrastructure to determine if there are issues that need to be addressed for future response operations.	
<b>9</b>	Develop recommendations, if appropriate, regarding pieces of legislation, policies and/or administrative rules that relate directly to communications that hinder ESF #2's ability to provide emergency response.	

## **IV. ESF 3 – Public Works and Engineering**

### **A. Introduction**

The primary mission of the Public Works and Engineering Emergency Support Function (ESF #3) is to provide the resources and personnel to meet the overall public works related needs of Brown County before, during and after emergency or disaster events. Such events may significantly impact the ability of local jurisdictions to sustain the general welfare of the population. ESF #3 position is critical to maintaining sufficient sanitation capabilities and providing a safe and adequate drinking water supply during emergency events.

### **B. Primary Agency**

Town of Nashville

### **C. Support Agencies**

Brown County EMA	Brown County Health Department
Cordry Sweetwater Conservancy District	Brown County School Corporation
Brown County Highway Department	Brown County Water Company
South Central Indian REMC	Brown County American Red Cross
Gnaw Bone Sewer District	Helmsburg Sewer District

### **D. Situation**

1. In an event where the need for ESF #3 has been determined, the Town of Nashville will act as the primary agency.
2. ESF #3 will be responsible for implementing internal SOPs and protocols to ensure adequate staffing and administrative support for both field operations and coordination efforts in the county EOC.
3. ESF #3 personnel will coordinate the activation of communication assets to fulfill specific mission assignments that support essential activities in mitigation, preparedness, response, and recovery efforts.
4. Effective response, as well as ongoing support efforts, will be contingent upon the availability of communication resources and the extent/impact of the incident upon the county.

**E. Concept of Operations**

1. ESF #3 shall deploy resources/equipment to address public works repair and remediation in areas impacted by emergencies or disasters, prioritizing assets and functions to manage and support the immediate and long-term needs of Brown County.
2. ESF #3 shall activate, deploy and organize personnel and resources based upon:
  - a) Pre-established policies and protocols
  - b) Integration into the overall CEMP
  - c) The communication needs of responders within the county
  - d) The level of support required by other local ESFs
3. ESF #2 shall ensure effective communication is established and maintained with ESF #5 (Emergency Management), ESF #7 (Resource Support) and ESF #10 (Hazardous Materials) to promote an accurate common operating picture (COP) through the use of situation reports and physical assessments.

**F. Organization and Assignment of Responsibilities**

1. The primary agency is responsible for the following:
  - a) Providing for the coordination of personnel and equipment resources to assist in critical public works and tasks functions before, during and after emergency and disaster situations.
  - b) Coordinating the maintenance, recovery, and restoration water and sewer (sanitary and storm) infrastructure and secure buildings impacted by potential hazards or disaster events.
  - c) Providing training to essential personnel who may be called upon to work in potentially impacted areas.
  - d) Work with other local or municipal departments to assess damage to water/sewer infrastructure and buildings/structures in impacted areas to determine the extent of the incident and resource gaps that may exist.
  - e) Coordinate and implement emergency-related response and recovery functions, as required, under statutory authority.

2. The support agencies are responsible for the following:
  - a) Assist in mitigation, preparedness, response, and recovery operations when requested by Brown County EMA or the designated ESF primary agency.
  - b) Participate, as needed in the Brown County EOC, supporting overall coordination of and personnel during response and/or recovery operations.
  - c) Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.
  - d) Assist in developing situation reports and readiness assessments that will provide for an accurate COP.
  - e) Participate in training and exercises aimed at continuous improvement of both current and future capabilities.
  - f) Identify improvements/projects needed in the public works infrastructure to prepare for or respond to new or emerging threats and hazards.
  - g) Provide information regarding trends and challenges to Brown County's public works capability.

**G. Resource Requirements**

1. Each primary and supporting agency shall maintain internal SOPs, SOGs or other documents that detail the logistical and administrative priorities deemed necessary to assist in overall mitigation, preparedness, response, and recovery operations.
2. Each primary and support agency will comply with all applicable requirements for training as directed by their individual agencies. Additionally, requirements from higher authorities (i.e. federal, state, etc.) related to homeland security or emergency management will take priority. Training may include, but is not limited to:
  - a) Hazardous materials training
  - b) National Incident Management System / Incident Command
  - c) Continuity of Operations
  - d) Emergency Operations Planning
  - e) SOPs Development
  - f) Engineering principles and practices

## **H. Emergency Support Function Tasks**

The following tables consist of essential tasks to be completed by ESF #3 in all four phases of emergency management. These tasks have been created as a guide to follow for the primary and support agencies. They have been developed as a tool to address potential challenges and unique risks that may be faced during times of emergency and disaster within Brown County.

It will be the responsibility of ESF #3 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and deploy public works and engineering services to perform life saving activities. Further development, updating or changes made to these tasks will be communicated to the Brown EMA for integration into the appropriate portion of the CEMP.

<b>ESF #3 – Mitigation Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
1	Recommend the inspection and repair of public levees and dams throughout Brown County on an annual basis.	
2	Identify areas that have been or are currently prone to significant hazards and determine the impact on public works infrastructure.	
3	Identify new partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for public works problems, issues and concerns.	
4	Establish partnerships with other local and municipal entities that share public works and building code responsibilities.	
5	Develop mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency public works needs.	
6	Recommend the maintenance and enforcement of building code standards and engineering specifications for buildings/structures related to short and long-term county mitigation practices.	
7	Identify, establish and maintain routine and emergency safety standards for all public works personnel that comply with federal and state requirements and policies.	
8	Identify, establish and maintain alternate public works facilities, equipment and assets for continuity of operations to provide essential public works services within the county.	
9	Assist in the development of ordinances, policies and administrative rules that mitigate identified hazards that relate directly to public works during emergencies or disasters, ESF #3 and its ability to provide emergency assistance or equipment.	
10	Work with ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with emergency public works issues.	

<b>ESF #3 – Preparedness Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Develop, validate and maintain SOPs or guidelines for routine and emergency operations. Operational concerns include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Identification and assessment of equipment, supplies, resources and critical infrastructure.</li> <li>• Proactively assisting water and wastewater utilities in the development of programs to insure sustainability of operations.</li> <li>• Alert and activate personnel for work in field or within county EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Develop and conduct training and education programs for ESF #3 personnel. Program considerations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• The assessment of critical infrastructure which includes structures, buildings, equipment, supplies and resources.</li> <li>• Working in the field during emergency operations.</li> <li>• Working in an State EOC during emergency activations.</li> <li>• WebEOC or other specialized computer applications.</li> <li>• Emergency communications and reporting procedures.</li> <li>• National Incident Management System / Incident Command</li> <li>• Continuity of Operations.</li> <li>• Mapping and GIS computer applications.</li> <li>• Emergency transportation and evacuation planning.</li> </ul>	
<b>3</b>	<p>Develop and maintain a roster of essential primary and support agency contacts for ESF #3 to be used in the event of emergency operations. Ensure critical information (address, telephone, cell, etc.) are listed.</p>	
<b>4</b>	<p>Develop and maintain a database or system to collect information on essential resources, equipment, sandbags, fuel, generators, and other emergency power generation.</p>	
<b>5</b>	<p>Develop lists of resource needs and work toward eliminating shortfalls by securing funding, identifying partnerships or other activities.</p>	
<b>6</b>	<p>Update mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency public works.</p>	
<b>7</b>	<p>Train ESF #3 personnel on engineering/building code standards and specifications related to emergency public works needs.</p>	
<b>8</b>	<p>Train ESF #3 personnel on routine and emergency safety standards for both field operations and county EOC activations.</p>	
<b>9</b>	<p>Identify alternate equipment and resources for continuity of operations and essential public works statewide.</p>	
<b>10</b>	<p>Train ESF #3 in the appropriate legislation, policies and administrative rules that relate directly to public works structures/buildings, equipment, and assets during emergencies or disasters.</p>	

<b>ESF #3 – Response Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
1	<p>Activate SOPs or guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The assessment, staging, use, status and sustainability of facilities, equipment, supplies and other resources.</li> <li>• The assessment of critical infrastructure which includes structures, buildings, equipment, supplies and resources.</li> <li>• The alert, notification and activation of personnel for work in the field or within the county EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
2	<p>Activate ESF #3 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• The assessment of critical infrastructure equipment, supplies and resources following emergencies or disasters.</li> <li>• Assisting with or dispatching engineers/building inspectors to an identified public works need, including the need for equipment.</li> <li>• Assisting in finding supplemental staff, spare repair parts and chemical treatment stockpiles from other treatment facilities.</li> <li>• Responding to the field or county EOC for emergency operations.</li> <li>• Supporting local, district or statewide Incident Command structures.</li> <li>• Activating continuity of operations plans.</li> <li>• Developing and distributing maps and other information.</li> <li>• Provide traffic control resources to local law enforcement</li> </ul>	
3	<p>Evaluate the ability to communicate with ESF #3 personnel and implement alternate communications if primary systems are down.</p>	
4	<p>Assist in the identification of damages to critical public works infrastructure, equipment, supplies and resources within the county that may adversely impact the welfare of the general public and response personnel. Information to be collected may include:</p> <ul style="list-style-type: none"> <li>• Power outages of critical public works infrastructure.</li> <li>• Coordination with local EOC for generator needs.</li> <li>• List impacted critical care, government and mass care facilities.</li> <li>• Status of alternative communication systems.</li> <li>• Develop a plan for emergency restoration of public works services</li> <li>• Estimated times of restoration and/or deployment.</li> </ul>	
5	<p>Prioritize critical public works infrastructure which may require repairs or debris removal and take the necessary steps to accomplish task.</p>	
6	<p>Work with ESF #12 (Energy) and ESF #13 (Public Safety), as needed, to coordinate the restoration of critical infrastructure and traffic control.</p>	
7	<p>Work with all ESFs, as needed, to support their communications needs and provide status reports to county EOC.</p>	
8	<p>Work with appropriate State and local agencies/departments to communicate and assist with persons of special needs.</p>	
9	<p>Post situation reports/critical info in WebEOC during activations.</p>	

<b>ESF #3 – Recovery Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
1	Work with local entities to maintain alternate means of public works infrastructure, develop plans to inspect and repair critical infrastructure and monitor deployed personnel, equipment and resources.	
2	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
3	Establish partnerships and secure funding sources to address resource shortfalls or gaps for emergency/disaster public works issues and concerns.	
4	Maintain open and ongoing communication with other local and municipal entities that were impacted by the emergency or disaster and assist in their overall efforts for recovery operations, including continuing debris removal and coordinating the decontamination of equipment.	
5	Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.	
6	Assess the current engineering and building code standards for essential short and long-term emergency public works needs based upon the lessons learned from the most recent emergency/disaster response.	
7	Assess the current level of training on emergency safety standards for public works personnel to determine the appropriate application and compliance with federal and State requirements and policies.	
8	Assess the current usage and application of alternate public works to determine if there are issues that need to be addressed for future response operations.	
9	Develop recommendations, if appropriate, regarding pieces of legislation, policies and/or administrative rules that relate directly to public works that hinder ESF #3's ability to provide emergency response.	

## **V. ESF 4 – Firefighting and Emergency Medical Services**

### **A. Introduction**

The primary mission of the Firefighting Emergency Support Function (ESF #4) is to provide the resources and personnel to meet the overall firefighting-related needs of the State before, during and after emergency or disaster events. The ESF #4 position is critical for the detection and suppression of wild land, rural and urban fires resulting from, or occurring coincidentally with, an emergency incident in Brown County. Additionally, ESF 4 shall be responsible for the support and coordination of emergency medical services activities within the county.

### **B. Primary Agency**

Local Fire Department with Jurisdiction

### **C. Support Agencies**

Brown County EMA	All local fire Departments
Brown County EMT Association	Brown County School Corporation
Cordry Sweetwater Conservancy District	Brown County American Red Cross
Brown County Highway Department	Brown County Sheriff's Department
Town of Nashville Public Works Department	Nashville Police Department
Brown County Firefighters Association	Columbus Regional Hospital Ambulance Service
Local Indiana Conservation Officers	State Highway Department
Indiana National Guard Fire And EMS	State Highway Department
Indiana State Police	

### **D. Situation**

1. In the event the need for ESF #4 is determined, the Fire Department with Jurisdiction, shall act as the primary agency.
2. ESF #4 will be responsible for implementing internal SOPs and protocols to ensure the goals and objectives of pre-disaster planning are maintained during incident response efforts in the county EOC.
3. ESF #4 personnel will collect, analyze, and share information regarding the actual emergency or disaster and coordinate the county's firefighting and emergency medical needs as defined by this ESF, which support mitigation, preparedness, response and recovery efforts.

4. Effective response as well as ongoing recovery efforts will be contingent upon the availability of resources and the extent/impact of the incident upon the county.

**E. Concept of Operations**

1. ESF #4 shall summarize the requested resources and equipment to address firefighting and EMS in areas impacted by emergencies or disasters, and assist with the prioritizing of assets and functions to manage and support the immediate and long-term needs of the county.
2. ESF #4 shall activate, deploy and organize personnel and resources based upon:
  - a) Pre-established policies and protocols
  - b) Integration into the overall CEMP
  - c) The level of support required by other local ESFs
3. ESF #4 shall ensure effective communication is established and maintained with all ESFs and the county EOC to promote an accurate common operating picture (COP).

**F. Organization and Assignment of Responsibilities**

1. The primary agency is responsible for the following:
  - a) Provide the coordination of personnel and equipment resources to assist in critical functions and tasks before, during and after emergency events and disaster situations.
  - b) Provide appropriate training and operational period scheduling to and for essential personnel who may be called upon to work in county EOC.
  - c) Work with other local or municipal departments to provide hazard assessments in impacted areas and analyze this information to determine the impact of the incident and resource gaps that may exist.
  - d) Receive reports from other ESFs that update response efforts and assist these ESFs if issues are unresolved and/or information is needed for support during county response operations.
  - e) Provide life saving and mission essential services related directly to the fire suppression and EMS.

2. The support agencies are responsible for the following:
  - a) Assist in mitigation, preparedness, response, and recovery operations.
  - b) Participate, as needed in the county EOC, supporting the coordination of fire and EMS resources and personnel during response and/or recovery operations.
  - c) Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.
  - d) Assist in developing situation reports and readiness assessments that will provide for an accurate COP.
  - e) Participate in training and exercises aimed at continuous improvement of mitigation, preparedness, response and recovery capabilities.
  - f) Identify improvements/projects needed in the firefighting and emergency medical services to prepare for or respond to new or emerging threats and hazards.
  - g) Provide information or intelligence regarding trends and challenges to the county EOC.

**G. Resource Requirements**

1. Each primary and supporting agency shall maintain internal SOPs or other documents that detail the logistical and administrative priorities deemed necessary to assist in overall mitigation, preparedness, response, and recovery operations.
2. Each primary and supporting agency will comply with all applicable requirements for training as directed or authorized by their individual agencies. Additionally, training requirements from higher federal or state authorities will take priority. Such training may include, but is not limited to:
  - a) Hazardous materials training
  - b) National Incident Management System / Incident Command
  - c) Continuity of Operations
  - d) Emergency Operations Planning
  - e) SOPs Development

- f) Emergency Medical Services
- g) Mass Casualty Management
- h) Indiana Firefighting Training System (IFTS)
- i) National Fire Academy (NFA)
- j) National Fire Protection Association (NFPA)

#### **H. Emergency Support Function Tasks**

The following tables are comprised of essential tasks to be completed by ESF #4 in the four phases of emergency management. These tasks have been created as a guide for the primary and support agencies of ESF #4. They have been developed as a tool to address potential challenges and unique risks that may be faced during times of emergency and disaster within Brown County.

It will be the responsibility of ESF #4 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and dispatch emergency resources and equipment to perform life saving activities. Further development, updating or changes made to these tasks will be communicated to Brown County EMA for integration into the appropriate portion of the CEMP.

<b>ESF #4 – Mitigation Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Identify areas that have been or are currently prone to significant and specific hazards and determine the impact on firefighting and EMS capabilities.	
<b>2</b>	Identify new partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for firefighting/EMS problems, issues and concerns.	
<b>3</b>	Establish partnerships with other local and municipal entities that share firefighting and EMS responsibilities.	
<b>4</b>	Develop mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term firefighting and EMS needs.	
<b>5</b>	Identify, establish and maintain routine and emergency safety standards for all firefighting and EMS personnel that comply with federal and state requirements and policies.	
<b>6</b>	Identify, establish and maintain alternate firefighting and EMS facilities, equipment and assets for continuity of operations to provide essential life-saving services within the county.	
<b>7</b>	Assist in the development of ordinances, policies and administrative rules that mitigate identified hazards that directly impact firefighting and emergency medical services.	
<b>8</b>	Work with ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with fire-related injuries and deaths.	

<b>ESF #4 – Preparedness Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Develop, validate and maintain SOPs or guidelines for both routine and emergency operations. Key operational concerns include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Identification and assessment of equipment, supplies, resources and critical infrastructure.</li> <li>• Alert, notify and activate personnel for work in the field or within the county EOC.</li> <li>• Provide assistance to support agencies in developing their plans and procedures.</li> <li>• Emergency communications and reporting procedures.</li> <li>• Develop and maintain standardized format for information and intelligence gathering and reporting.</li> </ul>	
<b>2</b>	<p>Develop and conduct training and education programs for ESF #4 personnel. Program considerations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• The assessment of critical infrastructure which includes structures, buildings, equipment, supplies and resources.</li> <li>• Working in the field during emergency operations.</li> <li>• Working in an EOC during emergency activations.</li> <li>• WebEOC or other specialized computer applications.</li> <li>• Emergency communications and reporting procedures.</li> <li>• National Incident Management System / Incident Command</li> <li>• Continuity of Operations.</li> <li>• Mapping and GIS computer applications.</li> <li>• Emergency treatment and transportation</li> </ul>	
<b>3</b>	<p>Develop and maintain a roster of essential primary and support agency contacts for ESF #4. Ensure critical information (address, telephone, cell, facsimile, email, etc.) are listed.</p>	
<b>4</b>	<p>Develop and maintain a database or system to collect information on essential resources and equipment.</p>	
<b>5</b>	<p>Develop lists of resource needs and work toward eliminating these shortfalls by securing funding, identifying partnerships or taking other essential activities.</p>	
<b>6</b>	<p>Update mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term firefighting and EMS.</p>	
<b>7</b>	<p>Train, and if appropriate certify, ESF #4 personnel on routine and emergency safety standards.</p>	
<b>8</b>	<p>Identify alternate resources for continuity of operations.</p>	

<b>ESF #4 – Response Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Activate SOPs or guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• Situation assessment, staging, usage and status of equipment, supplies and resources.</li> <li>• Situation assessment of critical infrastructure which includes structures, buildings, equipment, supplies and resources.</li> <li>• The alert, notification and activation of personnel for work in the field or within the county EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Activate ESF #4 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• Fire suppression and investigation</li> <li>• Providing pre-hospital emergency medical care</li> <li>• The assessment of critical infrastructure which includes structures, equipment, supplies and resources following emergencies or disasters.</li> <li>• Assisting with or dispatch personnel to an identified situation, related to fire or emergency medical services</li> <li>• Responding to the field for emergency operations during incidents that do not relate directly to fire or EMS functions</li> <li>• Working in an EOC during emergency conditions.</li> <li>• Supporting local and District 8 Incident Command structures.</li> <li>• Activating continuity of operations plans.</li> <li>• Collect, gather, verify, analyze and disseminate incident information, including geographic information.</li> <li>• Meeting emergency communication protocols of local agencies and departments.</li> </ul>	
<b>3</b>	<p>Evaluate the ability to communicate with ESF #4 personnel and implement alternate communications if primary systems are down.</p>	
<b>4</b>	<p>Post situation reports and critical information in WebEOC during activations.</p>	
<b>5</b>	<p>Work with appropriate State and local agencies/departments to communicate and assist with persons of special needs.</p>	

<b>ESF #4 – Recovery Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Work with local entities to maintain alternate means of firefighting and EMS, develop plans to inspect and repair critical infrastructure and monitor deployed personnel, equipment and resources.	
<b>2</b>	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
<b>3</b>	Establish partnerships and secure funding sources to address resource shortfalls or gaps for emergency/disaster issues and concerns.	
<b>4</b>	Maintain open and ongoing communication with other local and municipal entities that were impacted by the emergency or disaster and assist in their overall efforts for recovery operations, including continuing debris removal.	
<b>5</b>	Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.	
<b>6</b>	Assess the current level of training on emergency safety standards for firefighting and EMS personnel to determine the appropriate application and compliance with federal and State requirements and policies.	
<b>7</b>	If appropriate, develop recommendations regarding pieces of legislation, policies and/or administrative rules that relate directly to firefighting and EMS that hinder ESF #4's ability to provide adequate emergency response.	

## **VI. ESF 5 – Emergency Management**

### **A. Introduction**

The primary mission of the Emergency Management Emergency Support Function (ESF #5) is to provide the resources and personnel to meet the overall emergency-related needs of the county before, during and after emergency or disaster events. ESF #5 is responsible for coordinating incident management activities for Brown County.

### **B. Primary Agency**

Brown County Emergency Management Agency

### **C. Support Agencies**

Brown County Sheriff's Department	Brown County School District
All local Fire Departments	Bartholomew/Brown County American Red Cross
Brown County Highway Department	Brown County Salvation Army
Town of Nashville Public Works Department	Town of Nashville Police Department
Brown County Government Offices	

### **D. Situation**

1. In the event the need for ESF #5 is determined, Brown County Emergency Management Agency will act as the primary agency.
2. ESF #5 will be responsible for implementing internal SOPs and protocols to ensure the goals and objectives of pre-disaster planning are maintained during incident response efforts in the county EOC.
3. ESF #5 personnel will collect, analyze and share information regarding the emergency or disaster and coordinate the county's emergency needs, to support activities in mitigation, preparedness, response and recovery efforts.
4. Effective response, as well as ongoing recovery efforts, will be contingent upon the availability of resources and the extent/impact of the incident upon the county.

**E. Concept of Operations**

1. ESF #5 shall process the requested resources and equipment to address areas impacted by emergencies or disasters and will assist with the prioritization of assets and functions to manage and support the immediate and long-term life-safety and property protection efforts required by county agencies and departments.
2. ESF #5 shall activate, deploy and organize personnel and resources based upon:
  - a) Pre-established policies and protocols
  - b) Integration and support of the overall CEMP
  - c) The level of support required by other local ESFs
3. ESF #5 is responsible for promoting an accurate common operating picture (COP) by directly engaging county ESF partners to collect information pertaining to immediate response needs, projected future needs, and long-term response and recovery priorities.

**F. Organization and Assignment of Responsibilities**

1. The primary agency (Brown County) is responsible for the following:
  - a) Provide the coordination of personnel and equipment resources to assist in critical functions and tasks before, during and after emergency events and disaster situations.
  - b) Ensure the development of an Incident Action Plan (IAP) for extended emergency operations to support local Unified Command efforts.
  - c) Provide appropriate training and scheduling for essential personnel who may be called upon to work in county EOC.
  - d) Work with other local or municipal departments to provide hazard assessments in impacted areas and analyze this information to determine the impact of the incident and resource gaps that may exist.
  - e) Receive reports from other active ESFs that update response efforts and assist these ESFs if issues are unresolved and/or information is needed for support during county response operations.
  - f) Submit information via WebEOC to the Indiana Department of Homeland Security or the Federal Emergency Management

Agency, if an emergency or disaster has the potential to or has actually impacted the county.

2. The support agencies are responsible for the following:
  - a) Assist in mitigation, preparedness, response, and recovery operations.
  - b) Assist, as needed in the activation of the county EOC, supporting the coordination resources and personnel during response and/or recovery operations.
  - c) Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.
  - d) Assist in developing situation reports and readiness assessments that will provide for an accurate COP.
  - e) Participate in training and exercises aimed at continuous improvement of mitigation, preparedness, response and recovery capabilities.
  - f) Identify improvements/projects needed in the firefighting and emergency medical services to prepare for or respond to new or emerging threats and hazards.
  - g) Provide information or intelligence regarding trends and challenges to the county EOC.

#### **G. Resource Requirements**

1. Each primary and supporting agency shall maintain internal SOPs or other documents that detail the logistical and administrative priorities deemed necessary to assist in overall mitigation, preparedness, response, and recovery operations.
2. Each primary and supporting agency will comply with all applicable requirements for training as directed or authorized by their individual agencies. Additionally, training requirements from higher federal or state authorities will take priority. Such training may include, but is not limited to:
  - a) Hazardous materials training
  - b) National Incident Management System / Incident Command
  - c) Continuity of Operations
  - d) Emergency Operations Planning

- e) SOPs Development
- f) FEMA Individual Assistance Programs
- g) FEMA Public Assistance Programs
- h) Critical Infrastructure Protection
- i) Grants Management
- j) Creative Finance
- k) Resource Management
- l) Management and Leadership
- m) Mass Casualty Management

#### **H. Emergency Support Function Tasks**

The following tables are comprised of essential tasks to be completed by ESF #5 in the four phases of emergency management. These tasks have been created as a guide for the primary and support agencies of ESF #5. They should be used as a tool to address potential challenges and unique risks that may be faced during times of emergency and disaster within Brown County.

It will be the responsibility of ESF #5 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and dispatch emergency management resources and equipment to perform life saving activities. Further development, updating or changes made to these tasks will be integrated into the appropriate portion of the Brown County CEMP.

<b>ESF #5 – Mitigation Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
1	Monitor situation with ESF #2 to ensure procedures and protocols are in place for utilizing the WebEOC system.	
2	Identify areas that have been or are currently prone to significant and specific hazards and determine the impact on in collecting and dissemination	
3	Identify new partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for emergency management problems, issues and concerns.	
4	Establish partnerships with other state, local and municipal entities that share emergency management responsibilities.	
5	Develop mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency management needs.	
6	Identify, establish and maintain routine and emergency safety standards for all emergency management personnel that comply with federal and state requirements and policies.	
7	Identify, establish and maintain alternate emergency management facilities, equipment and assets for continuity of operations to provide director and control support within the county.	
8	Assist in the development of ordinances, policies and administrative rules that mitigate identified hazards and their impact on emergency management activities and personnel.	
9	Work with and maintain public outreach programs aimed at eliminating or reducing the risks associated with emergency and disasters.	

<b>ESF #5 – Preparedness Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Develop, validate and maintain SOPs for both routine and emergency operations. Key operational concerns include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Identification of equipment, resources and critical infrastructure.</li> <li>• Alert, notify and activate personnel for work within the county EOC.</li> <li>• Assist agencies in developing emergency plans and procedures.</li> <li>• Test and evaluate emergency communications procedures.</li> <li>• Implement a geographic information system (GIS) to produce base map(s) for use by other ESFs</li> <li>• Develop and maintain standardized format for information and intelligence gathering and reporting documents (e.g. WebEOC)</li> </ul>	
<b>2</b>	<p>Develop and conduct training and education programs for ESF #5 personnel. Key program considerations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Assessment of critical infrastructure, equipment and resources.</li> <li>• Engineering principles and practices.</li> <li>• Working in the field during emergency operations.</li> <li>• Working in a county EOC during emergency activations.</li> <li>• WebEOC or other specialized computer applications.</li> <li>• Emergency communications and reporting procedures.</li> <li>• National Incident Management System / Incident Command</li> <li>• Continuity of Operations.</li> <li>• Mapping and GIS computer applications.</li> <li>• Emergency transportation and evacuation planning.</li> </ul>	
<b>3</b>	<p>Develop and maintain a roster of essential agency contacts for ESF #5 to be used in the event of emergency operations. Ensure critical information (address, telephone, cell, facsimile, email, etc.) are listed.</p>	
<b>4</b>	<p>Develop and maintain standardized format for information and intelligence gathering and reporting documents.</p>	
<b>5</b>	<p>Develop and maintain a database or system to collect information on resources and equipment utilizing NIMS resource typing standards.</p>	
<b>6</b>	<p>Develop lists of resource needs and work toward eliminating shortfalls by securing funding, identifying partnerships or taking other activities.</p>	
<b>7</b>	<p>Update mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services during emergency operations.</p>	
<b>8</b>	<p>Train ESF #5 personnel on routine and emergency safety standards for both field operations and State EOC activations.</p>	
<b>9</b>	<p>Identify alternate equipment and resources for continuity of operations and essential emergency management statewide.</p>	
<b>10</b>	<p>Train ESF #5 in the appropriate legislation, policies and administrative rules that relate directly to emergency management during emergencies or disasters.</p>	

<b>ESF #5 – Response Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
1	<p>Activate SOPs or guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• Situation assessment, staging, status of equipment and supplies</li> <li>• Situation assessment of critical infrastructure which includes structures, buildings, equipment, supplies and resources.</li> <li>• The alert, notification and activation of personnel for work in the field or within the county EOC.</li> <li>• Activate call-down list.</li> <li>• Emergency communications and reporting procedures.</li> <li>• Produce and distribute a base map that is functional and useful to other ESFs during response and recovery tasks.</li> </ul>	
2	<p>Activate ESF #5 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• The assessment of critical infrastructure which includes structures, equipment, supplies and resources following emergencies or disasters.</li> <li>• Assisting with or dispatch personnel to an identified emergency management situation, including the need for equipment.</li> <li>• Responding to the field for emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• Supporting local, district or statewide Incident Command structures.</li> <li>• Activating continuity of operations plans.</li> <li>• Collect, gather, verify, analyze, and disseminate incident information, including geographic information.</li> <li>• Supporting emergency communication needs of local agencies</li> </ul>	
3	<p>Evaluate the ability to communicate with ESF #5 personnel and implement alternate communications if primary systems are down.</p>	
4	<p>Prepare a situation reports that summarizes all ESF activities and need for resources. Situation reports lists damages/status to critical emergency management infrastructure which includes structures, buildings, equipment, supplies and resources within the county that may adversely impact the welfare of the general public and response personnel. Information to be collected may include but not limited to:</p> <ul style="list-style-type: none"> <li>• WebEOC situation report.</li> <li>• Power outages of critical emergency management infrastructure.</li> <li>• Coordination with State EOC and field personnel.</li> <li>• Impacted government, transportation and mass care facilities.</li> <li>• Injuries and fatalities.</li> <li>• Status of alternative communication systems.</li> <li>• Estimated times of restoration and/or deployment.</li> </ul>	
5	<p>Submit information as to the State EOC as needed or requested.</p>	
6	<p>Work with appropriate local agencies/departments to communicate and assist with persons of special needs.</p>	

<b>ESF #5 – Recovery Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
1	Work with local entities to maintain alternate means of communication and reporting.	
2	Develop plans to inspect and repair critical infrastructure and monitor deployed personnel, equipment and resources.	
3	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
4	Establish partnerships and secure funding sources to address resource shortfalls or gaps for emergency/disaster issues and concerns.	
5	Maintain open and ongoing communication with other state, local and municipal entities that were impacted by the emergency or disaster and assist in their overall efforts for recovery operations, including continuing debris removal.	
6	Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.	
7	Assess the current level of training on emergency safety standards for emergency management personnel to determine the appropriate application and compliance with federal and State requirements and policies.	
8	Conduct initial property damage assessments by coordinating with appropriate State and local officials at affected sites, if human safety is not a concern.	
9	Gather all Emergency Support Function and agency's After Action Reports and compile into single report.	
10	If appropriate, develop recommendations regarding pieces of legislation, policies and/or administrative rules that relate directly to emergency management, that hinder ESF #5's ability to provide emergency response.	

## **VII. ESF 6 – Sheltering, Housing and Human Services**

### **A. Introduction**

The primary mission of the Mass Care, Housing and Human Services Emergency Support Function (ESF #6) is to provide the resources and personnel to meet the non-medical mass care related needs of the county before, during and after emergency or disaster events. ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by an incident.

### **B. Primary Agency**

Bartholomew/Brown County Chapter of the American Red Cross

### **C. Support Agencies**

Brown County EMA	Brown County School Corporation
All local Fire Departments	Town of Nashville Public Works Department
Brown County Highway Department	Brown County YMCA
Brown Health Department	Columbus Regional Hospital Ambulance Service
Brown County Salvation Army	Town of Nashville Police Department
Brown County Sheriff's Department	Local Business's
First Call for Help/211	Columbus Wal-Mart's (2)
Sam's Club	Other American Red Cross Chapters
Centerstone Behavioral Health	

### **D. Situation**

1. In the event the need for ESF #6 is determined, the Bartholomew/Brown County Chapter of the American Red Cross will act as the primary agency.
2. ESF #6 will be responsible for implementing internal SOPs and protocols to ensure the goals and objectives of pre-disaster planning are maintained during incident response efforts in the county EOC.
3. ESF #6 personnel will collect, analyze and share information regarding the emergency or disaster and coordinate the county's mass care and sheltering needs, to support activities in mitigation, preparedness, response and recovery phases.
4. Effective response, as well as ongoing recovery efforts, will be contingent upon the availability of resources and the extent/impact of the incident upon the county.

**E. Concept of Operations**

1. ESF #6 shall deploy resources to areas impacted by emergencies and disasters, prioritizing their assets/critical tasks to manage and support the immediate and long-term mass care need of the county.
2. ESF #6 shall activate, deploy and organize personnel and resources based upon:
  - a) Pre-established policies and protocols
  - b) Integration and support of the overall CEMP
  - c) The level of support required by other local ESFs
3. ESF #6 is responsible for promoting an accurate common operating picture (COP) by working closely with the ESF #5 and other key local partners to collect information pertaining to immediate response needs, projected future needs, and long-term response and recovery priorities.

**F. Organization and Assignment of Responsibilities**

1. The primary agency is responsible for the following:
  - a) Provide the coordination of personnel and equipment resources to assist in mass care, sheltering operations, or other key activities deemed necessary to meet the challenges of a given emergency or disaster.
  - b) Provide appropriate training and scheduling for essential personnel who may be called upon to work in county EOC.
  - c) Work with other local or municipal departments to assess evacuee and victim needs in impacted areas of the county and determine potential resource gaps that may exist in conducting mass care operations.
  - d) Submit reports and other mass care information via WebEOC to the Brown County EMA.
2. The support agencies are responsible for the following:
  - a) Assist in mitigation, preparedness, response, and recovery operations, as needed or required.
  - b) Assist, as needed, in the activation of the county EOC, supporting the coordination of resources and personnel during response and/or recovery operations.

- c) Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.
- d) Assist in developing situation reports and readiness assessments that will provide for an accurate COP.
- e) Participate in training and exercises aimed at continuous improvement of mitigation, preparedness, response and recovery capabilities.
- f) Identify new equipment, technologies or capabilities required to prepare for or respond to new or emerging threats or hazards.
- g) Provide information or intelligence regarding trends and challenges to the county's mass care capability.

**G. Resource Requirements**

1. Each primary and supporting agency shall maintain internal SOPs or other documents that detail the logistical and administrative priorities deemed necessary to assist in overall mitigation, preparedness, response, and recovery operations.
2. Each primary and supporting agency will comply with all applicable requirements for training as directed or authorized by their individual agencies. Additionally, training requirements from higher federal or state authorities will take priority. Such training may include, but is not limited to:
  - a) National Incident Management System / Incident Command
  - b) Continuity of Operations
  - c) Emergency Operations Planning
  - d) SOPs Development
  - e) FEMA Individual Assistance Programs
  - f) FEMA Public Assistance Programs
  - g) Sheltering and Mass Care Operations
  - h) Resource Management
  - i) Management and Leadership

## **H. Emergency Support Function Tasks**

The following tables are comprised of essential tasks to be completed by ESF #6 in the four phases of emergency management. These tasks have been created as a guide for the primary and support agencies of ESF #6. They should be used as a tool to address potential challenges and unique risks that may be faced during times of emergency and disaster within Brown County.

It will be the responsibility of ESF #6 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and dispatch mass care resources and equipment to provide and perform essential services. Further development, updating or changes made to these tasks will be integrated into the appropriate portion of the Brown County CEMP.

<b>ESF #6 – Mitigation Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
1	Identify areas that have been or are currently prone to significant hazards and determine the impact on emergency mass care capabilities.	
2	Catalogue emergency mass care resources within Brown County and the potential shortfalls or gaps that may exist.	
3	Identify new partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for emergency mass care provisions.	
4	Establish partnerships with other state, local and municipal entities that share mass care responsibilities.	
5	Develop mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of personnel and/or resources as they relate to short and long-term emergency mass care needs.	
6	Identify, establish and maintain technical standards and specifications for essential pieces of equipment related to short and long-term emergency mass care.	
7	Identify, establish and maintain routine and emergency safety standards for all personnel that comply with federal and state requirements and policies.	
8	Identify, establish and maintain alternate communications equipment for the continuation of essential mass care services.	
9	Assist in the development of policies and administrative rules that relate directly to mass care during emergencies or disasters, this ESF and its ability to provide emergency assistance or equipment.	
10	Work with ESF #15 (External Affairs) to develop and maintain public outreach programs focused on evacuations and public mass care facilities to help eliminate or reduce risks during an emergency or disaster.	

<b>ESF #6 – Preparedness Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Develop, validate and maintain SOPs for both routine and emergency operations. Operational concerns include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Identification and assessment of equipment, supplies, resources and critical infrastructure.</li> <li>• Alert, notify and activate personnel for work in the field or EOC.</li> <li>• Emergency mass care and reporting procedures.</li> </ul>	
<b>2</b>	<p>Develop and conduct training and education programs for ESF #6 personnel. Key program considerations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• The assessment of critical infrastructure which includes service areas, structures, equipment, supplies and resources.</li> <li>• Working in the field during emergency operations.</li> <li>• Working in an State EOC during emergency activations. ( State Lead ARC)</li> <li>• WebEOC or other specialized computer applications.</li> <li>• Emergency mass care and reporting procedures.</li> <li>• National Incident Management System / Incident Command</li> <li>• Continuity of Operations.</li> <li>• Mapping and GIS computer applications.</li> </ul>	
<b>3</b>	<p>Develop and maintain a roster of essential primary and support agency contacts for ESF #6 to be used in the event of emergency operations. Ensure critical information (telephone, cell, email, etc.) is listed.</p>	
<b>4</b>	<p>Develop and maintain a database or system to collect information on essential personnel, resources and equipment.</p>	
<b>5</b>	<p>Develop and maintain a list of tasks and responsibilities for feeding and sheltering evacuees and victims, including sheltering locations.</p>	
<b>6</b>	<p>Develop lists of resource needs and work to eliminate these shortfalls by securing funding, identifying partnerships or through other activities.</p>	
<b>7</b>	<p>Update mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of personnel, resources or services as they relate to short and long-term emergency mass care.</p>	
<b>8</b>	<p>Train ESF #6 personnel on technical standards and specifications for essential pieces of equipment related to short and long-term emergency mass care, and certify equipment if appropriate.</p>	
<b>9</b>	<p>Train, ESF #6 personnel on routine and emergency safety standards for both field operations and State EOC activations.</p>	
<b>10</b>	<p>Exercise alternate communication structures, equipment and assets for continuity of operations and essential communications in county.</p>	
<b>11</b>	<p>Train ESF #6 in the appropriate policies and administrative rules that relate directly to mass care provisions during emergencies or disasters.</p>	

<b>ESF #6 – Response Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Activate SOPs or guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The assessment, staging, and status of personnel, structures, buildings, equipment, supplies and other resources.</li> <li>• Assessment of critical structures, equipment, and supplies.</li> <li>• Alert, notification and activation of staff for work in field or EOC.</li> <li>• Emergency mass care and reporting procedures.</li> </ul>	
<b>2</b>	<p>Activate ESF #6 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• Assessment of critical infrastructure, equipment, and other resources following emergencies or disasters.</li> <li>• Identify population displaced and location of affected persons.</li> <li>• Respond to mass care needs, to include sheltering, food, water or personal items.</li> <li>• Coordinate with ESF #1 (Transportation) and ESF #15 (External Affairs) to identify vehicle routes to aid responders and evacuees.</li> <li>• Coordination of shelters, feeding and other activities</li> <li>• Responding to the field to support emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• Coordinate with ESF #13 (Public Safety) for security at shelters.</li> </ul>	
<b>3</b>	<p>Establish and monitor communication link with ESF #6 personnel and implement alternate communications if primary systems are down.</p>	
<b>4</b>	<p>Assist in the identification of damages to shelter and mass care systems, structures, equipment, supplies and resources that may impact evacuations and victim care. Information to collect includes:</p> <ul style="list-style-type: none"> <li>• Identify and describe alternate shelters and service centers.</li> <li>• Power outages of critical infrastructure.</li> <li>• Coordination with local EMA Director for generator needs.</li> <li>• Status of alternative communication systems.</li> <li>• Estimated times of restoration and/or deployment.</li> </ul>	
<b>5</b>	<p>Prioritize critical infrastructure which may require repairs or debris removal and take the necessary steps to accomplish task.</p>	
<b>6</b>	<p>Provide victim related recovery efforts such as counseling, support for persons with special needs or assisting with processing benefit claims.</p>	
<b>7</b>	<p>Coordinate with ESF #15 (External Affairs) to release public service messages regarding disaster information on evacuations and victim assistance and phone numbers for public information hotline/helpline.</p>	
<b>8</b>	<p>Coordinate with ESF #10 (HazMat) to set-up a portable decontamination system at the evacuee/victim shelters, if necessary.</p>	
<b>9</b>	<p>Work with all ESFs, as needed, to support their mass care needs.</p>	
<b>10</b>	<p>Work with local agencies to assess persons with special needs.</p>	
<b>11</b>	<p>Post situation reports and critical information in WebEOC.</p>	

<b>ESF #6 – Recovery Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Work with State local entities to: <ul style="list-style-type: none"> <li>• Maintain alternate means of communication.</li> <li>• Develop plans to repair/replace mass care equipment and supplies.</li> <li>• Assist with referrals for short-term and temporary housing and relocation, as appropriate.</li> <li>• Provide crisis counseling.</li> <li>• Monitor deployed mass care resources/equipment.</li> <li>• Distribution of items such as comfort kits, clean-up kits, water, ice, shovels, insect repellent or other items, if appropriate.</li> </ul>	
<b>2</b>	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
<b>3</b>	Establish partnerships and secure funding sources to address resource shortfalls or gaps for emergency/disaster issues and concerns.	
<b>4</b>	Maintain open and ongoing communication with other local and municipal entities that were impacted by the emergency or disaster and assist in their overall efforts for recovery operations.	
<b>5</b>	Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.	
<b>6</b>	Assess the current technical standards and specifications for essential pieces of equipment related to short and long-term emergency mass care needs based upon the lessons learned from the most recent emergency/disaster response.	
<b>7</b>	Assess the current level of training on emergency safety standards for mass care personnel to determine the appropriate application and compliance with requirements/policies from individual agencies, federal governments, and State governments.	
<b>8</b>	Assess the current usage and application of alternate communication infrastructure to determine if there are issues that need to be addressed for future response operations.	
<b>9</b>	Develop recommendations, if appropriate, regarding pieces of legislation, policies and/or administrative rules that relate directly to mass care, that hinder ESF #6's ability to provide emergency response.	

## **VIII. ESF 7 – Resource Support**

### **A. Introduction**

The primary mission of the Resource Support Emergency Support Function (ESF #7) is to provide the resource support related needs of the county before, during and after emergency or disaster events. ESF #7 is the primary source for the identification, distribution and management of critical equipment, facilities and resources that are directed toward life safety and property protection activities.

### **B. Primary Agency**

Brown County Emergency Management Agency

### **C. Support Agencies**

All local fire Departments	Brown County School Corporation
Brown County Highway Department	Town of Nashville Public Works Department
Brown County Public Services	Brown Health Department
Bartholomew/Brown American Red Cross	Town of Nashville Police Department
Brown County Treasurer	Brown County Sheriff's Department

### **D. Situation**

1. In the event the need for ESF #7 is determined, the Brown County Emergency Management Agency will act as the primary agency.
2. ESF #7 will be responsible for implementing internal SOPs and protocols to ensure the goals and objectives of pre-disaster planning are maintained during incident response efforts in the county EOC.
3. ESF #6 personnel will collect, analyze and share information regarding the emergency or disaster and coordinate the county's resource support activities in mitigation, preparedness, response and recovery phases.
4. Effective response, as well as ongoing recovery efforts, will be contingent upon the availability of personnel, capabilities, and the extent/impact of the incident upon the county.

**E. Concept of Operations**

1. ESF #7 shall deploy resources to areas impacted by emergencies and disasters, prioritizing their assets/critical tasks to manage and support the immediate and long-term needs of the county.
2. ESF #7 shall activate, deploy and organize personnel and resources based upon:
  - d) Pre-established policies and protocols
  - e) Integration and support of the overall CEMP
  - f) The level of support required by other local ESFs
3. ESF #7 is responsible for promoting an accurate common operating picture (COP) by working closely with other key local partners to collect information pertaining to immediate response needs, projected future needs, and long-term response and recovery priorities.

**F. Organization and Assignment of Responsibilities**

1. The primary agency is responsible for the following:
  - a) Processing resource requests from county agencies and securing materials, equipment, personnel and other key items needed before, during and after an emergency and disaster.
  - b) Provide training to essential personnel who may be called upon to work in potentially impacted areas or in the county EOC.
  - c) Manage the financial aspects and considerations in the procurement, storage and distribution of materials, equipment and supplies.
  - d) Work with other local or municipal departments to assess the overall damage to critical resources, materials and other back-up supplies and equipment to determine potential resource gaps that may exist in conducting resource support operations.
  - e) Submit reports and other mass care information via WebEOC to the Brown County EMA.
2. The support agencies are responsible for the following:
  - a) Assist in mitigation, preparedness, response, and recovery operations, as needed or required.

- b) Assist, as needed, in the activation of the county EOC, supporting the coordination of resources and personnel during response and/or recovery operations.
- c) Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.
- d) Assist in developing situation reports and readiness assessments that will provide for an accurate COP.
- e) Participate in training and exercises aimed at continuous improvement of mitigation, preparedness, response and recovery capabilities.
- f) Identify new equipment, technologies or capabilities required to prepare for or respond to new or emerging threats or hazards.
- g) Provide information or intelligence regarding trends and challenges to the county's ability to secure, store and distribute essential resources as well as identify and activate personnel.

**G. Resource Requirements**

- 1. Each primary and supporting agency shall maintain internal SOPs or other documents that detail the logistical and administrative priorities deemed necessary to assist in overall mitigation, preparedness, response, and recovery operations.
- 2. Each primary and supporting agency will comply with all applicable requirements for training as directed or authorized by their individual agencies. Additionally, training requirements from higher federal or state authorities will take priority. Such training may include, but is not limited to:
  - a) National Incident Management System / Incident Command
  - b) Continuity of Operations
  - c) Emergency Operations Planning
  - d) SOPs Development
  - e) Contract Administration and Emergency Procurement
  - f) Resource Management
  - g) Management and Leadership

## **H. Emergency Support Function Tasks**

The following tables are comprised of essential tasks to be completed by ESF #7 in the four phases of emergency management. These tasks have been created as a guide for the primary and support agencies of ESF #7. They should be used as a tool to address potential challenges and unique risks that may be faced during times of emergency and disaster within Brown County.

It will be the responsibility of ESF #7 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and deploy resources and equipment to provide and perform essential services. Further development, updating or changes made to these tasks will be integrated into the appropriate portion of the Brown County CEMP.

<b>ESF #7 – Mitigation Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Identify support resources within the county and potential shortfalls or gaps that may exist.	
<b>2</b>	Identify potential partnerships or funding sources to reduce or eliminate shortfalls or gaps for resource support issues and concerns.	
<b>3</b>	Establish partnerships with other local and municipal entities that share resource support responsibilities.	
<b>4</b>	Develop mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of facility space, as well as meet supply and equipment needs as they relate to short and long-term emergency response.	
<b>5</b>	Identify, establish and maintain routine and emergency safety standards for all resource support personnel that comply with federal and state requirements and policies.	
<b>6</b>	Identify alternate facilities, equipment and supplies for continuity of operations and essential resource support services county-wide.	
<b>7</b>	Assist in the development of ordinances, policies and administrative rules that relate directly to resource support, and ESF #7's ability to provide emergency resources.	
<b>8</b>	Work with ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with conducting emergency resource support activities.	

<b>ESF #7 – Preparedness Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Develop, validate and maintain SOPs for both routine and emergency operations. Key operational concerns include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Identification and assessment of equipment, supplies, resources and critical infrastructure.</li> <li>• Develop a contact database for key resources and equipment.</li> <li>• Develop procedures for use of staging areas.</li> <li>• Alert, notification and activation of personnel for work in the field or within the county EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Develop and conduct training and education programs for ESF #7 personnel. Key program considerations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Assessment of facilities, equipment, supplies and other resources.</li> <li>• Working in the field during emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• WebEOC or other specialized computer applications.</li> <li>• Emergency communications and reporting procedures.</li> <li>• National Incident Management System / Incident Command.</li> <li>• Continuity of Operations.</li> <li>• Mapping, GIS and other computer applications.</li> <li>• Emergency transportation and evacuation planning.</li> </ul>	
<b>3</b>	<p>Develop and maintain a roster of primary and support agency contacts for ESF #7 to be used in emergency operations. Ensure critical information (telephone, cell, email, etc.) are captured.</p>	
<b>4</b>	<p>Develop and maintain a database or system to collect information on essential resources using NIMS resource typing standards.</p>	
<b>5</b>	<p>Develop lists of resource needs and work toward eliminating these shortfalls by securing funding, partnerships or taking other measures.</p>	
<b>6</b>	<p>Update mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency resource support needs.</p>	
<b>7</b>	<p>Train ESF #7 personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
<b>8</b>	<p>Exercise alternate facilities, equipment and supplies for continuity of operations and essential resource support services statewide.</p>	
<b>9</b>	<p>Train ESF #7 personnel on legislation, policies and administrative rules that relate directly to resource support, this ESF and its ability to provide emergency assistance.</p>	
<b>10</b>	<p>Train ESF #7 personnel on policies and administrative rules that relate directly to resource support and the impact to provide emergency assistance.</p>	

<b>ESF #7 – Response Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
1	<p>Activate SOPs or guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The assessment, staging, use, status and sustainability of facilities, equipment, supplies and other resources.</li> <li>• The alert, notification and activation of personnel for work in the field or within the State EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
2	<p>Activate ESF #7 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• Contract services of facilities, equipment, supplies and other resources.</li> <li>• Implement emergency purchasing procedures.</li> <li>• Provide guidance on state resource acquisition rules and regulations.</li> <li>• Responding to the field for emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• Supporting local, district or statewide Incident Command structures.</li> <li>• Activating continuity of operations plans.</li> <li>• Developing and distributing maps and other pertinent resource support information.</li> <li>• Meeting both emergency resource support and evacuation needs of state and local agencies and departments.</li> </ul>	
3	Evaluate the ability to communicate with ESF #7 personnel and implement alternate communications if primary systems are down.	
4	Work with state-owned facilities that may be in an area impacted by a disaster to support the safe movement of personnel and equipment from those locations. Such facilities may include state offices, state parks / recreation areas, state hospitals or correctional facilities.	
5	Work with ESF #5 (Emergency Management), ESF #6 (Mass Care) and State EOC Logistics, as needed, to coordinate the procurement of goods and services that support resource needs for an effective response.	
6	Coordinate with ESF #13 (Public Safety) to provide security in staging and storage areas.	
7	Work with state and local agencies and departments in the movement and care of persons with special needs.	
8	Post situation reports and critical information in WebEOC during activations.	

<b>ESF #7 – Recovery Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
<b>2</b>	Establish partnerships and secure funding sources to address shortfalls or gaps for resource support issues and concerns.	
<b>3</b>	Maintain open and ongoing communication with other local and municipal entities in impacted areas and assist in their overall efforts for resource acquisition and management in recovery operations.	
<b>4</b>	Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.	
<b>5</b>	Assess the current facilities, equipment, supplies, and other resources related to short and long-term emergency support and update based upon the lessons learned from the most recent emergency response.	
<b>6</b>	Assess the current level of training on emergency safety standards for personnel to determine the appropriate application and compliance with federal and state requirements and policies.	
<b>7</b>	Assess the current usage and application of alternate resource support facilities, equipment and assets for essential resource support services in the county to determine if there are issues that need to be addressed for future response operations.	
<b>8</b>	Work to change, if required, those ordinances, policies and administrative rules that relate directly to resource support, which may hinder the ability to provide emergency assistance.	

## **IX. ESF 8 – Health and Medical**

### **A. Introduction**

The primary mission of the Health and Medical Emergency Support Function (ESF #8) is to provide resources and personnel to support local jurisdictions with ensuring the health and welfare of their residents, before, during and after emergency or disaster events. ESF #8 will also provide guidance on public health issues necessary to protect the community and its citizens including the need of quarantine and/or isolation of communities or individuals as well as hospital care and mortuary operations.

### **B. Primary Agency**

Brown County Health Department

### **C. Support Agencies**

Brown County EMA	Columbus Regional Hospital Abulance Service
Brown County Highway Department	Brown County School Corporation
Brown County Salvation Army	Bartholomew/Brown County American Red Cross
All local Fire Departments	Brown County EMT Association
Brown County Sheriff's Department	Town of Nashville Police Department
Brown County Coroner	

### **D. Situation**

1. In the event the need for ESF #8 is determined, the Brown County Health Department will act as the primary agency.
2. ESF #8 will be responsible for implementing internal SOPs and protocols to ensure adequate staffing and administrative support for both field operations and coordination effort in the county EOC.
3. ESF #6 personnel will activate medical and health service assets to fulfill specific mission essential activities in the mitigation, preparedness, response and recovery phases.
4. Effective response, as well as ongoing recovery efforts, will be contingent upon the availability of personnel, capabilities, and the extent/impact of the incident upon the county.

**E. Concept of Operations**

1. ESF #8 shall deploy medical and health service resources to areas impacted by emergencies and disasters, prioritizing their assets/critical tasks to manage and support the immediate and long-term needs of the county.
2. ESF #8 shall activate, deploy and organize personnel and resources based upon:
  - a) Pre-established policies and protocols
  - b) Integration and support of the overall CEMP
  - c) Significant health concerns or issues that require immediate analysis and/or response
  - d) The level of support required by other local ESFs
3. ESF #8 will ensure that timely and continuous communication is established with key ESF partners within the county to promote an accurate common operating picture (COP) during or following emergency operations.

**F. Organization and Assignment of Responsibilities**

1. The primary agency is responsible for the following:
  - a) Providing medical and health service resources to assist in critical functions and tasks before, during and after an emergency events and disaster situations.
  - b) Coordinate the recovery and restoration of medical and health systems within the county impacted by significant events.
  - c) Provide training to essential personnel who may be called upon to work in potentially impacted areas or in the county EOC.
  - d) Manage the financial aspects and considerations in the procurement, storage and distribution of medical materials, equipment and supplies.
  - e) Work with other local or municipal departments to assess the overall impact to medical resources, materials and other back-up supplies and equipment to determine potential resource gaps that may exist in providing health and medical services.
  - f) Submit reports and other health and medical information via WebEOC.

2. The support agencies are responsible for the following:
  - a) Assist in mitigation, preparedness, response, and recovery operations, as needed or required.
  - b) Assist, as needed, in the activation of the county EOC, supporting the coordination of medical and health service assets and personnel during response and/or recovery operations.
  - c) Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.
  - d) Assist in developing situation reports and readiness assessments that will provide for an accurate COP.
  - e) Participate in training and exercises aimed at continuous improvement of mitigation, preparedness, response and recovery capabilities.
  - f) Identify new equipment, technologies or capabilities required to prepare for or respond to new or emerging threats or hazards.
  - g) Provide information regarding trends and challenges to the county's ability to supply medical and health services.

**G. Resource Requirements**

1. Each primary and supporting agency shall maintain internal SOPs or other documents that detail the logistical and administrative priorities deemed necessary to assist in overall mitigation, preparedness, response, and recovery operations.
2. Each primary and supporting agency will comply with all applicable requirements for training as directed or authorized by their individual agencies. Additionally, training requirements from higher federal or state authorities will take priority. Such training may include, but is not limited to:
  - a) National Incident Management System / Incident Command
  - b) Continuity of Operations
  - c) Emergency Operations Planning
  - d) SOPs Development
  - e) Health and Medical Education/Training to the appropriate level of certification and licensure for key personnel with roles in preparedness, response and recovery operations

## **H. Emergency Support Function Tasks**

The following tables are comprised of essential tasks to be completed by ESF #8 in all phases of emergency management. They have been developed as a tool to address potential challenges and unique risks that may be faced during times of emergency and disaster within Brown County.

It will be the responsibility of ESF #8 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and deploy resources to perform life saving activities. Further development, updating or changes made to these tasks will be communicated to the Brown County Emergency Management Agency for integration into the appropriate portion of the county CEMP.

<b>ESF #8 – Mitigation Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Identify areas that have been or are currently prone to significant health or medical hazards and determine the impact on the ability to move personnel and resources into affected areas.	
<b>2</b>	Identify medical and health service resources within the county and potential shortfalls or gaps that may exist.	
<b>3</b>	Identify potential partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for medical and health service issues and concerns.	
<b>4</b>	Establish partnerships with other local and municipal entities that share medical and health service responsibilities.	
<b>5</b>	Develop mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency medical and health service needs.	
<b>6</b>	Identify, establish and maintain technical standards and specifications for essential pieces of equipment related to short and long-term emergency medical and health service needs.	
<b>7</b>	Identify, establish and maintain routine and emergency safety standards for all medical and health service personnel that comply with federal and state requirements and policies.	
<b>8</b>	Identify, establish and maintain alternate medical and health service facilities, equipment and assets for Continuity of Operations.	
<b>9</b>	Assist in the development of ordinances, policies and administrative rules that relate directly to medical and health services, this ESF and its ability to provide emergency assistance.	
<b>10</b>	Work with ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with emergency medical and health service issues.	

<b>ESF #8 – Preparedness Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Develop, validate and maintain SOPs for both routine and emergency operations. Key concerns include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Identification and assessment of equipment, supplies, and personnel</li> <li>• Alert, notification and activation of personnel for work in the field or within the county EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Develop and conduct training and education programs for ESF #8 personnel. Program considerations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• A routine assessment of equipment, supplies and resources.</li> <li>• The assessment of medical and health services following emergencies or disasters.</li> <li>• Mass prophylaxis, pandemic diseases, and mass fatality issues</li> <li>• Working in an EOC during emergency conditions.</li> <li>• WebEOC or other computer applications.</li> <li>• Emergency communications and reporting procedures.</li> <li>• National Incident Management System / Incident Command.</li> <li>• Continuity of Operations.</li> <li>• Mapping, GIS and other computer applications.</li> <li>• Emergency transportation and logistics</li> </ul>	
<b>3</b>	<p>Develop and maintain a roster of essential primary and support agency contacts to be used in the event of emergency operations. Ensure critical information (telephone, cell, email, etc.) are captured.</p>	
<b>4</b>	<p>Develop and maintain a database or system to collect information on essential medical resources and equipment.</p>	
<b>5</b>	<p>Develop lists of resources needs and work toward eliminating these shortfalls by securing funding, partnerships or other means.</p>	
<b>6</b>	<p>Update mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency medical and health service needs.</p>	
<b>7</b>	<p>Train ESF #8 personnel on technical standards and specifications for essential pieces of equipment related to short and long-term emergency medical and health service needs.</p>	
<b>8</b>	<p>Train ESF #8 personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
<b>9</b>	<p>Exercise alternate medical and health service facilities, equipment and assets for continuity of operations and essential medical and health services statewide.</p>	
<b>10</b>	<p>Train ESF #8 personnel on policies and administrative rules that relate directly to medical and health services</p>	

<b>ESF #8 – Response Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Activate SOPs or guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The assessment, staging, use, status and sustainability of medical facilities, equipment, supplies and other resources</li> <li>• The assessment and status of medical and health services</li> <li>• The epidemiological surveillance and investigation of an event</li> <li>• The conduction or coordinating any required laboratory testing</li> <li>• The alert, notification and activation of personnel for work in the field or within the county EOC.</li> <li>• The coordination of medical surge and hospital diversion.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Activate ESF #8 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• The assessment of equipment, supplies and resources.</li> <li>• The assessment of medical and health services following emergencies or disasters.</li> <li>• Responding to the field for emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• Supporting local and District 8 Incident Command structures.</li> <li>• Activating continuity of operations plans.</li> <li>• Developing and distributing emergency health information through crisis communications plans and procedures.</li> <li>• Meeting both emergency health services and evacuation needs of local agencies and departments.</li> </ul>	
<b>3</b>	<p>Evaluate the ability to communicate with ESF #8 personnel and implement alternate communications if primary systems are down.</p>	
<b>4</b>	<p>Prioritize critical health and medical services such as mass medication distribution, mass treatment facilities, mass fatality management, disaster mental health services, pandemic response, and other large scale response needs.</p>	
<b>5</b>	<p>Work with ESF #13 (Public Safety) in the placement of barricades or security for the quarantine and/or isolation of communities or individuals.</p>	
<b>6</b>	<p>Work with state and local agencies and departments in the movement and care of persons with special needs.</p>	
<b>7</b>	<p>Post situation reports and critical information in WebEOC during activations.</p>	

<b>ESF #8 – Recovery Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Work with local entities to maintain alternate medical and health service facilities, and continue to develop plans to repair existing facilities to pre-disaster state.	
<b>2</b>	Work to aggressively eliminate shortfalls or resource gaps that were identified in a medical response to an emergency or disaster.	
<b>3</b>	Establish partnerships and secure funding sources to address health and medical resource shortfalls or gaps	
<b>4</b>	Maintain open and ongoing communication with other local and municipal entities impacted and assist in their overall efforts for recovery operations.	
<b>5</b>	Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.	
<b>6</b>	Assess the current technical standards and specifications for essential pieces of equipment related to short and long-term emergency medical and health services needs and update based upon the lessons learned from the most recent emergency response.	
<b>7</b>	Assess the current level of training on emergency safety standards for medical and health services personnel to determine the appropriate application and compliance with federal and state requirements and policies.	
<b>8</b>	Assess the current usage and application of alternate medical and health service facilities, equipment and assets for these essential services to determine if there are issues that need to be addressed for future response operations.	
<b>9</b>	Work to change, if required, those ordinances, policies and administrative rules that relate directly to health and medical services that may hinder the ability to provide emergency assistance.	

## **X. ESF 9 – Search and Rescue**

### **A. Introduction**

The primary mission of the Urban Search and Rescue Emergency Support Function (ESF #9) is to provide the resources and personnel to meet the search and rescue related needs of the county before, during and after emergency or disaster events. ESF #9 activities include locating, extricating and providing onsite medical treatment to victims trapped in collapsed structures, mines or trenches and transportation accidents. ESF #9 coordinates emergency services personnel who are trained and experienced in search and rescue operations and possess specialized expertise and equipment.

### **B. Primary Agency**

Local Fire Department with Jurisdiction

### **C. Support Agencies**

Brown County EMA	Brown County EMT Association
Brown County Highway Department	Brown County School District
Brown County Sheriff's Office	Town of Nashville Police Department
Brown County Coroner	Town of Nashville Public Works Department
All local Fire Departments	Local Indiana Conservation Officers
Bartholomew/ Brown County Chapter American Red Cross	

### **D. Situation**

1. In the event the need for ESF #9 is determined, the Local Fire Department with Jurisdiction will act as the primary agency.
2. ESF #9 will be responsible for implementing internal SOPs and protocols to ensure adequate staffing and administrative support for both field operations and coordination effort in the county EOC.
3. ESF #9 personnel will activate medical and health service assets to fulfill specific mission essential activities in the mitigation, preparedness, response and recovery phases.
4. Effective response, as well as ongoing recovery efforts, will be contingent upon the availability of personnel, capabilities, and the extent/impact of the incident upon the county.

**E. Concept of Operations**

1. ESF #9 shall coordinate and arrange the deployment of resources to support search and rescue missions in areas potentially impacted by emergency and disasters to address immediate and long-term needs of the county.
2. ESF #9 shall activate, deploy and organize personnel and resources based upon:
  - a) Pre-established policies and protocols
  - b) Integration and support of the overall CEMP
  - c) Significant health concerns or issues that require immediate analysis and/or response
  - d) The level of support required by other local ESFs
3. ESF #9 will ensure that timely and continuous communication is established with key ESF partners within the county to promote an accurate common operating picture (COP) during or following emergency operations.

**F. Organization and Assignment of Responsibilities**

1. The primary agency is responsible for the following:
  - a) Providing search and rescue resources to assist in critical functions and tasks before, during and after an emergency events and disaster situations.
  - b) Coordinate the search, recovery and disposition of victims and victim remains.
  - c) Provide training to essential personnel who may be called upon to work in potentially impacted areas or in the county EOC.
  - d) Manage the financial aspects and considerations regarding the request for and receipt of search and rescue personnel, equipment and supplies.
  - e) Work with other local or municipal departments to assess search and rescue missions that may be required in areas of the county that have been impacted by significant events and determine any capability gaps that may exist.
  - f) Submit reports and other search and rescue information through the Brown County Sheriff's Department to the County Emergency Operations Center.

2. The support agencies are responsible for the following:
  - a) Assist in mitigation, preparedness, response, and recovery operations, as needed or required.
  - b) Assist, as needed, in the activation of the county EOC, supporting the coordination of search and rescue assets and personnel during response and/or recovery operations.
  - c) Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.
  - d) Assist in developing situation reports and readiness assessments that will provide for an accurate COP.
  - e) Participate in training and exercises aimed at continuous improvement of mitigation, preparedness, response and recovery capabilities.
  - f) Identify new equipment, technologies or capabilities required to prepare for or respond to new or emerging threats or hazards.
  - g) Provide information regarding trends and challenges to the county's ability to supply search and rescue functions.

**G. Resource Requirements**

1. Each primary and supporting agency shall maintain internal SOPs or other documents that detail the logistical and administrative priorities deemed necessary to assist in overall mitigation, preparedness, response, and recovery operations.
2. Each primary and supporting agency will comply with all applicable requirements for training as directed or authorized by their individual agencies. Additionally, training requirements from higher federal or state authorities will take priority. Such training may include, but is not limited to:
  - a) National Incident Management System / Incident Command
  - b) Continuity of Operations
  - c) Emergency Operations Planning
  - d) SOPs Development
  - e) Specialized search and rescue training and education programs

## **H. Emergency Support Function Tasks**

The following tables are comprised of essential tasks to be completed by ESF #9 in all phases of emergency management. They have been developed as a tool to address potential challenges and unique risks that may be faced during times of emergency and disaster within Brown County.

It will be the responsibility of ESF #9 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and deploy resources to perform life saving activities. Further development, updating or changes made to these tasks will be communicated to the Brown County Emergency Management Agency for integration into the appropriate portion of the county CEMP.

<b>ESF #9 – Mitigation Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Identify search and rescue capabilities within the county and potential shortfalls or gaps that may exist.	
<b>2</b>	Identify potential partnerships or funding sources to reduce or eliminate shortfalls or gaps for search and rescue operations.	
<b>3</b>	Establish partnerships with other local and municipal entities that share search and rescue responsibilities.	
<b>4</b>	Develop mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of personnel, supply and equipment needs as they relate to short and long-term emergency search and rescue.	
<b>5</b>	Identify, establish and maintain routine and emergency training/safety standards for all search and rescue personnel that complies with federal and state requirements and policies.	
<b>6</b>	Identify alternate facilities, equipment and supplies to continue operations and essential search and rescue activities within the county.	
<b>7</b>	Assist in the development of ordinances, policies and administrative rules that relate directly to search and rescue, this ESF and its ability to provide emergency assistance.	
<b>8</b>	Work with ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at promoting the intent of search and rescue and how communities can become more aware of the dangers associated with emergencies and disasters.	

<b>ESF #9 – Preparedness Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Develop, validate and maintain SOPs or guidelines for both routine and emergency operations. Key concerns include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Identification and assessment of equipment, supplies and resources</li> <li>• Develop procedures for use of staging areas.</li> <li>• Alert, notification and activation of personnel for in the field or EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Develop and conduct training and education programs for ESF #9 personnel based on FEMA approved standards. Key training program considerations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Assessment of facilities, equipment, supplies and other resources</li> <li>• Hazardous materials training</li> <li>• Structural assessment</li> <li>• Emergency Medical training</li> <li>• K-9 disaster responder training</li> <li>• Working in an EOC during emergency conditions</li> <li>• WebEOC or other specialized computer applications</li> <li>• Emergency communications and reporting procedures</li> <li>• National Incident Management System / Incident Command</li> <li>• Continuity of Operations</li> <li>• Mapping, GIS and other computer applications</li> </ul>	
<b>3</b>	<p>Develop and maintain a roster of essential agency contacts for ESF #9 to be used in emergency operations. Ensure critical information (telephone, cell, email, etc.) are captured.</p>	
<b>4</b>	<p>Develop and maintain a database or system to collect information on essential resources.</p>	
<b>5</b>	<p>Develop lists of resource needs and work toward eliminating shortfalls by securing funding, partnerships or taking other essential activities.</p>	
<b>6</b>	<p>Update mutual aid agreements, letters of understanding or contracts with departments or private entities that offer rapid deployment of personnel/resources related to search and rescue operations.</p>	
<b>7</b>	<p>Train ESF #9 personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
<b>8</b>	<p>Exercise alternate facilities, equipment and supplies for continuity of operations and essential search and rescue operations statewide.</p>	
<b>9</b>	<p>Train ESF #9 personnel on ordinances, policies and administrative rules that relate directly to search and rescue.</p>	

<b>ESF #9 – Response Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
1	Activate SOPs or guidelines for emergency operations that consider: <ul style="list-style-type: none"> <li>• The assessment, staging, use, status and sustainability of facilities, equipment, and supplies for search and rescue operations</li> <li>• The alert, notification and activation of personnel for work in the field or within the county EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
2	Activate ESF #9 personnel for such mission essential tasks as: <ul style="list-style-type: none"> <li>• Responding to the field for emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• Provide initial and operational-period situational assessments of field operations, including personnel and resource needs.</li> <li>• Supporting local and District 8 Incident Command structures.</li> <li>• Activating continuity of operations plans.</li> <li>• Developing and distributing maps and search and rescue information.</li> <li>• Meeting emergency search and rescue needs of local agencies</li> </ul>	
3	Evaluate the ability to communicate with ESF #9 personnel and implement alternate communications if primary systems are down.	
4	Activate mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that offer rapid deployment of personnel and/or resources as they relate to short and long-term emergency search and rescue operations.	
5	Work with ESF #4 (Fire), ESF #8 (Health) and ESF #10 (HazMat), as needed, to provide support for effective search and rescue operations.	
6	Coordinate with ESF #13 (Public Safety) to provide security in the field and staging areas, if required.	
7	Work with state and local agencies and departments in the movement of victims or the disposition of victim remains.	
8	Provide situation reports and critical information to county EOC for integration to WebEOC.	

<b>ESF #9 – Recovery Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
<b>2</b>	Establish partnerships and secure funding sources to address shortfalls or gaps for search and rescue operations.	
<b>3</b>	Maintain open and ongoing communication with other local and municipal entities in impacted areas and assist in their overall recovery efforts for search and rescue operations.	
<b>4</b>	Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.	
<b>5</b>	Identify need for medical attention of search and rescue personnel and animals, with follow-up monitoring.	
<b>6</b>	Assess the current facilities, equipment, supplies, and other resources and update resource lists based upon the lessons learned from the most recent emergency response.	
<b>7</b>	Assess the current level of training on emergency safety standards for search and rescue personnel to determine the appropriate application and compliance with federal and state requirements and policies.	
<b>8</b>	Assess the current usage and application of alternate search and rescue facilities, equipment and assets for essential search and rescue operations to determine if there are issues that need to be addressed for future response operations.	
<b>9</b>	Work to change, if required, those ordinances, policies and administrative rules that relate directly to search and rescue that hinder the ability to provide emergency assistance.	

## **XI. ESF 10 – Hazardous Materials**

### **A. Introduction**

The primary mission of the Hazardous Materials Emergency Support Function (ESF #10) is to provide personnel and resources to ensure the health, safety and welfare of human beings, animals and the environment before, during or after an emergency or disaster event caused by the release of hazardous materials, petroleum or objectionable substances. ESF #10 represents significant operational concerns of the county that directly involve personnel from emergency management, hazmat, public health, environmental protection, agriculture, and wildlife agencies.

### **B. Primary Agency**

Local Fire Department with Jurisdiction

### **C. Support Agencies**

All local Fire Departments	Brown County LEPC
Brown County Sheriff's Department	Town of Nashville Police Department
Brown County Highway Department	Brown County EMT Association
Town of Nashville Public Works Department	Brown County Health Department
Brown County EMA	Bartholomew/Brown County Chapter American Red Cross

### **D. Situation**

1. In the event the need for ESF #10 is determined, the Local Fire Department with Jurisdiction will act as the primary agency.
2. ESF #10 will be responsible for implementing internal SOPs and protocols to ensure adequate staffing and administrative support for both field operations and coordination effort in the county EOC.
3. ESF #10 personnel will activate hazardous material personnel and equipment to fulfill specific mission essential activities in the mitigation, preparedness, response and recovery phases.
4. Effective response, as well as ongoing recovery efforts, will be contingent upon the availability of personnel, capabilities, and the extent/impact of the incident upon the county.

**E. Concept of Operations**

1. ESF #10 shall coordinate and arrange the deployment of resources to support hazardous material response missions in areas potentially impacted by the intentional or unintentional release of substances or the usage materials that may be unsafe to people, animal and the environment.
2. ESF #10 shall activate, deploy and organize personnel and resources based upon:
  - a) Pre-established policies and protocols
  - b) Integration and support of the overall CEMP
  - c) Significant health concerns or issues that require immediate analysis and/or response
  - d) The level of support required by other local ESFs
3. ESF #10 will ensure that timely and continuous communication is established with key ESF partners within the county to promote an accurate common operating picture (COP) during or following emergency operations.

**F. Organization and Assignment of Responsibilities**

1. The primary agency is responsible for the following:
  - a) Provide hazardous material expertise and information to assist in preparedness, response and recovery operations.
  - b) Coordinate the operations associated with hazardous material incidents to include identification of materials, analysis of risk, and the means to reduce or eliminate risk.
  - c) Provide training to essential personnel who may be called upon to work in potentially impacted areas or in the county EOC.
  - d) Manage the financial aspects of hazardous materials response.
  - e) Work with other local or municipal hazardous materials response entities to assess the overall impact of an incident and potential resource gaps that may exist.

2. The support agencies are responsible for the following:
  - a) Assist in mitigation, preparedness, response, and recovery operations, as needed or required.
  - b) Assist, as needed, in the activation of the county EOC, supporting the coordination of hazardous material response assets and personnel.
  - c) Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.
  - d) Assist in developing situation reports and readiness assessments that will provide for an accurate COP.
  - e) Participate in training and exercises aimed at continuous improvement of mitigation, preparedness, response and recovery capabilities.
  - f) Identify new equipment, technologies or capabilities required to prepare for or respond to new or emerging threats or hazards.
  - g) Provide information regarding trends and challenges to the county's ability to supply hazardous material response functions.

**G. Resource Requirements**

1. Each primary and supporting agency shall maintain internal SOPs or other documents that detail the logistical and administrative priorities deemed necessary to assist in overall mitigation, preparedness, response, and recovery operations.
2. Each primary and supporting agency will comply with all applicable requirements for training as directed or authorized by their individual agencies. Additionally, training requirements from higher federal or state authorities will take priority. Such training may include, but is not limited to:
  - f) National Incident Management System / Incident Command
  - g) Continuity of Operations
  - h) Emergency Operations Planning
  - i) SOPs Development
  - j) Specialized hazardous material response training

## **H. Emergency Support Function Tasks**

The following tables are comprised of essential tasks to be completed by ESF #10 in all phases of emergency management. They have been developed as a tool to address potential challenges and unique risks that may be faced during times of emergency and disaster within Brown County.

It will be the responsibility of ESF #10 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and deploy resources to perform life saving activities. Further development, updating or changes made to these tasks will be communicated to the Brown County Emergency Management Agency for integration into the appropriate portion of the county CEMP.

<b>ESF #10 – Mitigation Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Identify areas that have been or are currently prone to hazardous material events and assess the potential impact on the ability to move personnel and resources into affected areas.	
<b>2</b>	Identify hazardous materials response resources within the county and potential shortfalls or gaps that may exist.	
<b>3</b>	Identify potential partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for hazardous materials response operations.	
<b>4</b>	Establish partnerships with other local and municipal entities that share hazardous materials response responsibilities.	
<b>5</b>	Develop mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to hazardous materials response needs.	
<b>6</b>	Identify, establish and maintain technical standards and specifications for essential pieces of equipment related to emergency hazardous materials response needs.	
<b>7</b>	Identify, establish and maintain routine and emergency safety standards for all hazardous materials response personnel that comply with federal and state requirements and policies.	
<b>8</b>	Identify, establish and maintain backup hazardous materials response equipment and assets for continuing operations and response services within the county.	
<b>9</b>	Assist in the development of ordinances, policies and administrative rules that relate directly to hazardous materials response.	
<b>10</b>	Work with ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with hazardous materials.	

<b>ESF #10 – Preparedness Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Develop, validate and maintain SOPs or guidelines for both routine and emergency operations. Key operational concerns include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Identification and assessment of equipment, supplies, resources.</li> <li>• Alert, notification and activation of personnel for work in the field or within the State EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Develop and conduct training and education programs for ESF #10 personnel. Key training considerations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Hazardous materials assessment, management and response</li> <li>• Working in the field during emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• WebEOC or other computer applications.</li> <li>• Emergency communications and reporting procedures.</li> <li>• National Incident Management System / Incident Command.</li> <li>• Continuity of Operations.</li> <li>• Mapping, GIS and other computer applications.</li> <li>• Emergency transportation and evacuation planning.</li> </ul>	
<b>3</b>	<p>Develop and maintain a roster of essential primary and support agency contacts for ESF #10. Ensure critical information (telephone, cell, email, etc.) are captured.</p>	
<b>4</b>	<p>Develop and maintain a database or system to collect information on essential resources and equipment.</p>	
<b>5</b>	<p>Develop lists of resources needs and work toward eliminating these shortfalls by securing funding, partnerships or taking other essential activities.</p>	
<b>6</b>	<p>Update mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency hazardous materials response needs.</p>	
<b>7</b>	<p>Train ESF #10 personnel on technical standards and specifications for essential pieces of equipment related to hazardous materials response.</p>	
<b>8</b>	<p>Train ESF #10 personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
<b>9</b>	<p>Train ESF #10 personnel on legislation, policies and administrative rules that relate directly to hazardous materials response, this ESF and its ability to provide emergency assistance.</p>	

<b>ESF #10 – Response Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Activate SOPs or guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The assessment, staging, use, status and sustainability of facilities, equipment, supplies and other resources.</li> <li>• The alert, notification and activation of personnel for work in the field or within the county EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Activate ESF #10 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• The assessment of equipment, supplies and resources.</li> <li>• Responding to the field for emergency operations.</li> <li>• Contracting spill response and disposal services and support as necessary when responsible parties cannot be located or are unable or unwilling to respond.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• Supporting local and district Incident Command structures.</li> <li>• Activating continuity of operations plans.</li> <li>• Developing and distributing maps and other pertinent hazardous materials response information.</li> <li>• Meeting hazardous materials response and evacuation needs of local agencies and departments.</li> <li>• Supporting decontamination efforts as needed.</li> </ul>	
<b>3</b>	Evaluate the ability to communicate with ESF #10 personnel and implement alternate communications if primary systems are down.	
<b>4</b>	Work with ESF #13 (Public Safety) in the placement of barricades or other security measures as needed or required for hazardous materials response and the protection of citizens.	
<b>5</b>	Work with local agencies and departments in the movement and care of persons with special needs.	
<b>6</b>	Report critical information and hazardous materials activities to key agencies such as the county EMA, Sheriff's Department or other agencies with support roles and responsibilities in hazardous material response.	

<b>ESF #10 – Recovery Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
<b>2</b>	Establish partnerships and secure funding sources to address resource shortfalls or gaps for hazardous materials response issues and concerns.	
<b>3</b>	Maintain open and ongoing communication with other state, local and municipal entities in impacted areas and assist in their overall efforts for recovery operations.	
<b>4</b>	Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.	
<b>5</b>	Assess the current technical standards and specifications for essential pieces of equipment related to emergency hazardous materials response to determine if changes in those standards are needed.	
<b>6</b>	Assess the current level of training on emergency safety standards for hazardous materials response personnel to determine the appropriate application and compliance with federal and state requirements and policies.	
<b>7</b>	Work to change, if required, those pieces of legislation, policies and administrative rules that relate directly to hazardous materials response, that hinder this ESF's ability to provide emergency assistance.	

## **XII. ESF 11 – Agriculture and Natural Resources**

### **A. Introduction**

The primary mission of the Agriculture and Natural Resources Emergency Support Function (ESF #11) is to provide the resources and personnel to meet the agriculture and natural resources related needs of the before, during and after emergency incidents. Such events may significantly impact the ability of the county to effectively provide nutrition assistance, ensure the safety and security of the commercial food supply and provide for the safety and well being of companion animals during an emergency response or evacuation situation.

### **B. Primary Agency**

Brown County Emergency Management Agency

### **C. Support Agencies**

All local Fire Departments	Brown County Animal Control
Brown County Sheriff's Department	Town of Nashville Police Department
Brown County Highway Department	Brown County Health Department
Brown County Fair Board	Brown County Veterinarians
Purdue Extension Agent	Local Indiana Conservation Officers

### **D. Situation**

1. In the event the need for ESF #11 is determined, the Brown County Emergency Management Agency will act as the primary agency.
2. ESF #11 will be responsible for implementing internal SOPs and protocols to ensure adequate staffing and administrative support for both field operations and coordination effort in the county EOC.
3. ESF #11 will coordinate agriculture and natural resource personnel to fulfill specific mission essential activities in the mitigation, preparedness, response and recovery phases.
4. Effective response, as well as ongoing recovery efforts, will be contingent upon the availability of personnel, capabilities, and the extent/impact of the incident upon the county.

### **E. Concept of Operations**

1. ESF #11 personnel will coordinate the activation of agriculture and natural resources assets to fulfill specific mission assignments that support essential activities in mitigation, preparedness, response and recovery efforts.

2. ESF #11 shall activate, deploy and organize personnel and resources based upon:
  - a) Pre-established policies and protocols
  - b) Integration and support of the overall CEMP
  - c) Significant health concerns or issues that require immediate analysis and/or response
  - d) The level of support required by other local ESFs
3. ESF #11 will ensure that timely and continuous communication is established with key ESF partners within the county to promote an accurate common operating picture (COP) during or following emergency operations.

**F. Organization and Assignment of Responsibilities**

1. The primary agency is responsible for the following:
  - a) Provide expertise and information on agriculture and natural resources to assist in preparedness, response and recovery operations.
  - b) Coordinate the recovery, restoration and safety of agriculture and natural resources impacted by hazards or disaster situations.
  - c) Provide training to essential personnel who may be called upon to work in potentially impacted areas or in the county EOC.
  - d) Manage the financial aspects of agriculture and natural resources response.
  - e) Work with other local or municipal agriculture and natural resource entities to assess the overall impact of an incident and potential resource gaps that may exist.
2. The support agencies are responsible for the following:
  - a) Assist in mitigation, preparedness, response, and recovery operations, as needed or required.
  - b) Assist, as needed, in the activation of the county EOC, supporting the coordination of agriculture and natural resources response assets and personnel.

- c) Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.
- d) Assist in developing situation reports and readiness assessments that will provide for an accurate COP.
- e) Participate in training and exercises for continuous improvement in preparedness, response and recovery capabilities.
- f) Identify new equipment, technologies or capabilities required to prepare for or respond to new or emerging threats or hazards.
- g) Provide information regarding challenges to the county's ability to supply agriculture and natural resources response functions.

**G. Resource Requirements**

- 1. Primary and support agencies shall maintain internal SOPs or guides that detail the logistical and administrative priorities necessary to conduct mitigation, preparedness, response, and recovery operations.
- 2. Each primary and supporting agency will comply with applicable requirements for training as directed by their individual agencies. Additionally, training requirements from higher federal or state authorities will take priority. Training may include, but is not limited to:
  - a) National Incident Management System / Incident Command
  - b) Continuity of Operations
  - c) Emergency Operations Planning
  - d) SOPs Development
  - e) Natural resource protection and commodity protection
  - f) Animal borne diseases

**H. Emergency Support Function Tasks**

The following tables are comprised of essential tasks to be completed by ESF #11 in all phases of emergency management. They have been developed as a tool to address potential challenges that may be faced during times of emergency and disaster within Brown County.

It will be the responsibility of ESF #11 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and deploy resources to perform life saving activities. Further development, updating or changes made to these tasks will be communicated to the Brown County Emergency Management Agency for integration into the appropriate portion of the county CEMP.

<b>ESF #11 – Mitigation Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Identify areas that have been or are currently prone to significant hazards and determine the impact on the ability to move personnel and resources into affected areas.	
<b>2</b>	Identify agriculture and natural resources within the county and potential shortfalls or gaps that may exist.	
<b>3</b>	Identify the following critical information: <ul style="list-style-type: none"> <li>• Animal populations of various species.</li> <li>• Potential needs for specified species of animal populations.</li> <li>• Carcass disposal facilities and methods of disposal.</li> </ul>	
<b>4</b>	Identify potential partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for agriculture and natural resources issues and concerns.	
<b>5</b>	Establish partnerships with other local and municipal entities that share agriculture and natural resources responsibilities.	
<b>6</b>	Develop mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency agriculture and natural resources needs.	
<b>7</b>	Identify, establish and maintain technical standards and specifications for essential pieces of equipment related to short and long-term emergency agriculture and natural resources needs.	
<b>8</b>	Identify, establish and maintain routine and emergency safety standards for all agriculture and natural resources personnel that comply with federal and state requirements and policies.	
<b>9</b>	Identify, establish and maintain alternate agriculture and natural resource facilities, equipment and assets for continuity of operations and essential agriculture and natural resources services in the county.	
<b>10</b>	Assist in the development of ordinances, policies and administrative rules that relate directly to agriculture and natural resources.	
<b>11</b>	Work with ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with emergency agriculture and natural resources issues.	

<b>ESF #11 – Preparedness Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Develop, validate and maintain SOPs for both routine and emergency operations. Key concerns include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Identification and assessment of equipment, supplies, resources and critical infrastructure.</li> <li>• Develop/Maintain provisions for sheltering and care of animals.</li> <li>• Identification protocol for all species of animals.</li> <li>• Designate potential animal carcass disposal sites.</li> <li>• Alert, notification and activation of personnel for work in the field or within the county EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Develop and conduct training and education programs for ESF #11 personnel. Program considerations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• The assessment of equipment, supplies and resources.</li> <li>• Animal health and care issues and activities.</li> <li>• Working in the field or an EOC during emergency operations.</li> <li>• Emergency communications and reporting procedures.</li> <li>• National Incident Management System / Incident Command.</li> <li>• Continuity of Operations.</li> <li>• Mapping, GIS and other computer applications.</li> <li>• Emergency transportation</li> </ul>	
<b>3</b>	<p>Train local officials, government animal shelters and animal welfare groups to plan and prepare for animal issues in disasters.</p>	
<b>4</b>	<p>Develop and maintain a roster of essential agency contacts for ESF #11 to be used in the event of emergency operations. Ensure critical information (telephone, cell, email, etc.) are captured.</p>	
<b>5</b>	<p>Develop and maintain a system to collect information on essential resources and equipment.</p>	
<b>6</b>	<p>Develop lists of resource needs and work toward eliminating these shortfalls by securing funding, partnerships or by other activities.</p>	
<b>7</b>	<p>Develop and maintain emergency animal procedures in each county.</p>	
<b>8</b>	<p>Update mutual aid agreements, letters of understanding or contracts with departments or private entities that may offer rapid deployment of resources as they relate to agriculture and natural resource needs.</p>	
<b>9</b>	<p>Train ESF #11 personnel on technical standards and specifications for essential pieces of equipment related to short and long-term emergency agriculture and natural resources needs.</p>	
<b>10</b>	<p>Train ESF #11 personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
<b>11</b>	<p>Coordinate with ESF #15 to develop a training program for media personnel regarding animal health and care issues and activities.</p>	

<b>ESF #11 – Preparedness Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>12</b>	Encourage pet owners to clearly place identification on their animals and develop personal preparedness plans/kits.	
<b>13</b>	Exercise alternate agriculture and natural resources response facilities, equipment and assets for Continuity of Operations.	
<b>14</b>	Train ESF #11 personnel on legislation, policies and administrative rules that relate directly to agriculture and natural resources, this ESF and its ability to provide emergency assistance.	

<b>ESF #11 – Response Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Activate SOPs or guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The assessment, staging, use, status and sustainability of facilities, equipment, supplies and other resources.</li> <li>• The alert, notification and activation of personnel for work in the field or within the county EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Activate ESF #11 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• The assessment and procurement of equipment, supplies and resources.</li> <li>• The assessment of critical infrastructure following an emergency or disaster.</li> <li>• Responding to the field for emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• Supporting local and district incident Command structures.</li> <li>• Activating continuity of operations plans.</li> <li>• Assistance in coordination of donations of animal feed, supplies, essential commodities, water and other resources.</li> <li>• Developing and distributing maps and other pertinent agriculture and natural resources information.</li> <li>• Coordinate rescue, transport, shelter, identification, triage and treatment of animals.</li> <li>• Identification of displaced animals and record deceased animals.</li> </ul>	
<b>3</b>	Evaluate the ability to communicate with ESF #11 personnel and implement alternate communications if primary systems are down.	
<b>4</b>	Implement emergency public information and education program regarding animal health and care issues during emergency operations.	
<b>5</b>	Work with ESF #13 (Public Safety) in the placement of barricades or other security measures as needed or required.	
<b>6</b>	Provide situation reports and critical information on agriculture and natural resource operations to key partners such as county EMA, county Health Department, and county Sheriff's Department.	

<b>ESF #11 – Recovery Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
<b>2</b>	Establish partnerships and secure funding sources to address resource shortfalls or gaps for agriculture and natural resource issues and concerns.	
<b>3</b>	Return animals to owners and make provisions for abandoned animals through adoption programs.	
<b>4</b>	Re-establish livestock markets and operations.	
<b>5</b>	Maintain open and ongoing communication with other local and municipal entities in impacted areas and assist in their overall efforts for recovery operations.	
<b>6</b>	Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.	
<b>7</b>	Assess the current technical standards and specifications for essential pieces of equipment related to short and long-term agriculture and natural resource needs and update based upon the lessons learned from the most recent emergency response.	
<b>8</b>	Assess the current level of training on emergency safety standards for agriculture and natural resource personnel to determine the appropriate application and compliance with federal and state requirements and policies.	
<b>9</b>	Assess the current usage and application of alternate agriculture and natural resource facilities, equipment and assets for essential services in the county to determine if there are issues that need to be addressed for future response operations.	
<b>10</b>	Work to change, if required, those ordinances, policies and administrative rules that relate directly to agriculture and natural resources, which may hinder the ability to provide emergency assistance.	

### **XIII. ESF 12 – Energy**

#### **A. Introduction**

The primary mission of the Energy Emergency Support Function (ESF #12) is to provide the resources and personnel to meet the energy-related needs of the county before, during and after emergencies or disasters. ESF #12 collects, evaluates, and shares information on energy system damage and estimations on the impact and restoration of outages within affected areas. The role of the ESF #12 position is critical in maintaining adequate sanitation, providing heat during cold-weather and sustaining the food, water and fuel supply needed for both routine and emergency operations.

#### **B. Primary Agency**

Brown County EMA

#### **C. Support Agencies**

Duke Energy	South Central Indiana REMC
Brown County Sheriff's Department	Town of Nashville Police Department
Brown County Highway Department	All local Fire Departments

#### **D. Situation**

1. In the event the need for ESF #12 is determined, the Brown County EMA will act as the primary agency.
2. ESF #12 will be responsible for implementing internal SOPs and protocols to ensure adequate staffing and administrative support for both field operations and coordination effort in the county EOC.
3. ESF #12 will coordinate energy support resources and personnel to fulfill specific mission essential activities in the mitigation, preparedness, response, and recovery phases.
4. Effective response, as well as ongoing recovery efforts, will be contingent upon the availability of personnel, capabilities, and the extent/impact of the incident upon the county.

#### **E. Concept of Operations**

1. ESF #12 personnel will coordinate the activation of energy and power resources to fulfill specific mission assignments that support essential activities in mitigation, preparedness, response and recovery efforts.

2. ESF #12 shall activate, deploy and organize personnel and resources based upon:
  - a) Pre-established policies and protocols
  - b) Integration and support of the overall CEMP
  - c) Significant health concerns or issues that require immediate analysis and/or response
  - d) The level of support required by other local ESFs
3. ESF #12 will ensure that timely and continuous communication is established with key ESF partners within the county to promote an accurate common operating picture (COP) during or following emergency operations.

**F. Organization and Assignment of Responsibilities**

1. The primary agency is responsible for the following:
  - a) Monitor telecommunications, electricity, natural gas and to other energy utilities to assist in critical functions and tasks before, during and after emergency and disasters.
  - b) Coordinate the recovery, restoration and safety of the energy infrastructure impacted by hazards or disaster situations.
  - c) Provide training to essential personnel who may be called upon to work in potentially impacted areas or in the county EOC.
  - d) Work with other local or municipal utilities to assess the overall impact of an incident to the energy infrastructure in affected areas and analyze to determine potential resource gaps that may exist.
2. The support agencies are responsible for the following:
  - a) Assist in mitigation, preparedness, response, and recovery operations, as needed or required.
  - b) Assist, as needed, in the county EOC, supporting the coordination of response assets and personnel.
  - c) Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.
  - d) Assist in developing situation reports and readiness assessments that will provide for an accurate COP.

- e) Participate in training and exercises for continuous improvement in preparedness, response and recovery capabilities.
- f) Identify new equipment, technologies or capabilities required to prepare for or respond to new or emerging threats or hazards.
- g) Provide information regarding challenges to the county's ability to supply energy and power to its citizens in times of emergency or disaster.

**G. Resource Requirements**

- 1. Primary and support agencies shall maintain internal SOPs or guides that detail the logistical and administrative priorities necessary to conduct mitigation, preparedness, response, and recovery operations.
- 2. Each primary and supporting agency will comply with applicable requirements for training as directed by their individual agencies. Additionally, training requirements from higher federal or state authorities will take priority. Training may include, but is not limited to:
  - a) Hazardous Materials Training
  - b) National Incident Management System / Incident Command
  - c) Continuity of Operations
  - d) Emergency Operations Planning
  - e) SOPs Development
  - f) GIS/Critical Infrastructure

**H. Emergency Support Function Tasks**

The following tables are comprised of essential tasks to be completed by ESF #12 in all phases of emergency management. They have been developed as a tool to address potential challenges that may be faced during times of emergency and disaster within Brown County.

It will be the responsibility of ESF #12 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and deploy resources to perform life saving activities. Further development, updating or changes made to these tasks will be communicated to the Brown County Emergency Management Agency for integration into the appropriate portion of the county CEMP.

<b>ESF #12 – Mitigation Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
1	Identify utility projects that are currently under construction in the county.	
2	Identify areas that have been or are currently prone to significant hazards and the potential damage to energy supply and distribution systems, the requirements for system design and operations, and on procedures for preparedness, prevention, recovery and restoration.	
3	Identify energy supply, demand and conservation measures within the county and potential shortfalls or gaps that may exist.	
4	Identify potential partnerships or funding sources to reduce or eliminate energy resource shortfalls or gaps.	
5	Establish partnerships with other local and municipal entities that share energy-producing responsibilities.	
6	Develop mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency energy provision.	
7	Identify, establish and maintain technical standards and specifications for essential pieces of equipment related to short and long-term emergency energy provision.	
8	Identify, establish and maintain routine and emergency safety standards for all deployed personnel that comply with federal and state requirements and policies.	
9	Identify, establish and maintain alternate facilities, equipment and assets for continuity of operations and essential energy services within the county.	
10	Assist in the development of policies and administrative rules that relate directly to energy provision, this ESF and its ability to provide emergency assistance.	
11	Work with ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with providing an adequate energy supply in times of emergency.	

<b>ESF #12 – Preparedness Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Develop, validate and maintain SOPs for both routine and emergency operations. Key operational concerns include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Identification and assessment of equipment, supplies, resources and critical infrastructure.</li> <li>• Identification and assessment of energy producing infrastructure.</li> <li>• Alert, and activation of personnel for work in field or county EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Develop and conduct training and education programs for ESF #12 personnel. Key training program considerations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• The assessment of equipment, supplies and resources.</li> <li>• The assessment energy producing critical infrastructure following emergencies or disasters.</li> <li>• Working in the field during emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• WebEOC or other computer applications.</li> <li>• Emergency communications and reporting procedures.</li> <li>• National Incident Management System / Incident Command.</li> <li>• Continuity of Operations.</li> <li>• Mapping, GIS and other computer applications.</li> </ul>	
<b>3</b>	<p>Develop and maintain a roster of essential primary and support agency contacts for ESF #12 to be used in the event of emergency operations. Ensure critical information (telephone, cell, email, etc.) are captured.</p>	
<b>4</b>	<p>Develop and maintain a database or system to collect information on essential resources and equipment.</p>	
<b>5</b>	<p>Develop lists of resources needs and work toward eliminating these shortfalls by securing funding, partnerships or other activities.</p>	
<b>6</b>	<p>Update mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency energy needs.</p>	
<b>7</b>	<p>Train ESF #12 personnel on technical standards and specifications for essential pieces of equipment related to short and long-term emergency energy needs.</p>	
<b>8</b>	<p>Train ESF #12 personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
<b>9</b>	<p>Exercise alternate energy facilities, equipment and assets for continuity of operations and essential energy services.</p>	
<b>10</b>	<p>Train ESF #12 personnel on policies and administrative rules that relate directly to energy.</p>	

<b>ESF #12 – Response Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Activate SOPs or guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The assessment, staging, use, status and sustainability of facilities, equipment, supplies and other resources.</li> <li>• The assessment and status of energy producing critical infrastructure.</li> <li>• The alert, notification and activation of personnel for work in the field or within the county EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Activate ESF #12 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• The assessment of equipment, supplies and resources.</li> <li>• The assessment of energy producing critical infrastructure following emergencies or disasters.</li> <li>• Responding to the field for emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• Supporting local and district Incident Command structures.</li> <li>• Activating continuity of operations plans.</li> <li>• Developing and distributing maps and other pertinent energy information.</li> <li>• Meeting both emergency energy and evacuation needs of state and local agencies and departments.</li> </ul>	
<b>3</b>	Evaluate the ability to communicate with ESF #12 personnel and implement alternate communications if primary systems are down.	
<b>4</b>	Work with ESF #13 (Public Safety) in the placement of barricades or other security measures as needed or required.	
<b>5</b>	Work with energy facilities that may be in an area impacted by a disaster and provide support through the deployment of personnel and equipment to those locations.	
<b>6</b>	If an interruption in energy services has occurred, provide information to the local EMA on where the impact will be felt, estimated length of time before restoration, number of residents/recipients without service, and possible resources requests that may generated as a result of the event.	
<b>7</b>	Post situation reports and critical information in WebEOC during activations.	
<b>8</b>	Assist county departments and agencies with the location of fuel and energy supplies for transportation, communications, and emergency operations.	

<b>ESF #12 – Recovery Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Work with local entities to maintain energy producing facilities and develop plans to repair facilities to pre-disaster state.	
<b>2</b>	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
<b>3</b>	Establish partnerships and secure funding sources to address resource shortfalls or gaps for energy issues and concerns.	
<b>4</b>	Maintain open and ongoing communication with other local and municipal entities in impacted areas and assist in their overall efforts for recovery operations.	
<b>5</b>	Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.	
<b>6</b>	Assess the current technical standards and specifications for essential pieces of equipment related to short and long-term emergency energy needs and update based upon the lessons learned from the most recent emergency response.	
<b>7</b>	Assess the current level of training on emergency safety standards for energy personnel to determine the appropriate application and compliance with federal and state requirements and policies.	
<b>8</b>	Assess the current usage and application of alternate energy facilities, equipment and assets for essential energy services to determine if there are issues that need to be addressed for future response operations.	
<b>9</b>	Work to change, if required, those policies and administrative rules that relate directly to energy, which hinder this ESF's ability to provide emergency assistance.	

## **XIV. ESF 13 – Public Safety and Security**

### **A. Introduction**

The primary mission of the Public Safety Emergency Support Function (ESF #13) is to provide the resources and personnel to meet the overall public safety-related needs of the county before, during and after emergency or disaster events. Such events may significantly impact the safety and security of local jurisdictions. ESF #13 will be a vital source of manpower and expertise in both the support and management of significant events.

### **B. Primary Agency**

Law Enforcement Agency with Jurisdiction

### **C. Support Agencies**

Town of Nashville Police Department	Brown County Sheriff's Office
Brown County EMA	Indiana State Police
Brown County Emergency Dispatch Center	Local Indiana Conservation Officers

### **D. Situation**

1. In the event the need for ESF #13 is determined, the Law Enforcement Agency with Jurisdiction will act as the primary agency.
2. ESF #13 will be responsible for implementing internal SOPs and protocols to ensure adequate staffing and administrative support for both field operations and coordination effort in the county EOC.
3. ESF #13 will coordinate agriculture and natural resource personnel to fulfill specific mission essential activities in the mitigation, preparedness, response, and recovery phases.
4. Effective response, as well as ongoing recovery efforts, will be contingent upon the availability of personnel, capabilities, and the extent/impact of the incident upon the county.

### **E. Concept of Operations**

1. ESF #13 personnel will coordinate the activation of public safety and law enforcement resources assets to fulfill specific mission assignments that support essential activities in mitigation, preparedness, response and recovery efforts.

2. ESF #13 shall activate, deploy and organize personnel and resources based upon:
  - a) Pre-established policies and protocols
  - b) Integration and support of the overall CEMP
  - c) Significant health concerns or issues that require immediate analysis and/or response
  - d) The level of support required by other local ESFs
3. ESF #13 will ensure that timely and continuous communication is established with key ESF partners within the county to promote an accurate common operating picture (COP) during or following emergency operations.

**F. Organization and Assignment of Responsibilities**

1. The primary agency is responsible for the following:
  - a) Provide expertise and information on public safety and law enforcement resources to assist in preparedness, response and recovery operations.
  - b) Coordinate the recovery, restoration and safety of public safety resources impacted by hazards or disaster situations.
  - c) Provide training to essential personnel who may be called upon to work in potentially impacted areas or in the county EOC.
  - d) Manage the financial aspects of ESF #13
  - e) Work with other local or municipal public safety and law enforcement entities to assess the overall impact of an incident and potential resource gaps that may exist.
2. The support agencies are responsible for the following:
  - a) Assist in mitigation, preparedness, response, and recovery operations, as needed or required.
  - b) Assist, as needed, in the activation of the county EOC, supporting the coordination of public safety and law enforcement assets and personnel.
  - c) Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.

- d) Assist in developing situation reports and readiness assessments that will provide for an accurate COP.
- e) Participate in training and exercises for continuous improvement in preparedness, response, and recovery capabilities.
- f) Identify new equipment, technologies or capabilities required to prepare for or respond to new or emerging threats or hazards.
- g) Provide information regarding challenges to the county's public safety and law enforcement functions and capabilities.

**G. Resource Requirements**

- 1. Primary and support agencies shall maintain internal SOPs or guides that detail the logistical and administrative priorities necessary to conduct mitigation, preparedness, response, and recovery operations.
- 2. Each primary and supporting agency will comply with applicable requirements for training as directed by their individual agencies. Additionally, training requirements from higher federal or state authorities will take priority. Training may include, but is not limited to:
  - a) National Incident Management System / Incident Command
  - b) Continuity of Operations
  - c) Emergency Operations Planning
  - d) Law Enforcement, EMS, HAZMAT or other public safety discipline-specific courses and training.
  - e) SOPs Development

**H. Emergency Support Function Tasks**

The following tables are comprised of essential tasks to be completed by ESF #13 in all phases of emergency management. They have been developed as a tool to address potential challenges that may be faced during times of emergency and disaster within Brown County.

It will be the responsibility of ESF #13 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and deploy resources to perform life saving activities. Further development, updating or changes made to these tasks will be communicated to the Brown County Emergency Management Agency for integration into the appropriate portion of the county CEMP.

<b>ESF #13 – Mitigation Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
1	Identify roadway projects that are currently underway in the county and determine potential alternate routes for responders to use.	
2	Identify areas that have been or are currently prone to significant hazards and determine the impact on critical infrastructure and the ability to move personnel and resources into affected areas.	
3	Identify public safety and law enforcement resources within Brown County and potential shortfalls or gaps that may exist.	
4	Identify potential partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for public safety issues and concerns.	
5	Establish partnerships with other local and municipal entities that share public safety responsibilities.	
6	Develop mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency public safety needs.	
7	Identify, establish and maintain technical standards and specifications for essential pieces of equipment related to short and long-term emergency public safety needs.	
8	Identify, establish and maintain routine and emergency safety standards for public safety personnel that comply with federal and state requirements and policies.	
9	Identify, establish and maintain alternate public safety facilities, equipment and assets for continuity of operations and essential public safety services.	
10	Assist in the development of legislation, policies and administrative rules that relate directly to public safety, this ESF and its ability to provide emergency assistance.	
11	Work with ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with emergency public safety issues.	

<b>ESF #13 – Preparedness Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Develop, validate and maintain SOPs or guidelines for both routine and emergency operations. Key operational concerns include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Identification and assessment of equipment, supplies, resources and critical infrastructure.</li> <li>• Alert and activation of personnel for work in field or EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Develop and conduct training and education programs for ESF #13 personnel. Key training program considerations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• The assessment of equipment, supplies and resources.</li> <li>• Working in the field during emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• WebEOC or other computer applications.</li> <li>• Emergency communications and reporting procedures.</li> <li>• National Incident Management System / Incident Command.</li> <li>• Continuity of Operations.</li> <li>• Mapping, GIS and other computer applications.</li> <li>• Emergency transportation and evacuation planning.</li> </ul>	
<b>3</b>	<p>Develop and maintain a roster of essential primary and support agency contacts for ESF #13 to be used in the event of emergency operations. Ensure critical information (telephone, cell, email, etc.) are captured.</p>	
<b>4</b>	<p>Develop and maintain a database or system to collect information on essential resources and equipment.</p>	
<b>5</b>	<p>Develop lists of resources needs and work toward eliminating these shortfalls by securing funding, partnerships or taking other essential activities.</p>	
<b>6</b>	<p>Update mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency public safety needs.</p>	
<b>7</b>	<p>Train ESF #13 personnel on technical standards and specifications for essential pieces of equipment related to short and long-term emergency public safety needs.</p>	
<b>8</b>	<p>Train ESF #13 personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
<b>9</b>	<p>Exercise alternate public safety facilities, equipment and assets for continuity of operations and essential public safety services.</p>	
<b>10</b>	<p>Train ESF #13 personnel on policies and administrative rules that relate directly to public safety, this ESF and its ability to provide emergency assistance.</p>	

<b>ESF #13 – Response Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
1	<p>Activate SOPs or guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The assessment, staging, use, status and sustainability of facilities, equipment, supplies and other resources.</li> <li>• The alert, notification and activation of personnel for work in the field or within the county EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
2	<p>Activate ESF #13 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• The assessment of equipment, supplies and resources.</li> <li>• Responding to the field for emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• Supporting local or district Incident Command structures.</li> <li>• Activating continuity of operations plans.</li> <li>• Meeting both emergency public safety and evacuation needs of local agencies and departments.</li> </ul>	
3	<p>Evaluate the ability to communicate with ESF #13 personnel and implement alternate communications if primary systems are down.</p>	
4	<p>Assist in the identification of damages to roads, bridges and other pieces of critical infrastructure within the county that may adversely impact movement of the general public and response personnel. Information to be collected may include:</p> <ul style="list-style-type: none"> <li>• Roads that are closed.</li> <li>• Bridges that are closed.</li> <li>• Alternate routes of safe travel or bypasses to debris covered roads.</li> <li>• Estimated times as to when roads may be passable.</li> </ul>	
5	<p>Work with ESF #1 (Transportation) in the placement of barricades or other traffic control measures as needed or required.</p>	
6	<p>Work with county-owned facilities that may be in an area impacted by a disaster to support the safe movement of personnel and equipment from those locations. Such facilities may include county offices, parks / recreation areas, hospitals or correctional facilities.</p>	
7	<p>Work with local agencies and departments in the movement and care of persons with special needs.</p>	
8	<p>Post situation reports and critical information in WebEOC during activations.</p>	

<b>ESF #13 – Recovery Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
<b>2</b>	Establish partnerships and secure funding sources to address resource shortfalls or gaps for public safety issues and concerns.	
<b>3</b>	Maintain open and ongoing communication with other local and municipal entities in impacted areas and assist in their overall efforts for recovery operations.	
<b>4</b>	Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.	
<b>5</b>	Assess the current technical standards and specifications for essential pieces of equipment related to short and long-term emergency public safety needs and update based upon the lessons learned from the most recent emergency response.	
<b>6</b>	Assess the current level of training on emergency safety standards for public safety personnel to determine the appropriate application and compliance with federal and state requirements and policies.	
<b>7</b>	Assess the current usage and application of alternate public safety facilities, equipment and assets for essential public safety services statewide to determine if there are issues that need to be addressed for future response operations.	
<b>8</b>	Work to change, if required, those pieces of policies and administrative rules that relate directly to public safety, which hinder this ESF's ability to provide emergency assistance.	

## **XV. ESF 14 – Long-term Recovery**

### **A. Introduction**

The primary mission of the Long-Term Community Recovery and Mitigation Emergency Support Function (ESF #14) is to provide the resources and personnel for the long-term recovery related needs of the county before, during and after emergency or disaster events. ESF #14 coordinates the recovery and hazard mitigation efforts in an affected area and the transition from response to recovery for field operations.

### **B. Primary Agency**

Brown County Emergency Management Agency

### **C. Support Agencies**

Brown County Auditor	Brown County Chamber of Commerce
Brown County Agricultural Extension	Brown County Health Department
Bartholomew/Brown County American Red Cross	All local fire Departments

### **D. Situation**

1. In the event the need for ESF #14 is determined, the Brown County EMA will act as the primary agency.
2. ESF #14 will be responsible for implementing internal SOPs and protocols to ensure adequate staffing and administrative support for both field operations and coordination effort in the county EOC.
3. ESF #14 will coordinate agriculture and natural resource personnel to fulfill specific mission essential activities in the mitigation, preparedness, response, and recovery phases.
4. Effective response, as well as ongoing recovery efforts, will be contingent upon the availability of personnel, capabilities, and the extent/impact of the incident upon the county.

**E. Concept of Operations**

1. ESF #14 will activate recovery resources to areas impacted by emergencies and disasters, prioritizing assets and functions to manage and support the immediate and long term needs of the county.
2. ESF #14 shall activate, deploy and organize personnel and resources based upon:
  - a) Pre-established policies and protocols
  - b) Integration and support of the overall CEMP
  - c) Significant health concerns or issues that require immediate analysis and/or response
  - d) The level of support required by other local ESFs
3. ESF #14 will ensure that timely and continuous communication is established with key ESF partners within the county to promote an accurate common operating picture (COP) during or following emergency operations.

**F. Organization and Assignment of Responsibilities**

1. The primary agency is responsible for the following:
  - a) Provide expertise and information on long-term recovery and mitigation resources before, during and after emergency or disaster situations.
  - b) Coordinate the recovery, restoration and safety of public and private facilities, infrastructure and key resources impacted by emergencies or disasters.
  - c) Provide training to essential personnel who may be called upon to work in potentially impacted areas or in the county EOC.
  - d) Manage the financial aspects of ESF #14.
  - e) Work with other local or municipal government and public service organizations to assess the overall impact of an incident and potential resource gaps that may exist.
2. The support agencies are responsible for the following:
  - a) Assist in mitigation, preparedness, response, and recovery operations, as needed or required.

- b) Assist, as needed, in the activation of the county EOC, supporting the coordination of damage assessments, risk analysis, long-term housing, financial reimbursements and other recovery and mitigation priorities.
- c) Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.
- d) Assist in developing situation reports and readiness assessments that will provide for an accurate COP.
- e) Participate in training and exercises for continuous improvement in preparedness, response and recovery capabilities.
- f) Identify new equipment, technologies or capabilities required to prepare for or respond to new or emerging threats or hazards.
- g) Provide information regarding challenges to the county's ability to work toward incident stabilization, immediate needs, long-term recovery and improvements through community mitigation efforts.

**G. Resource Requirements**

- 1. Primary and support agencies shall maintain internal SOPs or guides that detail the logistical and administrative priorities necessary to conduct mitigation, preparedness, response, and recovery operations.
- 2. Each primary and supporting agency will comply with applicable requirements for training as directed by their individual agencies. Additionally, training requirements from higher federal or state authorities will take priority. Training may include, but is not limited to:
  - a) National Incident Management System / Incident Command
  - b) Continuity of Operations
  - c) Emergency Operations Planning
  - d) SOPs Development
  - e) Disaster Recovery and Mitigation
  - f) Damage Assessment

## **H. Emergency Support Function Tasks**

The following tables are comprised of essential tasks to be completed by ESF #14 in all phases of emergency management. They have been developed as a tool to address potential challenges that may be faced during times of emergency and disaster within Brown County.

It will be the responsibility of ESF #14 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and deploy resources to perform life saving activities. Further development, updating or changes made to these tasks will be integrated into the appropriate portion of the county CEMP.

<b>ESF #14 – Mitigation Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Identify areas that have been or are currently prone to significant hazards and determine the impact on critical infrastructure and the ability to move personnel and resources into affected areas.	
<b>2</b>	Identify long-term recovery resources within the county and potential shortfalls or gaps that may exist.	
<b>3</b>	Identify potential partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for long-term recovery issues and concerns.	
<b>4</b>	Establish partnerships with other local and municipal entities that share long-term recovery responsibilities.	
<b>5</b>	Develop mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to long-term recovery needs.	
<b>6</b>	Identify, establish and maintain technical standards and specifications for essential pieces of equipment related to long-term recovery needs.	
<b>7</b>	Identify, establish and maintain standards for long-term recovery operations that comply with federal and state requirements and policies.	
<b>8</b>	Identify, establish and maintain alternate long-term recovery facilities, equipment and assets for continuity of operations and essential long-term recovery services.	
<b>9</b>	Use predictive modeling, such as the Hazards U.S. (HAZUS) loss estimation methodology, to ascertain vulnerable critical facilities as a basis for identifying recovery priorities.	
<b>10</b>	Assist in the development of policies and administrative rules that relate directly to long-term recovery, this ESF and its ability to provide emergency assistance.	
<b>11</b>	Work with ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with emergency long-term recovery issues.	

<b>ESF #14 – Preparedness Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Develop, validate and maintain SOPs or guidelines for routine and emergency operations. Key concerns include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Identification and assessment of critical infrastructure.</li> <li>• Alert and activation of personnel for work in field or EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Coordinate the development of strategies and plans with ESF #3 (Public Works and Engineering); ESF #6 (Mass Care, Housing, and Human Services); ESF #10 (Oil and Hazardous Materials Response); and other ESFs as appropriate, to address incident housing, debris management, environmental restoration, restoration of public facilities and infrastructure, restoration of the agricultural sector and short- and long-term community recovery.</p>	
<b>3</b>	<p>Develop and conduct training and education programs for ESF #14 personnel. Program considerations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• The assessment of equipment, supplies and resources.</li> <li>• Working in the field during emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• WebEOC or other computer applications.</li> <li>• Emergency communications and reporting procedures.</li> <li>• National Incident Management System / Incident Command.</li> <li>• Continuity of Operations.</li> <li>• Mapping, GIS and other computer applications.</li> <li>• Emergency transportation and evacuation planning.</li> </ul>	
<b>4</b>	<p>Develop and maintain a roster of agency contacts for ESF #14 to be used in the event of emergency operations. Ensure critical information (telephone, cell, email, etc.) are captured.</p>	
<b>5</b>	<p>Develop lists of resources needs and work toward eliminating these shortfalls by securing funding, partnerships or other activities.</p>	
<b>6</b>	<p>Update mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency long-term recovery needs.</p>	
<b>7</b>	<p>Train ESF #14 personnel on technical standards and specifications for essential pieces of equipment related to short and long-term emergency long-term recovery needs.</p>	
<b>8</b>	<p>Train ESF #14 personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
<b>9</b>	<p>Exercise alternate long-term recovery facilities, equipment and assets for continuity of operations</p>	
<b>10</b>	<p>Train ESF #14 personnel on policies and administrative rules that relate directly to this ESF and its ability to provide emergency assistance.</p>	

<b>ESF #14 – Response Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Activate SOPs or guidelines for emergency operations that consider: <ul style="list-style-type: none"> <li>• The assessment, staging, use, status and sustainability of facilities, equipment, supplies and other resources.</li> <li>• The alert, notification and activation of personnel for work in the field or within the county EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	Activate ESF #14 personnel for such mission essential tasks as: <ul style="list-style-type: none"> <li>• The assessment of equipment, supplies and resources.</li> <li>• Responding to the field for emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• Supporting local and district Incident Command structures.</li> <li>• Activating continuity of operations plans.</li> <li>• Developing and distributing maps and other pertinent long-term recovery information.</li> <li>• Meeting both emergency transportation and evacuation needs of local agencies and departments.</li> </ul>	
<b>3</b>	Evaluate the ability to communicate with ESF #14 personnel and implement alternate communications if primary systems are down.	
	Activate strategies and plans developed to address incident housing, debris management, environmental restoration, restoration of public facilities and infrastructure, restoration of the agricultural sector and short- and long-term community recovery.	
<b>4</b>	Work with ESF #13 (Public Safety) in the placement of barricades or other security measures as needed or required.	
<b>5</b>	Work with local agencies and departments in the movement and care of persons with special needs.	
<b>6</b>	Post situation reports and critical information in WebEOC during activations.	

<b>ESF #14 – Recovery Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
<b>2</b>	Establish partnerships and secure funding sources to address resource shortfalls or gaps for long-term recovery issues and concerns.	
<b>3</b>	Maintain open and ongoing communication with other local and municipal entities in impacted areas and assist in their overall efforts for recovery operations.	
<b>4</b>	Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.	
<b>5</b>	Assess the current technical standards and specifications for essential pieces of equipment related to short and long-term emergency long-term recovery needs and update based upon the lessons learned from the most recent emergency response.	
<b>6</b>	Assess the current level of training on emergency safety standards for long-term recovery personnel to determine the appropriate application and compliance with federal and state requirements and policies.	
<b>7</b>	Assess the current usage and application of alternate long-term recovery facilities, equipment and assets for these essential services statewide to determine if there are issues that need to be addressed for future response operations.	
<b>8</b>	Work to change, if required, those pieces of policies and administrative rules that relate directly to long-term recovery, which hinder this ESF's ability to provide emergency assistance.	

## **XVI. ESF 15 – External Affairs**

### **A. Introduction**

The primary mission of the External Affairs Emergency Support Function (ESF #15) is to collect, analyze and disseminate important information for the public regarding the health, safety and welfare of humans and animals before, during and after emergency or disaster events. Effective and accurate communication can save lives and protect property, as well as help to ensure credibility and public trust.

### **B. Primary Agency**

Brown County Emergency Management – Public Information Liaison

### **C. Support Agencies**

Brown County Commissioners	Town of Nashville
Brown County Sheriff's Department	Town of Nashville Police Department
Brown County Highway Department	Brown County Health Department
All local Fire Departments	Bartholomew/Brown County Red Cross

### **D. Situation**

1. In the event the need for ESF #15 is determined, the Brown County EMA will act as the primary agency.
2. ESF #15 will be responsible for implementing internal SOPs and protocols to ensure adequate staffing and administrative support for both field operations and coordination effort in the county EOC.
3. ESF #15 will coordinate public information personnel to fulfill specific mission essential activities in the mitigation, preparedness, response, and recovery phases.
4. Effective response, as well as ongoing recovery efforts, will be contingent upon the availability of personnel, capabilities, and the extent/impact of the incident upon the county.

### **E. Concept of Operations**

1. ESF #15 personnel will coordinate the activation of public information assets to fulfill specific mission assignments that support essential activities in mitigation, preparedness, response, and recovery efforts.

2. ESF #15 shall activate, deploy and organize personnel and resources based upon:
  - a) Pre-established policies and protocols
  - b) Integration and support of the overall CEMP
  - c) Significant health concerns or issues that require immediate analysis and/or response
  - d) The level of support required by other local ESFs
3. ESF #15 will ensure that timely and continuous communication is established with key ESF partners within the county to promote an accurate common operating picture (COP) during or following emergency operations.

**F. Organization and Assignment of Responsibilities**

1. The primary agency is responsible for the following:
  - a) Provide expertise and information on public information and media relation to assist in preparedness, response, and recovery operations.
  - b) Coordinate the delivery of emergency information to the public and the media for those areas within the county impacted by hazards or disaster situations.
  - c) Provide training to essential personnel who may be called upon to work in potentially impacted areas or in the county EOC.
  - d) Manage the financial aspects of ESF #15
  - e) Work with other local or municipal public information or external affairs officers to assess the overall impact of an incident and potential resource gaps that may exist.
2. The support agencies are responsible for the following:
  - a) Assist in mitigation, preparedness, response, and recovery operations, as needed or required.
  - b) Assist, as needed, in the activation of the county EOC, supporting the coordination of public information and media assets and personnel.

- c) Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.
- d) Assist in developing situation reports and readiness assessments that will provide for an accurate COP.
- e) Participate in training and exercises for continuous improvement in preparedness, response, and recovery capabilities.
- f) Identify new equipment, technologies or capabilities required to prepare for or respond to new or emerging threats or hazards.
- g) Provide information regarding challenges to the county's ability to conduct public information and media relation functions.

**G. Resource Requirements**

- 1. Primary and support agencies shall maintain internal SOPs or guides that detail the logistical and administrative priorities necessary to conduct mitigation, preparedness, response, and recovery operations.
- 2. Each primary and supporting agency will comply with applicable requirements for training as directed by their individual agencies. Additionally, training requirements from higher federal or state authorities will take priority. Training may include, but is not limited to:
  - a) National Incident Management System / Incident Command
  - b) Continuity of Operations
  - c) Emergency Operations Planning
  - d) SOPs Development
  - e) Public and Media Relations
  - f) Joint Information Center

**H. Emergency Support Function Tasks**

The following tables are comprised of essential tasks to be completed by ESF #15 in all phases of emergency management. They have been developed as a tool to address potential challenges that may be faced during times of emergency and disaster within Brown County.

It will be the responsibility of ESF #15 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and deploy resources to perform life saving activities. Further development, updating or changes made to these tasks will be communicated to the Brown County Emergency Management Agency for integration into the appropriate portion of the county CEMP.

<b>ESF #15 – Mitigation Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Identify areas that have been or are currently prone to significant hazards and determine the impact on critical infrastructure and the ability to move personnel and resources into affected areas.	
<b>2</b>	Identify public information resources within Brown County and potential shortfalls or gaps that may exist.	
<b>3</b>	Identify potential partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for public information issues and concerns.	
<b>4</b>	Establish partnerships with other local and municipal entities that share public information responsibilities.	
<b>5</b>	Develop mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency public information needs.	
<b>6</b>	Identify, establish and maintain technical standards and specifications for essential pieces of equipment related to short and long-term emergency public information needs.	
<b>7</b>	Identify, establish and maintain routine and emergency safety standards for all public information personnel that comply with federal and state requirements and policies.	
<b>8</b>	Identify, establish and maintain alternate public information facilities, equipment and assets for continuity of operations and essential public information services.	
<b>9</b>	Assist in the development of policies and administrative rules that relate directly to public information, this ESF and its ability to provide emergency assistance.	
<b>10</b>	Work with ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with emergency public information issues.	

<b>ESF #15 – Preparedness Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Develop, validate and maintain SOPs or guidelines for both routine and emergency operations. Key operational concerns include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Identification and assessment of equipment, supplies, resources and critical infrastructure.</li> <li>• Alert and activation of personnel for work in field or EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Develop and conduct training and education programs for ESF #15 personnel. Program considerations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• The assessment of equipment, supplies and resources.</li> <li>• Working in the field during emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• WebEOC or other computer applications.</li> <li>• Emergency communications and reporting procedures.</li> <li>• National Incident Management System / Incident Command.</li> <li>• Continuity of Operations.</li> <li>• Mapping, GIS and other computer applications.</li> <li>• Emergency transportation and evacuation planning.</li> </ul>	
<b>3</b>	<p>Develop and maintain a roster of essential primary and support agency contacts for ESF #15 to be used in the event of emergency operations. Ensure critical information (address, telephone, cell, facsimile, email, etc.) are captured.</p>	
<b>4</b>	<p>Develop and maintain a database or system to collect information on essential resources and equipment.</p>	
<b>5</b>	<p>Develop lists of resources needs and work toward eliminating these shortfalls by securing funding, partnerships or taking other essential activities.</p>	
<b>6</b>	<p>Update mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency public information needs.</p>	
<b>7</b>	<p>Train ESF #15 personnel on technical standards and specifications for essential pieces of equipment related to short and long-term emergency public information needs.</p>	
<b>8</b>	<p>Train ESF #15 personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
<b>9</b>	<p>Exercise alternate public information facilities, equipment and assets for continuity of operations and essential public information services statewide.</p>	
<b>10</b>	<p>Train ESF #15 personnel on policies and administrative rules that relate directly to public information, this ESF and its ability to provide emergency assistance.</p>	

<b>ESF #15 – Response Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	<p>Activate SOPs or guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The assessment, staging, use, status and sustainability of facilities, equipment, supplies and other resources.</li> <li>• The alert, notification and activation of personnel for work in the field or within the county EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
<b>2</b>	<p>Activate ESF #15 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• The assessment of equipment, supplies and resources.</li> <li>• Providing representatives to work in the Joint Information Center (JIC), if activated.</li> <li>• Responding to the field for emergency operations.</li> <li>• Working in an EOC during emergency conditions.</li> <li>• Supporting local, district or statewide Incident Command structures.</li> <li>• Activating continuity of operations plans.</li> <li>• Meeting both emergency public information and evacuation needs of state and local agencies and departments.</li> <li>• Collect, analyze and disseminate critical health, safety and welfare information for the public.</li> </ul>	
<b>3</b>	<p>Provide information to the public through all available means regarding agency's involvement in the response activities. Include press releases and press briefings, as deemed appropriate; and regular updates to posts on agency Web sites.</p>	
<b>4</b>	<p>Evaluate the ability to communicate with ESF #15 personnel and implement alternate communications if primary systems are down.</p>	
<b>5</b>	<p>Work with ESF #1 (Transportation) and ESF #13 (Public Safety) in the placement of barricades or other security measures as needed or required.</p>	
<b>6</b>	<p>Work with ESF #14 (Long-Term Recovery), ESF #8 (Public Health and Medical Services), ESF #13 (Public Safety) and other ESFs as needed, to provide critical information to the public.</p>	
<b>7</b>	<p>Work with local agencies and departments in the movement and care of persons with special needs.</p>	
<b>8</b>	<p>Post situation reports and critical information in WebEOC during activations.</p>	

<b>ESF #15 – Recovery Tasks</b>		
<b>Task #</b>	<b>Task Summary</b>	<b>Reference / SOP / Policy</b>
<b>1</b>	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
<b>2</b>	Establish partnerships and secure funding sources to address resource shortfalls or gaps for public information issues and concerns.	
<b>3</b>	Maintain open and ongoing communication with other local and municipal entities in impacted areas and assist in their overall efforts for recovery operations.	
<b>4</b>	Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.	
<b>5</b>	Assess the current technical standards and specifications for essential pieces of equipment related to short and long-term emergency public information needs and update based upon the lessons learned from the most recent emergency response.	
<b>6</b>	Assess the current level of training on emergency safety standards for public information personnel to determine the appropriate application and compliance with federal and state requirements and policies.	
<b>7</b>	Assess the current usage and application of alternate public information facilities, equipment and assets for these essential services to determine if there are issues that need to be addressed for future response operations.	
<b>8</b>	Work to change, if required, those pieces of policies and administrative rules that relate directly to public information, which hinder this ESF's ability to provide emergency assistance.	

**BROWN COUNTY  
Comprehensive Emergency  
Management Plan**

**Hazard-Specific Planning  
Annexes**

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## HAZARD-SPECIFIC PLANNING

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### **I. Purpose**

This introduction provides an overview of the annexes applicable to situations requiring a specialized, hazard-specific implementation of the Brown County Comprehensive Emergency Management Plan (CEMP).

### **II. Definition and Concept**

The Brown County CEMP is supplemented with the Hazard-Specific Planning Annexes for additional support and guidance. The hazards considered to develop the annexes are consistent with the disasters referenced in [Indiana Code 10-14-3-1](#). These planning elements are integrated into the CEMP to enhance Brown County's overall emergency planning capabilities.

The annexes provide the concept of operations for specific incidents, integration of operations with the CEMP, and specialized incident-related actions for various phases of emergency management. Each annex utilizes the Emergency Support Function (ESF) concept and the functions described therein require the support to, or the cooperation of, all state departments and agencies, in accordance with [Brown County Ordinance 03-02-98-01](#), involved in incident management efforts. The annexes consider direction and control, resource management and special considerations for the unique type of incident. Implementation of these annexes is managed by the coordinating agency with support from various ESFs, based upon their authorities, resources and capabilities.

The Hazard-Specific Annexes describe Brown County's policies, situation, concept of operations and responsibilities as they relate to specific hazards or incident types. Each annex includes the following four sections:

#### **A. Policies**

The policy section identifies the authorities unique to the hazard type, the special actions or declarations that may result and any special policies that may apply.

#### **B. Situation**

The situation section describes the hazard characteristics and planning assumptions, as well as the management approach for those instances when key assumptions do not hold.

C. Concept of Operations

This section describes the flow of the emergency management strategy including special coordination structures, specialized response teams or unique resources needed, and other special considerations unique to the type of hazard.

D. Responsibilities

Each annex identifies the appropriate coordinating and cooperating agencies and the objectives and tasks for each ESF position based upon the hazard type.

**III. Responsibilities**

A. Coordinating Agency

The Brown County Emergency Management Agency (EMA) has been designated as the coordinating agency for each Hazard-Specific Annex. EMA is responsible for implementing the CEMP and the appropriate annexes, which includes activation and coordination of required ESFs. ESF staffing and functions are configured to expand and contract as necessary to provide response personnel and tasks consistent with the type of disaster or emergency.

B. Emergency Support Functions

Each Hazard-Specific Annex utilizes the ESF concept as defined in the Emergency Support Functions Annex of the CEMP. ESF primary and supporting agencies may be requested by EMA to provide resources, information, equipment and/or personnel for execution of the annex. Information regarding hazard-specific ESF processes and tasks are identified in the annexes as needed for the specialized implementation of the CEMP. ESF responsibilities include, but are not limited to:

1. Coordination of the tasks, functions and procedures identified in the annex
2. Conducting operations using their own authorities, plans and procedures, subject-matter experts, capabilities and/or resources
3. Supporting staffing for operations at the Brown County EOC and field deployments
4. Collaboration with appropriate private-sector and non-governmental organizations to maximize resource capabilities
5. Ensuring financial and property accountability for departmental and/or agency personnel and equipment
6. Supporting and informing other ESFs and organizational elements of annex activities

7. Planning for short-term and long-term support to incident management and recovery operations
8. Conducting preparedness activities, including training and exercising, to maintain mitigation, preparedness, response and recovery capabilities required for support
9. Supporting the development of operational plans, standard operating procedures or guides, checklists or other reference tools

#### **IV. Hazard-Specific Summaries**

The following hazard-specific summaries represent the elements considered threats to the safety and welfare of Brown County residents, property and the environment. The county will mitigate against, prepare for, respond to and recover from these incidents through the implementation of the county CEMP with integration from the appropriate annexes and appendices. The development of additional or revised hazard-specific planning annexes, and/or their subsequent appendices, is ongoing and will reflect the evolving needs of emergency management.

##### **A. Catastrophic Earthquake**

The Catastrophic Earthquake Annex acts as a framework for the county's response to a catastrophic earthquake event. The Federal government in its [National Response Framework \(NRF\)](#), dated January 2008, has defined a catastrophic earthquake as an event "that results in extraordinary levels of mass casualties, damage, or disruption, severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions". This annex has been developed to coordinate all emergency management activities in response to a no-notice or short-notice catastrophic earthquake for the protection of the people, property, economy and environment of in Brown County.

Indiana's earthquake threat comes from two primary seismic zones named the New Madrid Seismic Zone (NMSZ) and the Wabash Valley Seismic Zone (WVSZ). NMSZ activity has the potential to cause widespread and catastrophic physical damage across Alabama, Arkansas, Illinois, Indiana, Kentucky, Mississippi, Missouri and Tennessee, affecting some 44 million people. The resulting damage could produce the highest economic losses due to a natural disaster ever in the United States. A "worst case" event scenario was used for planning purposes to generate the earthquake annex and considers activity in both seismic zones. Earthquake damage from activity in the NMSZ or the WVSZ for Brown County is expected to be minor to moderate in the extent of damages to critical infrastructure, business, homes and essential services.

The Catastrophic Earthquake Annex includes the organizational structure for direction and control of the county's response to the event, as well as damage assessment procedures to include the development and maintenance of a common operation picture (COP). Additionally, a phased planning approach is used with ESF response action tasking listed by

phase. The annex focuses only upon the first three phases of a six phase planning approach. The first three planning phases deal with what are considered to be “response” phases. These phases are:

Phase I: Incident Occurrence through Day 4 (Life Saving) – Notification, situational awareness, damage assessment, and emergency response resource activation, mobilization, and deployment with a priority on life saving.

Phase II: Day 2 through Day 10 (Life Sustaining) – Continued priority on life saving, as well as life sustainment operations.

Phase III: Day 10 through Day 30 (Emergency Repair, and Services) – Continue life-sustaining operations, as required, and focus on essential emergency repairs to critical infrastructure.

The remaining phases are considered to be “recovery” phases, which will include the implementation of federal and state assistance programs, and will be detailed in a Recovery Annex, to be developed.

Phase IV: Day 30 though 6 Months (Basic Restoration, and Human Services) – State and federal disaster assistance programs begin implementation, debris management, and repair/restoration of critical infrastructure.

Phase V: 6 Months to 1 Year (Initial Recovery) – Continue housing assistance, state and federal assistance programs, and initiation of long-term recovery strategy/programs.

Phase VI: 1 Year through 5 Years (Sustained Recovery) – Fully implement long-term recovery programs.

The annex applies to all county departments and agencies with an emergency response capability. The collaboration of these agencies is accomplished through a detailed tasking of response actions according to the fifteen recognized Emergency Support Functions as a part of the phased planning approach. Primary and supporting agencies and their roles and responsibilities are identified for each ESF.

#### **B. Pandemic Influenza**

The Pandemic Influenza Annex provides an overview of the logistical response, support and responsibilities of the Brown County Health Department and Brown County Emergency Management Agency during an influenza pandemic. Collaboration with other agencies will be crucial to manage and assess needs during a response to a pandemic. The plan was initially developed by the Brown County Health Department and was evaluated and integrated into the County CEMP as an Annex to ESF #8 Health and Medical.

An influenza pandemic occurs when the following three criteria have been met:

1. A new influenza virus emerges
2. The new virus causes severe infection in humans
3. The new virus is easily transmitted from person to person

Pandemics may occur at anytime of the year and progress in waves of illness which may move across geographic regions differently, causing the effects of the pandemic to vary in different geographic regions. Each wave may be more or less severe than the previous wave and the symptoms and infectiousness may vary between these different waves. Pandemics have the potential to cause mass fatalities and absenteeism of response personnel, as well as economic hardship and disruption for residents of Brown County.

The Pandemic Influenza Plan is implemented based upon three phases:

Phase 1 – Avian and/or animal influenza of a subtype causing high avian/animal mortality has been identified in U.S. wildlife flocks, domestic birds, domestic farm animals or other wildlife. Indiana initiates selected response plans and procedures.

Phase 2 – Avian and/or animal influenza has been transmitted to humans. Continuity of Operations Plans (COOP) at the State and County levels are initiated.

Phase 3 – Human to human transmission of influenza has occurred; disruption of services and activities is likely.

### C. Nuclear/Radiological Detonation

The Nuclear/Radiological Detonation Annex addresses the coordination of emergency management operations concerning a release of radioactive materials incident with Brown County. These incidents can vary dramatically in size and complexity and may be the result of deliberate acts or inadvertent circumstances.

A nuclear/radiological detonation may include the release or potential release of radioactive material that poses an actual or perceived hazard to public health, safety, security and/or the environment. The level of response to a specific incident is based on numerous factors, including the ability of District, county and local officials to respond; the type and/or amount of radioactive material involved; the extent of the impact or potential impact on the public and environment; and the size of the affected area.

The preparation for and response to an Improvised Nuclear Device (IND) detonation will consider the following three-phased approach:

Phase 1 – Actions prior to the IND (prevention and protection)

Phase 2 – Response to IND

Phase 2A – Information /Control Priorities (H-Hour through H+12 hours)

Phase 2B – Setting Conditions for Saving Lives (12 - 24 Hours)

Phase 2C – Life Saving (24-72

Hours Plus)

Phase 3 – Recovery

The response process includes implementing all relevant plans, activating the Brown County EOC, assisting in the set-up of the Joint Field Operations (JFO), establishing the Reception, Staging, Operation and Implementation (RSOI) concept, and coordinating multiple staging areas and local Triage/Decontamination/ Mass Care (TDMC) areas. This annex utilizes the ESF concept as a part of the phased approach. Throughout the operation EMA will serve as the coordinating agency, and primary and supporting ESF agencies will vary according to the phase, as a function of emergency management and support.

D. Suspicious Substance

The Suspicious Substance Annex addresses the policies, situations, concept of operations and responsibilities concerning a suspicious substance incident in Brown County Government and school facilities. Selected agencies will respond to the potential existence of a suspicious substance in a manner that protects the health and safety of government employees and all visitors to these locations. The annex is scenario based and manages the incident through the following three phases:

Phase 1 – Initial Response – H-Hour through H + 1 Hour

This phase covers the initial report of a suspicious substance, credible threat analysis and initial determination. Preliminary facility and medical protocols are enacted.

Phase 2 – Prophylaxis and Mitigation – H + 1 Hour through H + 2 Hours

Phase 3 – Facilities, Decontamination and Recovery – H + 3 Hours until completed

The primary and supporting ESF agencies will vary by phase. The Law Enforcement Agency and Fire Department with jurisdiction will serve in a unified command as primary agencies for all three phases of a suspicious substance event. The Brown County Emergency Management Agency as well as the Brown County Health Department will act as important supporting agencies.

E. Cyber Incident

An attack on Brown County's technology capabilities would limit the ability of local agencies to function properly and adversely affect the manner in which the government operates. In addition, it would undermine citizens' confidence in the security of the internet and the county's ability to govern, potentially leading to political and economic harm for Brown County. The Cyber Security Annex addresses the policies, situations, concept of operations and responsibilities applicable to attacks on the county's capacity to sustain critical technological services.

F. Terrorism Consequence Management

The Terrorism Consequence Management Annex addresses the specialized emergency response operations and supporting efforts needed by Brown County in the event of a known, suspected or threatened terrorist incident occurring within its borders. A terrorist event may involve a variety of methods ranging from uncomplicated incidents affecting relatively small areas, to highly complex events with very widespread physical or economic consequences. Other incidents could involve the use of the less common Weapons of Mass Destruction, such as sophisticated explosive, chemical, biological or radiological agents specifically designed to harm people or property over large areas.

A terrorist attack, especially from the use of a weapon of mass destruction, has the potential to result in health, safety, economic, and/or environmental impacts in a large geographical area. Brown County has many facilities, sites, systems and special events susceptible to a terrorist attack. They may be divided into the following categories: government services, electric power and oil and gas storage, water supplies, information and communications, banking and finance, emergency services, public health, institutions, recreational facilities, commercial, and industrial facilities and miscellaneous.

The CEMP outlines a general concept of operations for a disaster or emergency; however, terrorism affects the actions of emergency management officials and emergency responders in a different manner. The Terrorism Consequence Management Annex addresses the specific needs and tasks for the management of a terrorism incident in Brown County for each ESF position in support of all phases of emergency management.

**BROWN COUNTY  
Comprehensive Emergency  
Management Plan**

**Planning Support  
Annex**

## **PLANNING SUPPORT**

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### **I. Purpose**

This introduction provides an overview of the annexes developed to support the Brown County Comprehensive Emergency Management Plan (CEMP) with the execution and coordination of critical operational and administrative functions.

### **II. Definition and Concept**

The County CEMP is supplemented with Planning Support Annexes for additional direction and guidance regarding typical incident-related objectives and missions. These annexes focus on common functional processes and administrative requirements necessary to ensure efficient and effective emergency management. The processes and policies are identified for integration into the CEMP, as needed.

The Planning Support Annexes consider the County's need to manage mass care and sheltering demands, coordinate volunteers and donations, assess and maintain crisis and emergency communications capabilities, sustain and recover critical infrastructure, or any other areas of importance commonly impacted during emergencies or disasters. These annexes are not restricted to specific hazards or individual Emergency Support Functions (ESFs) and are applicable to nearly every emergency operations function and/or incident type for all phases of emergency management. Implementation of these annexes is managed by the coordinating agency with support from various ESFs, based upon their authorities, resources and capabilities. The ESF concept is utilized and the functions identified therein require the support to, or the cooperation of, all departments and agencies involved in incident management efforts.

### **III. Responsibilities**

#### **A. Coordinating Agency**

The Brown County Emergency Management Agency has been designated as the coordinating agency for each Planning Support Annex. The County EMA is responsible for implementing the CEMP and the appropriate annexes, which includes activation and coordination of required ESFs. ESF staffing and functions are configured to expand and contract as necessary to provide response personnel and tasks with the needs of the disaster or emergency.

#### **B. Supporting Agency**

Each Planning Support Annex utilizes the ESF concept as defined in each of the Emergency Support Annexes of the CEMP. ESF primary and supporting agencies may be requested by the coordinating agency (Brown County EMA) to provide resources, information, equipment and/or personnel to carry out mission essential tasks and objectives. Specific processes and tasks have been identified in the Planning Support Annexes which require each ESF to collaborate and work toward common public safety goals. Responsibilities for ESFs include but are not limited to:

## **Brown County CEMP**

1. Coordinate the delivery and completion of functions, procedures and tasks identified in the annex.
2. Support staffing requests for operations functions at the County EOC and during field operations.
3. Ensuring financial and property accountability for agency personnel and equipment.
4. Coordinate with appropriate private-sector and NGOs to maximize resource capabilities.
5. Support annex activities and maintain situational awareness for other ESFs and organizational elements.
6. Conduct and participate in preparedness activities, such as training and exercises, in order to maintain personnel who can provide appropriate support.
7. Provide planning and support and short- and long-term incident management and recovery operations.
8. Support the development of operational plans, standard operating procedures, guides, checklists or other reference tools.

### **IV. Planning Support Summaries**

The following planning support summaries represent subject matter considered common and critical for emergency management in Brown County. The county will mitigate against, prepare for, respond to and recover from disasters and emergency events through the implementation of the of County CEMP. The development and activation of the additional supporting documents and annexes for the County CEMP is ongoing and reflective of the changing and dynamic needs of emergency management with Brown County and the State of Indiana.

What follows are summaries of the current Planning Support Annexes developed for integration into the County CEMP:

#### **A. Volunteer and Donations Management**

Severe disasters and emergencies create a need to coordinate donations of goods and volunteer services. It is not anticipated, however, that every disaster incident will result in the donation of goods and services. However, when circumstances warrant, a united and cooperative effort by local and private volunteer organizations is necessary for the successful management of unsolicited and non-designated donations.

The purpose of donations management is to provide victims of disasters with as much support as possible by efficient and effective channeling of offers from the public. Donors will be discouraged from sending unsolicited donations directly to the disaster site. Donations, solicited and unsolicited, will be channeled through the Brown County EMA who has designated the Brown County Resource Manager as primary contact for coordinating such activities.

Additionally, private volunteer organizations have operational networks set up to receive, process and deliver needed goods and services to disaster victims. Some goods and services are designated for a particular organization to be received and distributed, as deemed appropriate by the organization, without interference. It is not the county's intent to alter, divert or otherwise impede the normal operation or flow of goods or services through these organizations. It is however, the intent of the county to help coordinate response needs with offers of goods and services, thus optimizing overall response efforts.

**B. Special Needs Population**

The definition of "special needs population" as it appears in the [National Response Framework \(NRF\)](#) is as follows: Populations whose members may have additional needs before, during and after an incident in functional areas, including but not limited to:

1. Maintaining independence
2. Communication
3. Transportation
4. Supervision
5. Medical care

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. These populations may also include:

1. Young children who may not be able to identify themselves;
2. Older adults with dementia, Alzheimer's, or other psychiatric conditions;
3. Deaf;
4. Blind;
5. Homeless;
6. Minority populations;

The Special Needs Steering Committee comprised of public health and safety agencies and organizations, local first responders, and the County Emergency Management Agency have collaborated to provide guidance for the sheltering and care of special needs populations during a disaster or emergency event. The Special Needs Population Annex provides checklists on the necessary tasks and resources to manage and provide appropriate care to those persons with special needs sheltered within Brown County. The Annex also considers the challenge of evacuating and transporting special needs populations to suitable shelters or to potential locations outside of the county, should the need arise.

C. Emergency Communications

The Emergency Communications Annex provides an outline for the implementation of a jurisdictional communications framework and identifies the priorities critical to support and maintain emergency communications systems in Brown County before, during and after disaster and emergency events. The establishment of priorities and the assessment of current county capabilities allows for the essential planning of emergency communications with all agencies, departments and organizations with roles and responsibilities in emergency communications.

The Annex applies to both routine and emergency situations, supporting the all-hazards approach that is outlined in the CEMP. Additionally, implementation of the concepts contained in this annex shall be utilized when considering both redundant or alternative communication systems and their overall integration into effective response operations.

D. Crisis Communications

A disaster or emergency event will require incident managers and other government officials to establish systems for communicating with the public during the emergency. The [National Incident Management System \(NIMS\)](#) defines public information systems as “the processes, procedures and systems for communicating timely and accurate information to the public during crisis or emergency situations.” Local officials are largely responsible for communicating essential emergency details to the potentially impacted population.

During a crisis, county Public Information Officers will coordinate, deliver and support the dissemination of information to the public in a quick, responsible way, using every available medium, including:

1. Mainstream media (radio, TV, print, websites, news bureau, e-news)
2. Email
3. Websites of local public safety and government agencies and organizations

4. Partner/stakeholder distribution methods (email, newsletters, fax)
5. Printed materials (including flyers, posters, direct mail)
6. In-person meetings
7. Telephone
8. Fax
9. Text Messages

The Crisis Communications Annex provides a program for the distribution of information and education to the public concerning threats to life, safety and property. These activities include information about specific threats, appropriate preparedness measures and protective actions to mitigate the threats. The public outreach activities also consider the diversity of the population to ensure the public is appropriately advised.

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**[Acronyms and Definitions](#)**

**A. List of Acronyms**

AAR	After Action Report / After Action Review
ADA	Americans with Disabilities Act
ARC	American Red Cross
BC	Business Continuity
BOAH	(Indiana) Board of Animal Health
CAP	Corrective Action Plan
CBRNE	Chemical, Biological, Radiological, and/or Nuclear Explosive
CEMP	Comprehensive Emergency Management Plan
CEO	Chief Executive Officer / Chief Elected Official
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
CI	Critical Infrastructure
CIKR	Critical Infrastructure and Key Resources
CJI	(Indiana) Criminal Justice Institute
COG	Continuity of Government
CONOPS	Concept of Operations
COOP	Continuity of Operations
COP	Common Operating Picture
CPG	Comprehensive Preparedness Guide
CTASC	(Indiana) Counter-Terrorism and Security Council
CUSEC	Central United States Earthquake Consortium
DEOC	Department Emergency Operations Center
DHS	U.S. Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DNR	Department of Natural Resources
DoD	Department of Defense
DOJ	Department of Justice
EAS	Emergency Alert System
ECL	Emergency Condition Level
EM	Emergency Management
EMA	Emergency Management Agency
EMAI	Emergency Management Alliance of Indiana
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPZ	Emergency Planning Zone
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FAAT	Federal Emergency Management Agency (FEMA) Acronyms, Abbreviations, and Terms

## ***Brown County CEMP***

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FAC	Family Assistance Center
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency
FHA	Federal Highway Authority
FIA	Federal Insurance Administration
FOG	Field Operations Guide
GAO	Government Accountability Office
GIS	Geographic Information System
GPS	Global Positioning System
HAZMAT	Hazardous Material(s)
HAZUS	Hazards U.S.
HIRA	Hazard Identification and Risk Assessment
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IA	Individual Assistance
IAEM	International Association of Emergency Managers
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDEM	Indiana Department of Environmental Management
IDHS	Indiana Department of Homeland Security
IMAT	Incident Management Assistance Team
INDOT	Indiana Department of Transportation
ING	Indiana National Guard
INVOAD	Indiana Volunteer Organizations Active in Disasters
IOSHA	Indiana Occupational Safety and Health Administration
IPSC	(Indiana) Integrated Public Safety Commission
ISDH	Indiana State Department of Health
ISP	Indiana State Police
JFO	Joint Field Office
JIC	Joint Information Center
JOC	Joint Operations Center
LCEMP	Local Comprehensive Emergency Management Plan
LEOC	Local Emergency Operations Center
LEPC	Local Emergency Planning Committee
MACS	Multiagency Coordination System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NEMA	National Association of Emergency Managers
NFIP	National Flood Insurance Program
NFPA	National Fire Protection Association
NGO	Nongovernment Organization

## **Brown County CEMP**

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NIC	National Integration Center
NIMS	National Incident Management System
NIMSCAST	National Incident Management System Compliance Assessment Tool
NLT	No Later Than / Not Less Than
NPG	National Preparedness Guidelines
NPS	National Planning Scenarios
NRC	U.S. Nuclear Regulatory Commission
NRF	National Response Framework
NWS	National Weather Service
OCRA	(Indiana) Office of Community and Rule Affairs
OFBCI	(Indiana) Office of Faith-Based and Community Initiatives
OSHA	Occupational Safety and Health Administration
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RA	Regional Administrator
RACES	Radio Amateur Civil Emergency Services
REPP	Radiological Emergency Preparedness Program
RRCC	Regional Response Coordination Center
RRP	Regional Response Plan
SBA	Small Business Administration
SCIP	State Communications Interoperability Plan
SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SEMA	(Indiana) State Emergency Management Agency (Now IDHS)
SERC	State Emergency Response Commission
SLG	State and Local Guide
SOG	Standard Operating Guide / Standard Operating Guidelines
SOP	Standard Operating Procedure
TCL	Target Capabilities List
TOC	Tactical Operations Center
UC	Unified Command
USDA	U.S. Department of Agriculture
USGS	U.S. Geological Survey
UTL	Universal Task List
WMD	Weapons of Mass Destruction

**B. Definitions**

*American Red Cross (ARC)*

A humanitarian organization, led by volunteers, that provided relief to victims of disasters and helps people prevent, prepare for and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

*Assumptions*

1. (Management) Statements of conditions accepted as true and that have influence over the development of a system. In emergency management, assumptions provide context, requirements and situational realities that must be addressed in system planning and development and/or system operations. When these assumptions are extended to specific operations, they may require re-validation for the specific incident.
2. (Preparedness) Operationally relevant parameters that expected and used as a context basis or requirement for the development of response and recovery plans, processes and procedures. For example, the unannounced arrival of patients to a healthcare facility occurs in many mass casualty incidents. This may be listed as a preparedness assumption in designing initial response procedures. Similarly, listing the assumption that funds will be available to train personnel on a new procedure may be an important note.
3. (Response) Operationally relevant parameters for which, if not valid for specific incident's circumstances, the emergency plan-related guidance may not be adequate to assure response success. Alternative methods may be needed. For example, if a decontamination capability is based on the response assumption that the facility is not within the zone of release, this assumption must be verified at the beginning of the response.

*Authority*

A right or obligation to act on behalf of a department, agency or jurisdiction. Commonly, a statute, law, rule or directive made by a senior elected or appointed official of a jurisdiction or organization that gives responsibility to a person or entity to manage and coordinate activities.

*Capabilities-based planning*

Planning under uncertainty, to provide capabilities suitable for a wide range of threats or hazards while working within the economic framework that necessitates prioritization and choice. Capabilities-based planning addresses uncertainty by analyzing a wide range of human-caused or naturally occurring events to identify required capabilities.

*Checklist*

Written or computerized collection of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.

*Community*

A political entity that has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county. However, each state defines its own political subdivisions and forms of government.

*Comprehensive Emergency Management Plan (CEMP)*

An emergency planning document developed for jurisdictions, which focuses on an all-hazards approach in the management and coordination of life-saving activities before, during and after an emergency or disaster. Similar to an Emergency Operations Plan (EOP), a CEMP has many of the same functions, characteristics and attributes, but differs in that it considers the Four Phases of Emergency Management – Mitigation, Preparedness, Response and Recovery – whereas, an EOP primarily focuses on jurisdictional response activities. Additionally, a CEMP is commonly considered a “foundational document”, outlining the most critical elements of a jurisdictional emergency management, allowing supplemental and supporting documents that relate to the CEMP to develop under a common, structured framework.

*Contamination*

The undesirable deposition of a chemical, biological or radiological material on the surface of structures, areas, objects or people.

*Damage Assessment*

The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and status of key facilities and services (e.g. hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation system, utilities and transportation networks) resulting from an man-made or natural disaster.

*Decontamination*

The reduction or removal of a chemical, biological or radiological material on the surface of structures, areas, objects or person.

*Disaster*

An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this Guide, a “large-scale

disaster” is one that exceeds the response capability of the Local jurisdiction and requires State, and potentially Federal, involvement. As used in the Stafford Act, a “major disaster” is “any natural catastrophe [...] or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.” (Stafford Act, Sec 102(2), 42 U.S.C. 5122(2).

*Disaster Recovery Center*

Places established in the area of a Presidentially declared major disaster, as soon as practicable, to give victims the opportunity to apply in person for assistance and/or obtain information related to that assistance. DRCs are staffed by Local, State, and Federal agency representatives, as well as staff from volunteer organizations (e.g., the American Red Cross).

*Emergency*

Any occasion or instance, such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, explosion, nuclear accident, or any other natural or man-made catastrophe, that warrants action to save lives and to protect property, public health, and safety.

*Emergency Medical Services (EMS)*

Individuals who, on a full-time, part-time, or voluntary basis, serve as first responders, emergency medical technicians (EMT) (basic), and paramedics (advanced) with ground-based and aero-medical services to provide pre-hospital care.

*Emergency Operations Center (EOC)*

The pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency. The EOC coordinates information and resources to support domestic incident management activities.

*Emergency Operations Plan*

A document that: describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated. The primary focus of the document is on the response aspects of emergency management.

*Emergency Support Function (ESF)*

A structured group of tasks and resources, brought together to effectively manage the impacts of an emergency or disaster within a given jurisdiction. ESFs are typically comprised of multiple agencies and departments within a jurisdiction that have similar roles, responsibilities, resources, authority and training.

*Evacuation*

Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.

- **Spontaneous Evacuation:** Residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and, without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel are unorganized and unsupervised.
- **Voluntary Evacuation:** This is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or order are NOT required to evacuate; however, it would be to their advantage to do so.
- **Mandatory or Directed Evacuation:** This is a warning to persons within the designated area that an imminent threat to life and property exists and individuals MUST evacuate in accordance with the instructions of local officials.

*Federal Coordinating Officer (FCO)*

The person appointed by the President to coordinate Federal assistance in a Presidentially declared emergency or major disaster. The FCO is a senior FEMA official trained, certified, and well experienced in emergency management, and specifically appointed to coordinate Federal support in the response to and recovery from emergencies and major disasters.

*Field Assessment Team*

A small team of pre-identified technical experts who conduct an assessment of response needs (not a preliminary damage assessment) immediately following a disaster. The experts are drawn from the Federal Emergency Management Agency, other agencies and organizations (e.g., U.S. Public Health Service, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, and American Red Cross) and the affected State(s). All FAsT operations are joint Federal/State efforts.

*Flash Flood*

Follows a situation in which rainfall is so intense and severe and runoff is so rapid that recording the amount of rainfall and relating it to stream stages and other information cannot be done in time to forecast a flood condition.

*Flood*

A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

*Functional-based Planning*

A planning methodology that concentrates on the identification common tasks a community's public safety personnel and organizations must perform before, during, and after emergencies in order to effectively prepare for respond to and recover from both human-caused and naturally occurring hazards. It is the basis for the development of planning documents like the CEMP.

*Governor's Authorized Representative*

The person empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance.

*Hazard*

A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Hazards can include latent conditions that may represent future threats and can have different origins: natural (geological, hydro-meteorological and biological) or induced by human processes (e.g. human-caused, which includes environmental degradation and technological hazards). Hazards can be single, sequential or combined in their origin and effects. Each hazard is characterized by its location, intensity, frequency and probability."

*Hazard Mitigation*

Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

*Hazardous Material*

Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

*Incident Command System (ICS)*

A standardized, on-scene, emergency management construct, specifically designed to provide for the adoption of an integrated organizational

structure that reflects the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure that is designed to help manage resources during incidents. It is used for all kinds of emergencies and applicable to both small and large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

*Incident Management Assistance Team (IMAT)*

1. (Federal) Interagency team composed of subject-matter experts and incident management professionals. IMAT personnel may be drawn from national or regional Federal department and agency staff according to established protocols. IMATs make preliminary arrangements to set up Federal field facilities and initiate establishment of the JFO.
2. (State) Interagency team composed of subject-matter experts and personnel well-versed in incident management. IMAT personnel may be drawn from state or district personnel in order to fulfill specific response-based priorities. An IMAT will be responsible for providing direct support to emergency management and public safety personnel within local jurisdictions to successfully coordinate tactical operations.

*Joint Field Office*

The Joint Field Office is the primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with *NIMS* principles and is led by the Unified Coordination Group. Although the JFO uses an ICS structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

*Joint Information Center*

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

*Joint Information System*

Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The JIS provides a structure and system for developing and delivering coordinated

interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC about public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

*Jurisdiction*

Multiple definitions are used. Each use depends on the context:

- A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., City, County, Tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).
- A political subdivision (Federal, State, County, Parish, Municipality) with the responsibility for ensuring public safety, health, and welfare within its legal authorities and geographic boundaries.

*Mass Care*

The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to the people who have been displaced from their homes because of a disaster or threatened disaster.

*Multiagency Coordination Systems*

Those systems which provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are EOCs and MAC Groups. These systems assist agencies and organizations responding to an incident.

*Mitigation*

The effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk.

*National Incident Management System (NIMS)*

A coordination and management construct that provides for a systematic, proactive approach that guides government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from and mitigate the effects of

incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

*National Response Framework*

A guide to how the nation conducts all-hazards incident management.

*Nongovernmental Organization (NGO)*

An entity with an association that is based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose and not for private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

*Planning*

1. (Strategic Plans) The process of developing documents by a program, department or jurisdiction which explains the overall public safety mission for the entity and outlines key goals, objectives and tasks that must be completed over a specific period of time. Most strategic plans are developed as a means to match budgetary goals with key actions that specific agencies and departments must complete in order to meet their defined mission. However, strategic plans may be developed as a means to outline how specific projects or programs will be managed, assigning duties to individuals or agencies and establishing solid milestones to determine success. Most strategic plans are multi-year documents, predominantly covering two to five years.
2. (Operational Planning) The process of developing documents by a program, department or jurisdiction which explains how resources, personnel and equipment may be managed and activated to meet the specific objectives of a strategic plan. An operational plan will contain a full description of the Concept of Operations and may include additional, supporting annexes, as required.
3. (Tactical Planning) The process of developing documents by a program, department or jurisdiction which explains how specific or immediate life-saving or response-based tasks will be completed to support operational planning tasks. Commonly, tactical plans are those documents used by public safety personnel during the response phase and may include but are not limited to such documents as SOPs, SOGs, FOGs, and response-based planning elements.

*Recovery*

The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstituting these systems to a new condition that is less vulnerable.

*Resource Management*

Those actions taken by a government to (a) identify sources and obtain resources needed to support disaster response activities; (b) coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when they are most needed; and (c) maintain accountability for the resources used.

*Scenario-Based Planning*

Planning approach that uses a Hazard Vulnerability Assessment to assess the hazard's impact on an organization on the basis of various threat that the organization could encounter. These threats (e.g. hurricane, terrorist attack) become the basis of the scenario.

*Senior Official*

The elected or appointed official, who, by statute, is charged with implementing and administering laws, ordinances, and regulations for a jurisdiction. He or she may be a major, city manager, etc.

*Special-Needs Population*

A population whose members may have additional needs before, during, or after an incident in one or more of the following functional areas: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those have disabilities; live in institutionalized settings; are elderly; are children; are from diverse cultures, have limited proficiency in English or are non-English-speaking; or transportation disadvantaged.

*Standard Operating Procedure*

A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement emergency plans by detailing and specifying how assigned tasks are to be carried out. SOPs may be found within or act as a reference document or may serve as an operations manual, providing the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

*State Coordinating Officer*

The person appointed by the Governor to coordinate State, Commonwealth, or Territorial response and recovery activities with FRP-related activities of the Federal Government, in cooperation with the Federal Coordinating Officer.

*State Liaison*

A Federal Emergency Management Agency official assigned to a particular State, who handles initial coordination with the State in the early stages of an emergency.

*Target Capabilities List*

A component of the National Preparedness Goal from HSPD-8 which describes and sets targets for the capabilities required to achieve the four homeland security mission areas: Prevent, Protect, Respond, and Recover. The List defines and provides the basis for assessing preparedness. It also establishes national targets for the capabilities to prepare the Nation for major all-hazards events, such as those defined by the National Planning Scenarios. The current version of the TCL contains 37 core capabilities.

*Terrorism*

The use or threatened use of criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered terrorism).

*Tornado*

A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.

*Warning*

The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the National Weather Service (e.g., severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area.

*Watch*

Indication by the National Weather Service that, in a defined area, conditions are favorable for the specified type of severe weather (e.g., flash flood, severe thunderstorm, tornado, tropical storm).