

Firefighting Emergency Support Function

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

Support Agencies:

- Center Township Fire Department
- Clay Fire Territory
- German Township Fire Department
- Harris Township Fire Department
- Lakeville Fire Department
- Madison Township Fire Department
- Mishawaka Fire Department
- New Carlisle Fire Department
- North Liberty Fire Department
- Notre Dame Fire Department
- Osceola Fire Department
- Penn North Fire Department
- Penn South Fire Department
- Portage Township Fire Department
- South Bend Fire Department
- South Bend Regional Airport Fire/Safety Department
- Walkerton Fire Department
- Warren Township Fire Department

Mitigation

√	Mitigation Task	Resource
1	Identify critical facilities that are vulnerable to a natural or man made event, evaluate that vulnerability, and determine what mitigative actions could be taken to prevent or reduce that vulnerability.	Jurisdictional Fire Departments
2	Identify potential funding sources that are available to mitigate a natural or man made event.	Jurisdictional Fire Departments & St. Joseph County Emergency Management Agency
3	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies and ancillary or contract support services.	Jurisdictional Fire Departments & St. Joseph County Fire Chiefs' Association
4	Identify areas where public education programs involving fire safety information is needed.	Jurisdictional Fire Departments
5	Identify Firefighting Emergency Support Function leads/supervisors for the St. Joseph County Emergency Operations Center activation and field operations.	Jurisdictional Fire Departments & St. Joseph County Emergency Management Agency
6	Identify sources of hazard-specific needs, resources, and equipment.	Jurisdictional Fire Departments & Resource Support Emergency Support Function

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Firefighting Emergency Support Function and its support agencies to operate efficiently.	Jurisdictional Fire Departments
2	Develop and conduct training for Emergency Support Function lead and support agency staff.	Jurisdictional Fire Departments & St. Joseph County Emergency Management Agency

√	Preparedness Task	Resource
3	Develop and maintain roster of Firefighting Emergency Support Function manpower list with leads/supervisors, shift change/staffing procedures, including emergency contact information such as address, phone, cell, facsimile numbers, and email, delineating specialized skills and certifications of personnel.	Jurisdictional Fire Departments
4	Develop and maintain a Firefighting Emergency Support Function manpower list, delineating specialized skills of personnel.	Jurisdictional Fire Departments
5	Develop and maintain mutual aid agreements and memoranda of understanding where needed.	Jurisdictional Fire Departments
6	Develop public education programs involving fire safety.	Jurisdictional Fire Departments
7	Develop and maintain contact notification lists including emergency contact information such as address, phone, cell, facsimile numbers, and email.	Jurisdictional Fire Departments
8	Obtain detailed maps of County jurisdictions.	Jurisdictional Fire Departments, St. Joseph County Geographic Information System, & City and County Engineering Office
9	Ensure that copies of all necessary Emergency Support Function-specific emergency manuals, plans, procedures, and other reference materials are located at the Emergency Support Function station in the County Emergency Operations Center.	St. Joseph County Emergency Management Agency
10	Provide guidance on County and State fire and building codes, rules, and regulations.	Jurisdictional Fire Departments & St. Joseph County Building Departments

Response

√	Response Task	Resource
1	Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.	Jurisdictional Fire Departments
2	Obtain status report on St. Joseph County activities, once in the Emergency Operations Center.	Jurisdictional Fire Departments

√	Response Task	Resource
3	Identify and coordinate additional resources, as needed, in support of local field operations.	Jurisdictional Fire Departments & Resource Support Emergency Support Function
4	Assist in the development of an incident action plan.	Jurisdictional Fire Departments, Information and Planning Emergency Support Function, & St. Joseph County Emergency Management Agency
5	Provide technical assistance as requested.	Jurisdictional Fire Departments
6	Support other Emergency Support Functions as needed.	Jurisdictional Fire Departments
7	Provide situation reports of Emergency Support Function activities to the Emergency Operations Center supervisor as required.	Jurisdictional Fire Departments
8	Attend briefings for periodic situation updates.	Jurisdictional Fire Departments
9	Document incoming and outgoing communications.	Jurisdictional Fire Departments
10	Maintain record of actions taken.	Jurisdictional Fire Departments
11	If a Joint Operations Center is activated, send an Emergency Support Function representative to that location, if appropriate.	Jurisdictional Fire Departments
12	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management & Contracted Employee Assistance Programs
13	Provide coordination assistance for firefighting resources, as required, and support resource efforts.	Jurisdictional Fire Departments
14	Request State and Federal assistance/resources as needed.	Jurisdictional Fire Departments
15	Provide guidance on St. Joseph County and State fire and building codes, rules, and regulations.	Jurisdictional Fire Departments & St. Joseph County Building Department

Recovery

√	Recovery Task	Resource
1	Collect and inventory all equipment used during incident and determine need for decontamination or replacement.	Jurisdictional Fire Departments & Hazardous Materials Emergency Support Function
2	Provide guidance on St. Joseph County fire and building codes, rules, and regulations.	Jurisdictional Fire Departments & St. Joseph County Building Departments
3	Coordinate with the Resource Support Emergency Support Function on resource accountability.	Jurisdictional Fire Departments
4	Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.	All Support Agencies, Indiana Northern Critical Incident Stress Management, & Contract Employee Assistance Programs
5	Prepare appropriate After-Action Reports.	Jurisdictional Fire Departments
6	Aid local level fire departments in resource accountability and procedures for obtaining reimbursement from the State and/or Federal government.	Jurisdictional Fire Departments & St. Joseph County Emergency Management Agency

LETTER OF AGREEMENT

The St. Joseph County Comprehensive Emergency Management Plan, hereafter referred to as the Plan, establishes the basis for providing assistance to county residents impacted by a disaster or emergency requiring local, state and possibly Federal assistance. The plan assumes that a disaster or emergency overwhelms the day to day capability of local governments.

The plan covers all four (4) phases of emergency management: mitigation, preparedness, response and recovery.

The plan is in a checklist format that requires all local agencies to develop and implement Standard Operating Procedures and Guidelines.

The plan uses the Federal Emergency Management Agency's Emergency Support Functions concept. The emergency support functions group like type agencies into the same group. For example, all local agencies with law enforcement responsibilities are grouped into the Law Enforcement Emergency Support Function. Each local agency is grouped into one or more emergency support function. In addition, for planning purposes only, each emergency support function has an agency assigned as the primary coordinating agency with other agencies as support coordinating agencies.

The following departments and agencies agree to support the plan and to carry out their assigned functional responsibilities.

Each agency also agrees to implement planning efforts and agree to participate in local exercise activities to maintain the overall response capability.

Each agency signed below is either a primary or support agency to the **Firefighting Emergency Support Function**.

Primary Coordinating Agency
Firefighting ESF
St. Joseph County Fire Chief's Association