

Donations and Volunteers Emergency Support Function

Primary Coordinating Agency: Partnership Assistance Center

Support Agencies:

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

Mitigation

√	Mitigation Task	Resource
1	Identify potential funding sources that are available to mitigate acts of terrorism.	St. Joseph County Emergency Management Agency
2	Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies and ancillary or contract support services.	Resource Support Emergency Support Function
3	Identify Emergency Support Function supervisors and their shift change and staffing procedures for the St. Joseph County Emergency Operations Center activation and field operations.	All Support Agencies
4	Identify sources of hazard-specific needs, resources, and equipment.	St. Joseph County Emergency Management Agency
5	Identify requirements for Emergency Support Function specific standard operating procedures, plans, and checklists for primary and support agencies.	St. Joseph County Emergency Management Agency & All Support Agencies
6	Identify Emergency Support Function specific training requirements.	All Support Agencies
	Considerations for conventional attack:	
	For chemical attack:	
	For biological attack:	
7	Develop appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities

Preparedness

√	Preparedness Task	Resource
1	Develop and maintain sections in standard operating procedures/guidelines, other plans, and procedures necessary for the Emergency Support Function and its support agencies to operate efficiently.	St. Joseph County Emergency Management Agency & All Support Agencies

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

√	Preparedness Task	Resource
11	Implement appropriate medical protective procedures for emergency responders and their immediate families.	All Support Agencies, St. Joseph County Health Department, & Acute Care Facilities

Response

√	Response Task	Resource
1	Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.	Information and Planning Emergency Support Function
2	Obtain status report on St. Joseph County activities, once in Emergency Operations Center.	St. Joseph County Emergency Management Agency
3	Identify and coordinate additional resources, as needed, in support of local field operations.	Resource Support Emergency Support Function & All Support Agencies
4	Assist in the development of the incident action plan.	Information and Planning Emergency Support Function & All Support Agencies
5	Provide technical assistance, as requested.	
6	Support other Emergency Support Functions, as needed.	
7	Provide situation reports of Emergency Support Function activities to Emergency Operations Center supervisor, as required.	Information and Planning Emergency Support Function & All Support Agencies
8	Attend briefings for periodic situation updates.	Information and Planning Emergency Support Function & All Support Agencies
9	Document incoming and outgoing communications.	All Support Agencies
10	Critical incident stress and mental health services will be provided to responders, volunteers, Emergency Operations Center staff, and other support staff during and after an incident as needed or requested.	Indiana Northern Critical Incident Stress Management & Contracted Employee Assistance Programs

√	Response Task	Resource
11	Maintain record of actions taken.	All Support Agencies
12	If Joint Operations Center is activated, send Emergency Support Function representative to location, if appropriate.	Public Information Emergency Support Function
13	Request State and Federal resources, as needed.	Resource Support Emergency Support Function
	Considerations for conventional attack:	
	For chemical attack:	
	For biological attack:	

Recovery

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

√	Recovery Task	Resource
	For biological attack:	