

# HANCOCK COUNTY Comprehensive Emergency Management Plan



Hancock County  
Board of Commissioners  
County Courthouse  
Greenfield, Indiana

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## Memorandum

To: Hancock County Public Safety Agencies, Partners and Stakeholders

From: Hancock County Board of Commissioners

Date: June 22, 2011

Re: Promulgation of the Hancock County Comprehensive Emergency Management Plan

Hancock 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 Hancock 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 Hancock County CEMP is the specified document and satisfies this requirement.

The Hancock County CEMP outlines 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 Hancock County.

Hancock 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.

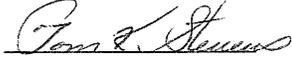
This plan is effective 6/22/2011



President County  
Commissioner



County Commissioner



Tom Stevens  
County Commissioner

## Letter of Agreement

The Hancock 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. The CEMP assumes a disaster or emergency overwhelms the capability of municipalities to respond and establishes the necessary protocols for seeking additional state or federal assistance.

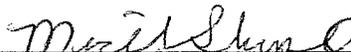
The CEMP covers all four phases of emergency management: mitigation, preparedness, response and recovery. The CEMP uses the Emergency Support Functions concept which is described in the National Response Framework. Emergency Support Functions (ESFs) are groups of agencies/departments with similar missions, 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 ESF section makes use of checklists to assist in the description of tasks, functions and activities that may be administrative, routine or tactical in nature.

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.

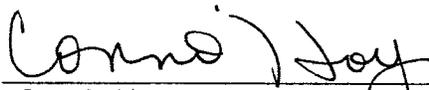
County agencies further agree to support ongoing emergency planning efforts to include public safety and specialized training, ongoing maintenance and evaluation of the CEMP, as well as participating in an exercise program to ensure continual improvement.



Larry Ervin, Director  
**Hancock County EMA**



Mike Shepherd, Sheriff  
**Hancock County Sheriff's Department**



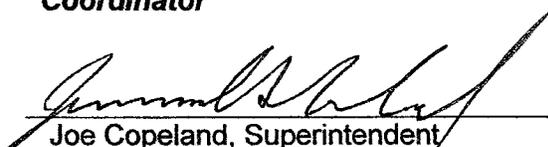
Connie Hoy, Director  
**Hancock County EOC 911 Dispatch**



Misty Moore  
**Hancock County Public Health  
Coordinator**



James Bell  
**VP of Engineering Ninestar Connect**



Joe Copeland, Superintendent  
**Hancock County Highway Department**



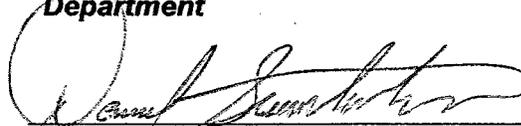
Brad DeReamer, Mayor  
**City of Greenfield**



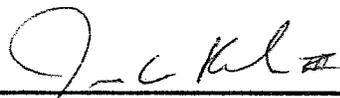
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**Hancock County Planning & Building  
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Robin D. Lowder  
**Hancock County Auditor**



Dave Sutherlin, Chairman  
**Hancock County Emergency  
Management Agency - Advisory  
Council & LEPC**



James Roberts  
**Hancock County Firefighters Mutual Aid  
Association, Chief of Greenfield Fire  
Department**



Brad Armstrong  
**Hancock County Commissioners  
President**





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# **I. Introduction**

## **A. Mission**

The mission of the Hancock County Emergency Management Agency and this Comprehensive Emergency Management Plan (CEMP) is to ensure the safety of the people, and property of Hancock County. We strive to accomplish this mission through the following actions:

- By identifying hazards and threats which have the potential of affecting Hancock County and by preparing the county through mitigation efforts; communication and coordination of various community departments, agencies and volunteer groups. We will also strive to appropriately and effectively respond to disasters and coordinate disaster recovery assistance.

## **B. Purpose**

The CEMP will 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).

## **C. Scope**

This CEMP has been written to address all hazards which may occur in Hancock County as described in the 2003 Comprehensive Hazard Analysis (November, 2003). This CEMP has been designed to improve the coordination among responding agencies within Hancock County.

The CEMP outlines Hancock County's capabilities to prepare for, respond to, and recover from disasters/emergencies and also provides for:

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

This plan replaces the Hancock County Comprehensive Emergency Management Plan promulgated November, 2003.

## **D. Situation and Assumptions**

1. Situation:

A variety of hazards threaten Hancock County which may cause emergencies and disasters in all or part of the county. Specific characteristics, such as

population distribution, land development, weather patterns and topography all promote unique challenges for managing emergencies and disasters.

Hancock County has the following unique attributes:

- a) Hancock County contains a total land area of 306 square miles, with a population of roughly 55,391 people. The County has 9 townships including Vernon, Green, Brown, Buck Creek, Center, Jackson, Sugar Creek, Brandywine, and Blue River. Hancock County has only one large city, Greenfield, with approximately 14,600 residents. The rest of the population lives in mostly rural areas and in the towns of Fortville, Cumberland, McCordsville, and New Palestine.
- b) Hancock County is located in central Indiana immediately east of the Indianapolis area. The topography of much of the County is nearly level. This is most true in the northern and central section of the county and becomes less true in the southern areas, particularly around the Big Blue River. Elevations in the county range from a high of 1,035 feet above mean sea level just north of the town of Shirley in the northeastern section of the county to a low of 781 feet where Sugar Creek exits the southwest portion of the county. Although Hancock County has not been subjected to major structural deformation (faulting and folding), there is one major, high-angle fault located in the northwestern corner of the county (just west of Fortville), and vertical displacement along this fault is approximately 50 feet.
- c) Hancock County has one major river (Big Blue River) and two creeks (Sugar Creek and Brandywine Creek). The general drainage in Hancock County is to the south and, with the exception of a small area in the northwest corner of the county, surface water flows into the drainage basin of the East Fork of the White River. The White River is a tributary to the Wabash River. The only surface water storage in the county is a small portion of the Geist Reservoir along Fall Creek at the northwest corner of Vernon Township.
- d) Hancock County has a transportation system that also supported population growth and diversified economic activities. The main roadways that pass through the County are Interstates I-70; United States Highways 36, 40, and 52; and State Route 9. All of these provide a means to connect the various County communities with other areas of the State, particularly into Indianapolis for employment. Hancock County has one main airfield, Mt. Comfort Airport, located in the eastern portion of the the county. Two rail lines also service the area, providing freight transport to McCordsville and New Palestine.
- e) Agricultural land uses are the predominant land use in Hancock County. Agricultural land uses are scattered throughout the county, with the highest concentration in the eastern portion.

- f) Industrial land uses include manufacturing, warehousing, and distribution. Also included are wholesale activities, mining and excavation, power substations, and airports. Existing industrial uses are in locations with good access to the regional transportation system and are near population centers. Industrial uses are also located near Mt. Comfort Airport, and Pope Airfield.
- g) Commercial land uses include retail sales establishments, personal service businesses, health care offices, and eating and drinking establishments. Other uses include banks and professional offices, auto related sales and repairs, and agri-business related activities. Commercial uses are concentrated primarily in or near population centers in the western portion of Hancock County.
- h) Residential uses include all types of housing in the county. These types include single-family homes, duplexes, apartments, mobile homes, and multi-family housing units. Residential uses are found throughout the county, but the highest concentration is in the western portion. This area has developed more rapidly than the rest of the county because of its proximity to Indianapolis and the transportation network into the city.
- i) Hancock County's two most abundant natural resources are prime farmland and groundwater. The lack of sanitary sewage and water systems is the single greatest development constraint in Hancock County. Sanitary sewage disposal is performed in Hancock County through two methods: private septic systems and municipal sanitary sewer systems. The City of Greenfield has a Class III, 3.2 million-gallons-daily (MGD) treatment plant that serves the City's 12,000 residents.
- j) Because of its geography and location, the principle natural hazards to Hancock County are (in order of likelihood): (1) tornadoes; (2) extreme temperatures; (3) thunderstorm hazards; and (4) severe winter weather.
- k) Hancock County's principle technological hazards (in order of likelihood) include: (1) transportation accidents (air and land); (2) petroleum/natural gas incidents; (3) fire hazards; (4) hazardous materials events.
- l) Hancock County's manmade hazards could include such events as electrical blackouts and brownouts, water and sewage treatment failures, and other accidental or unintentional failures of infrastructure and critical services, can also cause public health and safety concerns.

## 2. Key Planning Assumptions

- a) Hancock 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) Hancock County will exhaust all local resources and capabilities, including mutual aid, before requesting assistance from the Indiana Department of Homeland Security (IDHS).
- c) Hancock County is one of the eight counties that comprise Indiana Homeland Security District 5. 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 Hancock County and the State's Emergency Operations Center (SEOC).
- d) Hancock County Emergency Management Agency will administer the emergency management program for the county and will coordinate operations during an emergency situation. The Hancock County EOC will act as the central point of communication and direction for local public safety personnel in an emergency situation. The EOC may be referred to and can assume the responsibilities of a Multi-Agency Coordination Center or MACC.
- e) Hancock County may seek additional resources through pre-established mutual aid 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 Hancock 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 resources Hancock County and the State of Indiana have been exhausted.
- g) Training, exercise and evaluation of county agencies and response efforts will be an ongoing priority to ensure the effective use of resources and personnel activated during response operations.

### 3. Target Capabilities

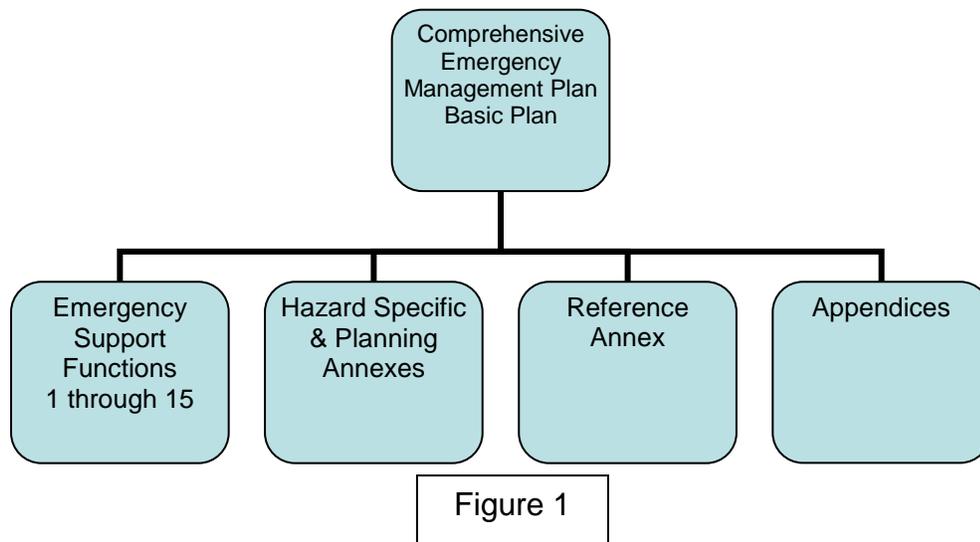
In December 2003, the President issued Homeland Security Presidential Directive (HSPD)-8 to establish national policy to strengthen the preparedness of the United States to prevent, protect against, respond to, and recover from terrorist attacks, major disasters, and other emergencies. HSPD-8 required the development of the National Preparedness Guidelines (the Guidelines). The Guidelines define *what* it means for the Nation to be prepared by providing a vision for preparedness, establishing national priorities, and identifying target capabilities. The Guidelines adopt a Capabilities-Based Planning process supported by three planning tools: the

National Planning Scenarios, Target Capabilities List (TCL), and the Universal Task List (UTL). They can be viewed online at <https://www.llis.dhs.gov>.

The Target Capabilities List describes the capabilities related to the four homeland security mission areas: Prevent, Protect, Respond, and Recover. It defines and provides the basis for assessing preparedness. It also established national guidance for preparing 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.

## E. Organization

The Hancock County CEMP is comprised of the Basic Plan and three support annexes which follows the NIMS doctrine of span of control and unity of command. A listing for appendices has also been included for future documentation inclusion. See Figure 1 below.



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

This section defines the emergency support function structure, including primary and support agencies. It 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 Department of Homeland Security's Comprehensive Emergency Management Plan (2009). Documents or plans developed by local agencies or departments that directly correspond to specific ESFs will constitute as an appendix to those ESFs.

## 2. Hazard-Specific and Planning Annexes

These sections describe Hancock County's preparedness and response activities as they related to specific hazards. Specific hazards include: pandemic influenza, earthquakes, nuclear/radiological detonation, suspicious substances, cyber incidents and terrorism. The Planning Support annex focuses on volunteer and donations and special needs populations.

## 3. Reference Annex

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

## 4. Appendices

Appendices can be additional documents developed in the future to support a given annex such as the Pandemic Influenza Preparedness and Response Plan.

## **F. CEMP Operational Constructs**

### 1. Hancock County Board of Commissioners

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 Hancock County emergency management director, to work through governmental issues, local law and jurisdictional impacts. The Hancock County Board of Commissioners is the local governmental entity that retains the ultimate authority related to emergency situations. Situations that have devastating life safety, financial or other physical impacts will be evaluated by the local emergency management director who would contact members of the Hancock County Board of Commissioners and request their presence in the Hancock County Emergency Operations Center.

### 2. Hancock County Emergency Management Agency Advisory Council

This group of volunteers meets bi-monthly to discuss Hancock County Emergency Management Agency policy and program issues. It should be noted, not all emergency situations would require the convening of the Hancock County EMA Advisory Council.

Composition of the Hancock County EMA 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.

### 3. Hancock County Director of Emergency Management

The Emergency Management Agency (EMA) Director shall be responsible for performing duties relevant to the operations of the EMA. The EMA Director and staff develop emergency management related plans and training to meet the needs of the county. The Director may also develop or coordinate training for emergency response agencies on their responsibilities and functions related to the county CEMP; develop Homeland Security Exercise Evaluation Programs, or use other performance metrics which review the efficacy of the CEMP plan.

#### **G. Limitations**

Hancock County will endeavor to make every reasonable effort to respond appropriately to an event or a disaster. However, there is no guarantee implied by this CEMP that all expectations related to emergency response will be met.

## **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 of 2002
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), December 2008
9. National Response Framework (NRF), January 2008
10. Overview: ESF and Support Annexes, January, 2008.
11. FEMA ICS 300: Intermediate ICS for Expanding Incidents (April, 2008)

12. FEMA ICS 400: Advanced ICS Command and General Staff – Complex Incidents (April, 2008)
13. FEMA Emergency Response Field Operating Guide, May, 2007
14. 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. Hancock County Ordinance No. 1998-2E, An Ordinance concerning Emergency Management; February 23, 1998
2. Hancock County Ordinance No. 2006-9B, Adoption of NIMS; September, 2006
3. Hancock County Multi- Hazard Mitigation Plan dated November, 2003
4. Hancock County Emergency Operations Center Standard Operating Guidelines dated January 1, 2009

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

**A. General**

All emergency events originate at the local level. To that end, Hancock County will make every effort to ensure the most effective and efficient usage of materials, resources and personnel. Should an event exceed the capabilities of the county, Hancock County shall attempt to acquire those resources from District 5 agencies and/or counties or from the Indiana Department of Homeland Security.

**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 structured to facilitate activities in five major functional areas: command, operations, planning, logistics, finance, and administration. 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.

Hancock County has adopted NIMS as the standard for incident management with the Hancock County Ordinance No. 2006-9B (September 11, 2006).

NIMS doctrine allows the responder to expand or contract the Incident Command System based on the situation, while maintaining unity of command and span of control.

### **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, Hancock County has adapted its planning and response capability based upon the following:

#### **1. Agency Specific Emergency Support Functions (ESFs)**

The ESF structure used by Hancock County reflects the structure defined by the National Response Framework (NRF) and the Indiana 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.

#### **2. Overview of ESF Annexes**

Fifteen Emergency Support Annexes describe separate mitigation, preparedness, response, and recovery tasks. These tasks have been developed and approved by the Hancock County ESF representatives. The Hancock County ESF structure – with agency specific duties and functions is outlined in Table 1 below.

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

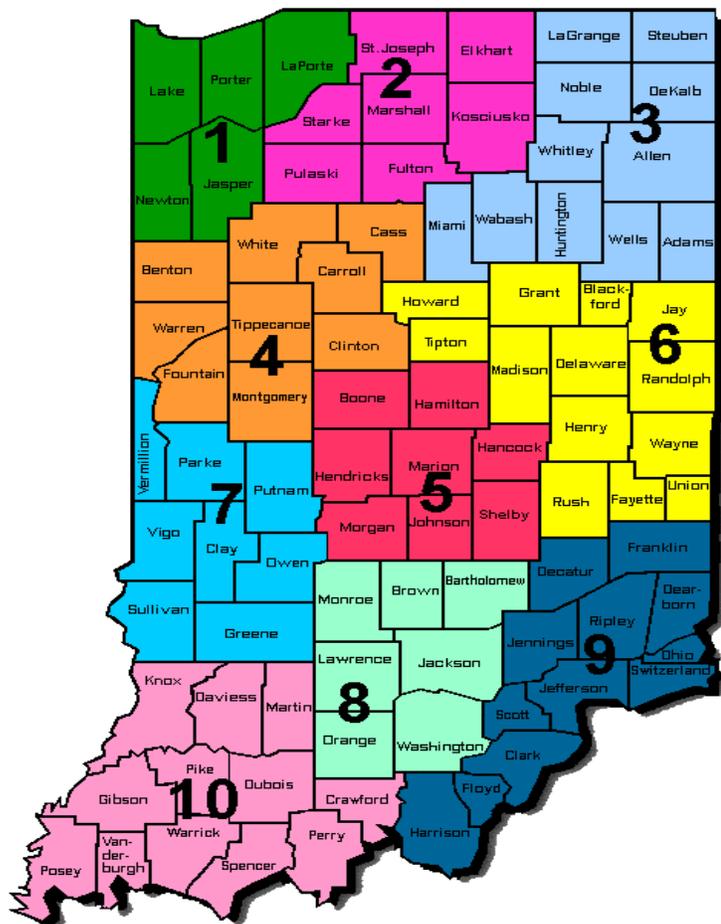
ESF #1 TRANSPORTATION			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Hancock County Highway Departments with jurisdictional responsibility; Hancock Community School Corporation	Hancock County Communications Center; Hancock County EMA; Hancock County School Districts; Law Enforcement Agency with jurisdictional responsibility; Greenfield Street Department	Hancock County Voluntary Organizations Active in Disaster	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
Hancock County 911 EOC Dispatch	Hancock County EMA; Hancock County Sheriff's Department and Greenfield Police Department	Local Computer and IT companies	Restoration and repair of communications and its infrastructure Coordination with telecommunications and information technology industries
ESF #3 PUBLIC WORKS & ENGINEERING			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Hancock County Engineer, County Highway Department and Department's of Public Works with jurisdictional responsibility	Greenfield Department of Public Works; Greenfield Street Department Hancock County Water and Wastewater Utilities with jurisdictional responsibility	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
Hancock County Fire Department with jurisdictional responsibility	Hancock Fire Departments Hancock County Law Enforcement agencies	Local Industrial Fire Brigades	Firefighting activities, firefighting support and resource support to rural and urban firefighting operations; EMS
ESF #5 EMERGENCY MANAGEMENT			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Hancock County EMA	Hancock County Commissioners, other elected or appointed officials, Hancock County Local Emergency Response Committee (LEPC) Purdue Extension Office Hancock County Planning and Zoning Commission Hancock County Law Enforcement Agencies and Fire Departments	Salvation Army	Coordination of resources for incident management and response efforts

ESF #6 MASS CARE			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Greater Indianapolis Chapter of Red Cross	Hancock County EMA Hancock County School Districts Hancock County Volunteer Organizations Active in Disaster The Salvation Army	Hancock County United Way Greater Indianapolis Chapter of the American Red Cross	Mass care/shelter; Emergency assistance; Disaster housing; Human services
ESF #7 RESOURCE SUPPORT			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Hancock County EMA	Hancock County Auditor Hancock County Agencies or Departments with jurisdictional responsibility	Salvation Army Hancock County United Way Hancock County Volunteer Organizations Active In Disaster	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
Hancock County Health Department	Hancock Regional Hospital; Hancock County Emergency Medical Services; Hancock County Coroner & Fire Departments	Hancock County Medical Reserve Corps	Public health; Medical support; Mental health services; Mortuary services
ESF #9 SEARCH & RESCUE			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Task Force 1	Hancock County Sheriff's Department, Greenfield Police Department Hancock County Fire Departments	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
Hancock County Emergency Management Agency	District 5 HAZMAT/Indianapolis Fire Department Hancock County Fire Departments in affected jurisdiction Hancock County Law Enforcement agencies in affected jurisdiction; Hancock County LEPC	Local Industry and Private Businesses	Oil and hazardous materials (chemical, biological, radiological, etc.) response; Spill restoration, short-and long-term environmental cleanup

ESF #11 AGRICULTURE			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Hancock County/Greenfield Animal Management	The Salvation Army Hancock County EMA Hancock County Health Department Hancock County Law Enforcement Agencies, Purdue Extension	Animal Production Companies	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
NineStar Connect	Duke Energy; Indianapolis Power & Light; Rush Shelby Energy; Vectren Energy	Hancock County 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
Hancock County Sheriff's Department or other law enforcement agencies having jurisdiction	Greenfield Police Department; Cumberland, Fortville, New Palestine, Shirley, Wilkinson, Spring Lake Town Marshal's; McCordsville Police Department	Private Security Companies	Law enforcement; Security planning and technical resource assistance; Public safety/security support/escort support; Support for traffic, crowd control and evacuation
ESF #14 LONG-TERM RECOVERY			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Hancock County Volunteer Organizations Active in Disaster	Greater Indianapolis Chapter of the American Red Cross LEPC; Covance; SBA, Salvation Army, United Way of Central Indiana		Long-term community recovery assistance to local government and the private sector; recovery in long-term disaster
ESF #15 EXTERNAL AFFAIRS			
Primary Agency	Support Agencies	Non-Governmental	General Functions
Hancock County EMA	Hancock County Sheriff's Department; Greenfield Police Department; Greenfield Fire Department; Hancock County 911 Center/EOC	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.



Hancock County is a part of the District 5 in central Indiana, along with Boone, Hamilton, Hendricks, Marion, Johnson, Morgan, and Shelby.

For each of the ten districts, IDHS has appointed a District Coordinator to serve as a liaison between local jurisdictions and the state. 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.

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)**

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 5 DPC is comprised of representatives from each of the counties within the district.

#### **b) District Response Task Force (DRTF)**

A DRTF is a response asset designed to provide specialized response personnel and equipment to every Indiana County 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 within the district.

#### **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 5 DPOC has been established and is actively involved in the overall organization and development of policy for the District 5 DPC and DRTF.

#### 4. Hancock County Emergency Operations Center (EOC)

##### a) General

The Hancock County EOC is the physical location where multi-agency coordination occurs and is managed by the Hancock 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 below).

The EOC provides centralized direction and control for local government emergency operations. It is designed to facilitate the coordination and implementation of action so that resources can be utilized without duplication of effort.

If activated during an incident response, each Emergency Support Function representative in the EOC will remain under the direction of his/her Agency head; however, he/she will function under the supervision of the Emergency Management Director or his designee while at the EOC.

The EOC may be activated for special events or training. The level and staffing will be situational dependent and be determined by the primary agency running the operation and the Emergency Management Director. Primary agencies requesting use of the EOC for such events and or training must do so by contacting the Emergency Management Director.

**Table 2: County EOC Activation Levels**

Emergency Level	Definition	Services Activated	Disaster Declaration
Normal / Standby	No Conditions exist or are expected.	None	No
Level 1	Emergency Conditions have occurred and are having a <i>serious, but limited</i> impact on portions of the County. On site Incident Command has been established in response to the incident.	EOC Activated if resources needed. County Agency support may be needed.	NO
Level 2	Emergency Conditions are having a <i>serious effect</i> on most or all of the County; most <i>resources are deployed</i> . Cascading events have occurred and are affecting the response effort.	EOC Activated, ESF Support Functions Staffed as needed.	YES or No
Level 3	Emergency Conditions are having a <i>significant effect on all</i> of the County; resources are fully committed and the incident(s) continue to expand. <i>State and Federal assistance is needed</i> .	EOC Activated ESF Support Functions Staffed as needed	YES

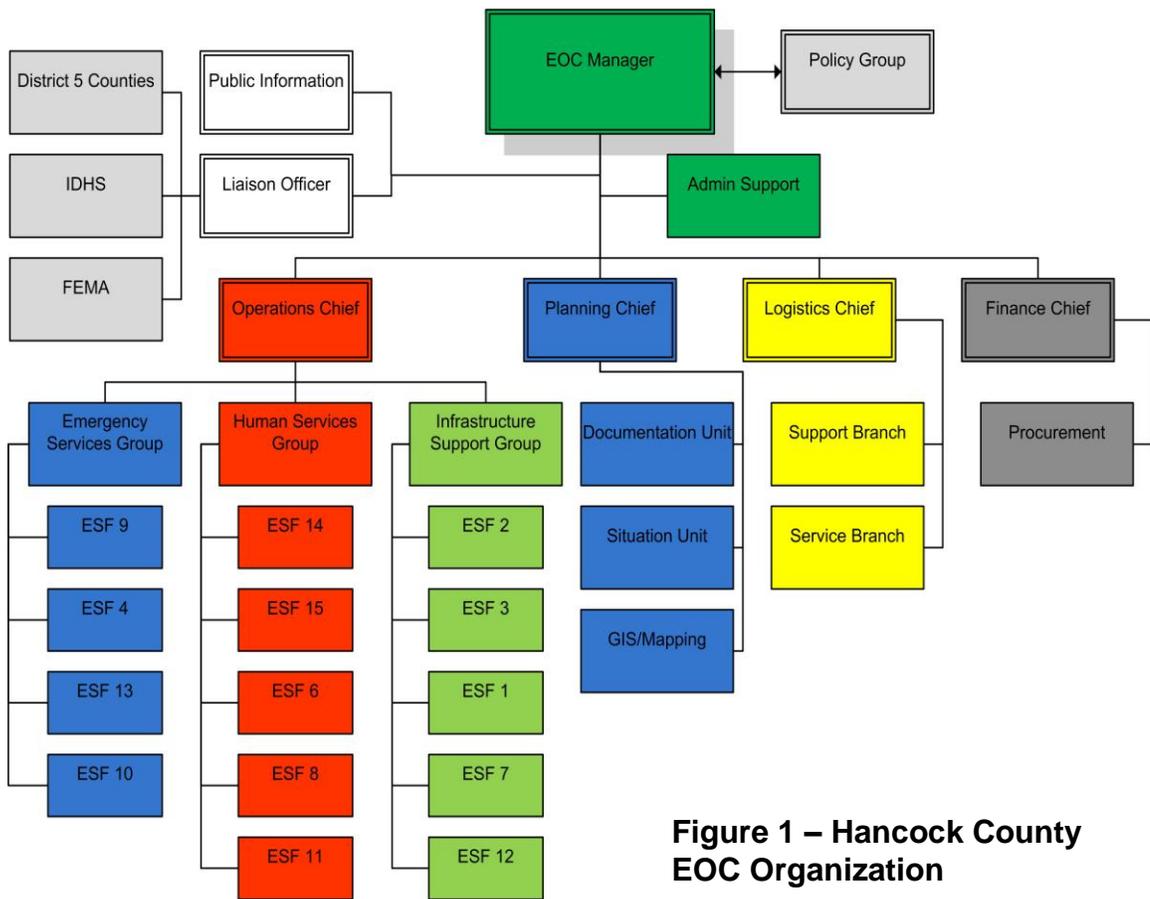
b) Organization and Structure of the Hancock County EOC

Daily and routine functions will be coordinated by the Emergency Management Director and his/her staff. If an incident grows in terms of resource needs, the Hancock County EMA Director will be responsible for requesting ESF support. This may include personnel and equipment but is contingent upon an assessment of the situation by the Incident Commander. County level resources will be drawn upon and provided to the Incident Commander upon his/her request for support.

All personnel reporting to and working within the county EOC will be organized and managed using NIMS and the Incident Command System.

The following organizational chart (Figure 3) illustrates the command structure that may be used at the Hancock County EOC based on the situation.

Primary EOC location is: 640 South Franklin Street, Greenfield, IN 46140. The alternate location will be 123 East Main Street, Greenfield, IN 46140 in the basement of the Hancock County Jail.



**Figure 1 – Hancock County EOC Organization**

Using NIMS doctrine, the Hancock County EMA Director has the flexibility to create an organizational structure that can vary in size and complexity depending on the scope of the incident or event. A general description of the duties that Sections, Groups and Units could perform are listed below. This description is not all inclusive, refer to Emergency Support Function 5, preparedness and response tasks for additional detail on EOC functions.

1. Policy Group – Consists of elected/appointed officials from the affected jurisdiction, County Commissioners, Mayor from the affected jurisdiction and the EMA Director. This group will be responsible for policy development, coordination with EOC leadership, the Incident Commander and the management of the overall emergency response and recovery effort. Based on the situation, additional duties can also include:
  - a. Incident policies and priorities
  - b. Logistics support and critical resource tracking

- c. Resource allocation among multiple incidents
  - d. Coordinating incident related information
  - e. Coordinating interagency and intergovernmental issues regarding incident management policies, procedures and strategies.
2. Operations – Three groups report to the Operations Chief, these include: representatives from Human Services, Infrastructure Support and Emergency Services. This group is responsible for coordinating a consolidated response to the event or incident, attempt to mitigate any further threat or cascading events stemming from the initial incident.
  3. Planning – Consists of units and personnel that will collect, evaluate, develop and maintain documentation on the event or incident, disseminate information to those that have a need to know and maintain status of assigned resources.
  4. Logistics – Consists primarily of a service and support branch. These branches are responsible for coordinating and providing facilities, services and material in support of the event or incident.
  5. Finance – Responsible for all financial agreements, administrative, cost and procurement analysis and vendor contracts.
  6. Communications – This unit will consist of the EMA communications officer, RACES members, telephone/message controllers and 911 Director and on-duty supervisor. This unit is responsible for maintaining primary and back up communications within the Hancock County EOC.

c) Data Collection and Dissemination

Hancock County Emergency Management Agency has adopted a crisis information management system known as WebEOC. The primary purpose of this internet-based application is provide Hancock 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.

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 Hancock County EOC to be analyzed and processed to determine how and if the requests can be met. If or when Hancock County resource capabilities are inadequate or have been exhausted, the County EOC will seek support from the State EOC.

Hancock County has a complete list of resources within the county in WebEOC. The list will be updated as CEMP updates are scheduled by the local EMA director and his staff and will follow NIMS resource typing and jurisdictional protocols. Pre-determined staging areas and mobilization sites have been established throughout Hancock County and with the District 5. This information will be provided on a need to know basis by the EMA Director or his designated representative.

#### 5. Volunteer Coordination

The management of voluntary organizations and volunteers is critical for an efficient and effective response to a disaster. Hancock County EMA in collaboration with the Hancock County Volunteer Organizations Active in Disaster, the American Red Cross, the Salvation Army, the United Way of Central Indiana, and other key groups have developed a roster and reporting system for established volunteers. 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

Integration, collaboration and support from private business and industry before, during and after an emergency situation are critical for successful response operations.

Hancock 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. A key planning assumption for Hancock County will be that the resources identified will be made available dependent upon the situation, the response needs and response capabilities.

#### 7. Other State and Federal Coordination

Hancock County will make every effort to collaborate with state and federal resources that are formally requested or deemed necessary for successful response operations.

## **D. Public Information**

During an incident or planned event, providing coordinated and timely public information is critical in helping an impacted community. In Hancock County, critical information necessary for public dissemination will be made available through various media outlets, including television, radio, newspapers and web-based systems.

Hancock County EMA has identified an individual to be responsible for managing and coordinating ESF 15 – External Affairs. This individual will coordinate PIO activities before, during and after emergency and disaster events. ESF 15 will be responsible for establishing 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.

## **E. Continuity Planning**

Continuity Planning contributes to preserving government functions under all emergency conditions and hazards. Specifically, Hancock County has developed a Continuity of Government Plan and a Continuity of Operations Plan. Each local government agency has been tasked to develop and adopt a Continuity of Operations Plan for their organizations.

### **1. Continuity of Government (COG)**

Within Hancock County, the line of succession has been established for county government leaders. This 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

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, Hancock County agencies have been asked to develop Continuity of Operations 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.

All Hancock County agencies should identify mission essential functions and be capable of operating from an alternate site within 12 hours and remain operational for at least 30 days.

## F. Emergency Management Phases – General Activities

Emergency management functions have four distinct phases: Mitigation, Preparedness, Response and Recovery.



### 1. Mitigation

Hazard mitigation is defined as any sustained action to reduce or eliminate long-term risk to human life and property from hazards. The Federal Emergency Management Agency (FEMA) has made reducing hazards one of its primary goals.

In recognition of the importance of planning in mitigation activities, FEMA has created HAZUS-MH (**H**azards **USA** **M**ulti-**H**azard), a powerful geographic information system (GIS)-based disaster risk assessment tool. This tool enables communities of all sizes to predict the estimated losses from floods, hurricanes, earthquakes, and other related phenomena and to measure the impact of various mitigation practices that might help reduce those losses. The Indiana Department of Homeland Security has determined that HAZUS-MH should play a critical role in Indiana's community level risk assessments. The Multi-Hazard Mitigation Plan (MHMP) is a requirement of the Federal Disaster Mitigation Act of 2000 (DMA 2000). Hancock County's plan was updated in November, 2003.

Hancock 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.

Mitigation tasks have been identified in the Hancock County CEMP for each ESF. Common mitigation tasks shared by all Hancock County ESF partners include:

- a) Establish procedures to educate and involve the public in mitigation programs
- b) Identify potential protection, prevention, and mitigation strategies for high-risk targets
- c) Establish procedures to develop sector-specific protection plans
- d) Establish policy and directives to protect life and property within Hancock County

## 2. Preparedness

The range of deliberate critical tasks and activities taken by a jurisdiction that is necessary to build, sustain and improve operational capabilities to respond to and recover from emergencies and disasters.

Hancock County's preparedness activities focus on planning, training and exercise, resource identification and acquisition. Preparedness activities require an ongoing, coordinated effort from public and private entities as well as individual citizens.

Common preparedness activities include:

- 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) Development of plans or other preparations to facilitate response and recovery operations
- f) Establishing a resource management system that includes inventory, deployment and recovery capabilities

## 3. Response

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 include:

- a) Maintain span of control and unity of command
- b) Establish and maintain situational awareness and a common operating picture for an incident
- c) Effectively communicate and coordinate response actions, demobilize personnel and resources as soon as practical

#### 4. Recovery

Those actions or programs implemented by a 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 Hancock County, recovery efforts begin as soon as practical. 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 Hancock 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**

Large-scale emergencies and disasters may place financial obstacles on local public safety agencies and departments. As such, Hancock County may make a Local Declaration of Disaster Emergency in accordance with the local Emergency Management Ordinance No. 1998-2E. Making such a declaration initiates the appropriate legal channels for state and federal assets to filter into Hancock County and begin the process of stabilization and eventual recovery.

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

1. Process disaster information related to the loss of residential structures within the county.
2. Process disaster information concerning the loss of private businesses and industry.
3. Process disaster information concerning the loss of key resources/critical infrastructure.

It is also critical that all public safety agencies and departments in Hancock 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: Hancock 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 emergency disaster relief funds. Taken together, these potential monetary resources will promote both short and long-term recovery needs within Hancock County.

#### **D. Financial Records and Supporting Documentation**

All public safety agencies and departments in Hancock 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**

Hancock 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 Hancock 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 Hancock County CEMP will be accomplished by the quarterly meetings of the EMA Advisory Council and representatives of the county emergency support functions (ESFs) identified in this CEMP.

### **B. Responsibilities**

Hancock County EMA 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 Annexes are accurate. Further updates, revisions or maintenance to these tasks will be communicated to Hancock County EMA for integration into the CEMP.

### **C. Frequency**

Hancock 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 Hancock County EMA Advisory Council.

### **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 Hancock County agencies will be responsible for their own training programs. However, for training and coursework related to emergency management and homeland security issues, Hancock County EMA will coordinate with 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 incorporated into a corresponding Improvement Plan describing the necessary corrective actions. The CEMP will be updated and revised to reflect the results of the AAR and Improvement Plan in accordance with the guidance conveyed by IDHS concerning this process.

**HANCOCK COUNTY  
Comprehensive Emergency  
Management Plan**

**Emergency Support Function  
Annexes**

# **I. Emergency Support Functions**

## **A. Background**

The National Response Framework (NRF) is the principal guiding document for agencies and organizations that have key functions and responsibilities in emergency and disaster situations. During a response activity, Emergency Support Functions or ESFs, are a critical mechanism to coordinate functional capabilities and resources provided by local governmental departments or agencies. ESFs may be activated to support the Hancock County Emergency Operations Center or incident command operations.

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

An Emergency Support Function (ESF) can be defined as a grouping of government and certain private-sector capabilities into an incident command system organizational structure, to provide the operational support and resources that are most likely to be needed following an incident or event.

Hancock County's ESFs are comprised of multiple agencies and departments that have similar roles, responsibilities, resources, authority and capabilities.

## **C. Primary Agencies**

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 specific 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 environment as needed.
2. Notifies and requests assistance from various supporting agencies through the incident command system organizational structure.
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 specific ESF activities.

#### **D. Support Agencies**

Provides 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**

A series of tasks that have been created in a checklist format. They outline those activities to be completed before, during and after an emergency or disaster. These tasks are not all inclusive. They assist an agency or department accelerate their decision making cycle by contributing to the accomplishment of the incident commanders objectives.

All agency and department personnel, private sector entities that are involved with or assigned to perform a specific ESF duty or function should be encouraged to providing feedback to the Hancock County EMA following an incident, event or exercise for inclusion into After Action Reports or Improvement Plans.

#### **F. Procedures and Guidance for ESFs**

Both primary and support agencies should develop standard operating guides (SOGs) for those specific functions and tasks that they are responsible for. The tasks described in this 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.

Hancock County agencies and departments are encouraged to make use of the FEMA Emergency Response Field Operating Guide for additional guidance in developing agency specific tasks or checklists. This document is available through the Hancock County Emergency Management Agency.

# 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 Hancock County before, during and after emergency or disaster events.

## B. Primary Agencies

Hancock County Highway Department, the city or town street department with jurisdictional responsibility.

## C. Support Agencies

Greenfield Street Department	Hancock County Sheriff's Department
Hancock County Area Commission	Hancock County School Districts
Hancock County Senior Service Agency	Hancock County Law Enforcement Agency with jurisdictional responsibility
Hancock County 911 EOC dispatch	

## D. Situation

1. In an emergency event where the need for transportation resources has been identified, the Hancock County Highway Department, the Greenfield Street Department and the community with jurisdictional responsibility will act as the primary agency depending on the situation and the location of the incident or event.
2. Hancock County jurisdictions will be responsible for implementing internal SOGs and protocols to ensure adequate staffing and administrative support for both field operations and coordination efforts in the county EOC.
3. Hancock County municipalities and their 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. Deploy transportation resources to areas impacted by emergencies or disasters, prioritizing assets and functions to manage and support the immediate and long-term needs of Hancock County.
2. 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. 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. Primary agencies are jointly responsible for the following:
  - a) Coordinate 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) Coordinate training to essential personnel who may be called upon to work in potentially impacted areas.
  - d) Coordinate the financial aspects of ESF #1.
  - e) Communicate/coordinate with Hancock County EMA and other local or municipal transportation, public works or street departments to assess overall damage to the city and/or county 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 Hancock County EMA, the Hancock County

Highway Department or the city or town within Hancock County that has jurisdictional responsibility.

- b) Participate, as needed in the Hancock 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, SOGs, 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 Hancock County's routine and emergency transportation capabilities.

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

1. Each primary and supporting agency shall maintain internal 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. 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) Emergency Evacuation and Transportation Services

## H. Emergency Support Function Tasks

The following tables consist of essential tasks that 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 Hancock County.

It will be the responsibility of all ESF #1 agencies 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 Hancock EMA for integration into the appropriate portion of the CEMP.

## ESF #1 – Mitigation Tasks

Task #	Task Summary	Status
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 are prone to being affected by natural hazards and determine the impact on critical infrastructure and the ability to move personnel and resources into or out of affected areas.	
3	Identify transportation resources within the county and potential shortfalls or gaps that may exist.	
4	Identify potential partnerships or funding opportunities 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	Comply with emergency safety standards for all transportation personnel that comply with federal and state requirements and policies.	
8	Identify, establish and maintain alternate transportation facilities, equipment and assets for continuity of operations and essential transportation services countywide.	
9	County highway, city or town street departments and county engineer will assist in the development of ordinances, policies and administrative rules that relate directly to transportation, ESF #1 and its ability to provide emergency assistance.	
10	County highway, city or town street departments and county engineer will 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.	
11	Coordinate with Hancock County PIO and with ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with emergency transportation issues.	
12	County highway, city or town street departments and county engineer will support efforts by INDOT to assess and inspect bridges and roadways within the county on a regular basis to ensure integrity is maintained.	

## ESF #1 – Preparedness Tasks

Task #	Task Summary	Status
1	<p>Develop, validate and maintain 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, resources and critical infrastructure.</li> <li>• Alert and activation of personnel for work in the field or EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
2	<p>Provide training opportunities 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 of 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>	
3	<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 recorded.</p>	
4	<p>Develop and maintain a database or system to collect information on essential resources and equipment.</p>	
5	<p>Develop lists of resource needs and try to minimize these shortfalls by identifying funding opportunities, partnerships or other activities.</p>	
6	<p>Provide training opportunities to ESF #1 personnel on standards and specifications for essential equipment related to emergency transportation needs.</p>	
7	<p>Provide training opportunities to ESF #1 personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
8	<p>Identify alternate transportation facilities, equipment and assets for continuity of operations and essential transportation services.</p>	
9	<p>Provide training opportunities to ESF #1 personnel on policies and administrative rules that relate directly to transportation, ESF #1 and its ability to provide emergency assistance.</p>	

## ESF #1 – Response Tasks

Task #	Task Summary	Status
1	<p>Activate guidelines for emergency operations as it relates to specific agency responsibilities:</p> <ul style="list-style-type: none"> <li>• The staging, use, status and sustainability of facilities, equipment, supplies and other resources.</li> <li>• Initiate damage assessment of roadways, bridges and critical infrastructure as needed.</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 #1 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• Assessment of available 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 5 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>	
3	<p>Communicate with ESF #1 personnel and implement alternate communications if primary systems are down.</p>	
4	<p>Be prepared to provide information concerning damage to roads, bridges and 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 impassable.</li> <li>• Routes of safe travel or bypasses to debris covered roads.</li> <li>• Response requirements to open roadways.</li> </ul>	
5	<p>County highway, city or town street departments with jurisdictional responsibility will 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>	
6	<p>Assist ESF #13 (Public Safety) in traffic control measures as need or required.</p>	
7	<p>Assist other ESFs as needed, to coordinate the movement and transport of critical energy assets. Support and authorize use of commercial vehicles for movement of such supplies.</p>	
8	<p>Assist local agencies and departments in the movement and care of persons with special needs.</p>	
9	<p>Provide information to be posted in situation reports; share information with agencies that have a need to know.</p>	

## ESF #1 – Recovery Tasks

Task #	Task Summary	Status
1	Coordinate with local entities to maintain alternate roadways, as needed.	
2	Hancock County engineer and county level entity with jurisdictional responsibility, will develop plans to repair critical infrastructure to pre-disaster state.	
3	Assist in minimizing shortfalls or resource gaps that were identified in response to an emergency or disaster.	
4	Establish partnerships to identify funding opportunities to address resource shortfalls or gaps for transportation issues and concerns.	
5	Maintain open and ongoing communication with local and municipal entities in impacted areas and assist in their overall efforts for recovery operations.	
6	Provide feedback on the incident or event to an after action review entity or party with respect to the effectiveness of 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	Provide feedback on the incident or event to an after action review entity or party concerning 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.	
8	Provide feedback on the incident or event to an after action review entity or party concerning 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.	
9	Provide feedback on the incident or event to an after action review entity or party concerning 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.	
10	If requested, provide feedback in response to ordinances, policies and administrative rules that relate directly to transportation, which may hinder the ability of ESF #1 to provide emergency assistance.	
11	If requested, provide feedback in response to 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.	

## 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 Hancock County before, during and after emergency or disaster events.

### B. Primary Agency

Hancock County 911 EOC Dispatch.

### C. Support Agencies

Hancock County EMA	Hancock County Sheriff's Department
Hancock County Emergency Alert System	Hancock County Fire Chief's Association
Hancock County Highway Department	Hancock County Radio Amateur Communications Emergency Services (RACES) Team
Hancock County Fire Department with jurisdictional responsibility	Local News Media Outlets
Hancock County Police Department with jurisdictional responsibility	Greenfield Police Department
All other ESFs 1,3-15	Hancock Regional Hospital
Hancock County Department of Public Works with jurisdictional responsibility	Hancock County Planning and Zoning
Private Sector Telephone Companies	All Other Hancock County Fire & Law Enforcement Agencies

### D. Situation

1. In an event where the need for emergency communications (ESF #2) has been determined, the Hancock County 911 EOC will act as the primary agency.
2. ESF #2 will be responsible for implementing internal SOGs 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 Hancock County 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
2. 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**

1. The primary agency is responsible for the following:
  - a) Provide 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.
2. The support agencies are responsible for the following:

- a) Assist in mitigation, preparedness, response, and recovery operations when requested by Hancock County EMA or the designated ESF primary agencies.
- b) Participate, as needed in the Hancock County EOC, supporting overall coordination of communication assets and personnel during response and/or recovery operations.
- c) Assist the primary agencies in the development and implementation of policies, protocols, SOGs, 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 Hancock County's routine and emergency communication capabilities.

## **G. Resource Requirements**

1. Each primary and supporting agency shall maintain internal 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) SOGs Development
  - e) Communication Interoperability
3. Refer to District 5 Communications Plan (D 5 CP Annex) for specific county and district guidance.

## 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 Hancock County.

It will be the responsibility of all ESF #2 agencies 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 Hancock EMA for integration into the appropriate portion of the CEMP.

## ESF #2 – Mitigation Tasks

Task #	Task Summary	Status
1	Identify new communications technology that can foster communication between the county EOC and field personnel.	
2	Identify areas that are prone to being affected by natural hazards and determine the impact on critical communications infrastructure.	
3	Catalogue emergency communication resources within Hancock 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 countywide.	
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.	
13	Review and update District 5 - Communications Plan annually.	

## ESF #2 – Preparedness Tasks

Task #	Task Summary	Status
1	Develop, validate and maintain guidelines for both routine and emergency operations. Concerns include but are not limited to: <ul style="list-style-type: none"> <li>• Identification and assessment of resources and critical infrastructure.</li> <li>• Alert, notify and activate personnel for work in the field or the EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
2	Develop and conduct training and education programs for ESF #2 personnel. Program considerations include but are not limited to: <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 the 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>	
3	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 (cell, email, etc.) are listed.	
4	Develop and maintain a system to collect information on essential resources and equipment.	
5	Develop lists of resource needs and work toward their elimination by securing funding, building partnerships or other activities.	
6	Update mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities as they relate to short and long-term emergency communication needs.	
7	Train ESF #2 personnel on technical standards and specifications for essential pieces of structures/equipment related to short and long-term emergency communication needs.	
8	Train ESF #2 personnel on routine and emergency safety standards for both field operations and county EOC activations.	
9	Exercise alternate communication structures, equipment and assets for continuity of operations and essential communication services.	
10	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.	

## ESF #2 – Response Tasks

Task #	Task Summary	Status
1	<p>Activate guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The staging, use, status and sustainability of ESF facilities, equipment, supplies and other resources.</li> <li>• The assessment of operational communications critical infrastructure which includes structures, equipment, supplies and resources.</li> <li>• The alert and activation of personnel for work in the field or EOC.</li> <li>• Activate call-down list.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
2	<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 5 Incident Command structures.</li> <li>• Activating continuity of operations plans.</li> <li>• Meeting emergency communication needs of local agencies</li> </ul>	
3	<p>Communicate with ESF #2 personnel and implement alternate communications if primary systems are down.</p>	
4	<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 systems and restoration of primary services</li> </ul>	
5	<p>Prioritize critical infrastructure which may require repairs or debris removal and take the necessary steps to accomplish task.</p>	
6	<p>Coordinate with other ESFs as needed, to coordinate the restoration of critical communications for improved response</p>	
7	<p>Coordinate with all ESFs, as needed, to support communications needs.</p>	
8	<p>Coordinate with appropriate local agencies/departments to communicate with persons of special needs.</p>	

## ESF #2 – Recovery Tasks

Task #	Task Summary	Status
1	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.	
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 communication 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.	
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 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.	
7	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.	
8	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.	
9	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.	
10	Participate as needed in an incident or event after action review.	

## 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 Hancock 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 Agencies**

Hancock County Plan Commission & Greenfield Street Department

**C. Support Agencies**

Hancock County EMA	Citizens Gas
Hancock County Heath Department	Hancock County School Districts
Hancock County Highway Department	Hancock County 911 EOC Dispatch
Duke Energy	Hancock County Water and Wastewater Utility with jurisdictional responsibility
Indianapolis (Veolia) Water Company	AT&T, Sprint
Indiana Fiber Network	Vectren Energy
Hancock County Surveyor's Department	Indianapolis Power & Light
City of Greenfield Department of Public Works	NineStar Connect

**D. Situation**

1. In an event where the need for ESF #3 has been determined, the Hancock County Plan Commission and/or the Greenfield Street Department will act as the primary agencies.
2. ESF #3 will be responsible for implementing internal SOGs 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 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 near-term to long range needs of Hancock County in response and recovery operations.
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

**F. Organization and Assignment of Responsibilities**

1. The primary agency is responsible for the following:
  - a) Provide 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) Provide training opportunities to essential personnel who may be called upon to work in potentially impacted areas.
  - d) Coordinate 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 Hancock County EMA or the designated ESF primary agency.
  - b) Participate, as needed in the Hancock 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, guidelines, 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 activities and exercises aimed at continuously improving 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 Hancock County's public works capability.

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

1. Each primary and supporting agency shall maintain internal guidelines 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) SOGs Development
  - f) Engineering principals 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 Hancock County.

It will be the responsibility of all ESF #3 agencies 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 Hancock EMA for integration into the appropriate portion of the CEMP.

## ESF #3 – Mitigation Tasks

Task #	Task Summary	Status
1	Identify areas that are prone to being affected by natural hazards such as flood plains and determine the impact on public works infrastructure.	
2	Identify new partnerships or funding opportunities to reduce or eliminate resource shortfalls or gaps for public works problems, issues and concerns.	
3	Establish partnerships with other local and municipal entities that share public works and building code responsibilities.	
4	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.	
5	Recommend the maintenance and enforcement of building code standards and engineering specifications for buildings/structures related to short and long-term county mitigation practices.	
6	Identify, establish and maintain routine and emergency safety standards for all public works personnel that comply with federal and state requirements and policies.	
7	Identify, establish and maintain alternate public works facilities, equipment and assets for continuity of operations to provide essential public works services within the county.	
8	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.	
9	Coordinate with Hancock County Public Information Officer (PIO) ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with emergency public works issues.	

## ESF #3 – Preparedness Tasks

Task #	Task Summary	Status
1	<p>Develop, validate and maintain guidelines for routine and emergency operations.</p> <ul style="list-style-type: none"> <li>• Identification and vulnerability assessment of resources and critical infrastructure.</li> <li>• Alert and activate personnel for work in field or within county EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
2	<p>Provide training opportunities and resources 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 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>	
3	<p>Develop and maintain a roster of essential agency contacts for ESF #3 Ensure critical information (address, telephone, cell, etc.) are listed.</p>	
4	<p>Develop and maintain a system to collect information on resources, equipment, fuel, generators, and other emergency power generation.</p>	
5	<p>Develop lists of resource needs and work toward eliminating shortfalls by identifying funding, identifying partnerships or other activities.</p>	
6	<p>Update mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer resources or services as they relate to emergency public works.</p>	
7	<p>Provide training opportunities for selected ESF #3 personnel on engineering/building code standards and specifications related to emergency public works needs.</p>	
8	<p>Provide training opportunities for selected ESF #3 personnel on routine and emergency safety standards for both field operations and county EOC activations.</p>	
9	<p>Identify alternate equipment and resources for continuity of operations and essential public works countywide.</p>	
10	<p>Provide training opportunities to selected ESF #3 personnel in the appropriate legislation, policies and administrative rules that relate directly to public works structures/buildings, equipment, and assets during emergencies or disasters.</p>	

## ESF #3 – Response Tasks

Task #	Task Summary	Status
1	<p>Activate 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 selected ESF #3 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• Damage assessment of critical infrastructure, locating or procuring mission essential equipment, supplies and resources following emergencies or disasters.</li> <li>• Assist in locating supplemental staff, spare repair parts and chemical treatment stockpiles from other water/wastewater treatment facilities.</li> <li>• Responding to the field or county EOC for emergency operations.</li> <li>• Supporting local or district wide Incident Command structures.</li> <li>• Distributing utility maps and other information as needed.</li> </ul>	
3	<p>Communicate with ESF #3 personnel and implement alternate communications if primary systems are down.</p>	
4	<p>Assist in the identification of damages to public works infrastructure, and resources within the county. Information to collect may include:</p> <ul style="list-style-type: none"> <li>• Power outages of critical public works infrastructure.</li> <li>• Coordination with local EOC and ESF 12 to identify power generation needs or requirements.</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>Post situation reports/critical info in WebEOC during activations.</p>	

## ESF #3 – Recovery Tasks

Task #	Task Summary	Status
1	Coordinate with local entities to maintain public works infrastructure, develop plans to inspect and repair critical infrastructure and monitor deployed personnel, equipment and resources.	
2	Work to 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.	

## 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 Hancock County before, during and after emergency or disaster events. The ESF #4 agencies are critical first response resources for the detection and suppression of wild land, rural and urban fires resulting from an emergency incident in Hancock County. Additionally, ESF 4 shall be responsible for the support and coordination of emergency medical services activities within the county.

### B. Primary Agency

Hancock County Firefighters Mutual Aid Association

### C. Support Agencies

Hancock County EMA	Indianapolis (Veolia) Water Company
Hancock Regional Hospital	Buck Creek Township Fire Department
Hancock County Highway Department with jurisdictional responsibility	Hancock County Sheriff's Department
Hancock County Police Department with jurisdictional responsibility	Hancock County Planning and Zoning
Hancock County Highway Department	Hancock County Coroner
Hancock County Water & Wastewater Utility with jurisdictional responsibility	Sugar Creek Township Fire Department
Green Township Fire Department	Jackson/Blue River Township Fire Department
Vernon Township Fire Department(McCordsville & Fortville)	Greenfield Fire Department
Shirley	Wilkinson
Fountaintown	Hancock County 911 EOC Dispatch

### D. Situation

1. The fire department having jurisdiction over the incident can request additional resources based on resource needs. If additional resources are needed, they will be requested in accordance with established mutual aid agreements or other established protocols.
2. ESF #4 will be responsible for implementing internal SOGs 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, protocols, NIMS doctrine, and Mutual Aid Agreement
  - 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).
4. If or when the fire department with jurisdictional authority makes the determination that a unified command needs to be established to control and manage the incident, then that unified command will decide who will represent ESF 4 at the Hancock County Emergency Operations Center.

#### **F. Organization and Assignment of Responsibilities**

1. The fire department with jurisdictional responsibility is responsible for the following:
  - a) Facilitate appropriate training opportunities for essential personnel who may be called upon to work in county EOC.
  - b) To conduct hazard assessments in Hancock Country and analyze this information to determine the impact of the incident and resource gaps that may exist.
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) Participate per MAA in the development and implementation of policies, protocols, SOGs, 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 life saving and mission essential services related directly to the fire suppression and EMS.

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

1. Each primary and supporting agency shall maintain internal 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. 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) SOGs 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 Hancock County.

It will be the responsibility of all ESF #4 agencies 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 Hancock County EMA for integration into the appropriate portion of the CEMP.

## ESF #4 – Mitigation Tasks

Task #	Task Summary	Status
1	Identify areas that have been or are currently prone to significant and specific hazards and determine the impact on firefighting and EMS capabilities.	
2	Identify new partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for firefighting/EMS problems, issues and concerns.	
3	Establish partnerships with other local and municipal entities that share firefighting and EMS responsibilities.	
4	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.	
5	Identify, establish and maintain routine and emergency safety standards for all firefighting and EMS personnel that comply with federal and state requirements and policies.	
6	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.	
7	Assist in the development of ordinances, policies and administrative rules that mitigate identified hazards that directly impact firefighting and emergency medical services.	
8	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.	

## ESF #4 – Preparedness Tasks

Task #	Task Summary	Status
1	<p>Develop and maintain SOGs 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 resources and critical infrastructure.</li> <li>• Alert, activate personnel for work in the field or 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>	
2	<p>Provide training opportunities and resources for ESF #4 personnel. 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 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>	
3	<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>	
4	<p>Develop and maintain a database or system to collect information on essential resources and equipment.</p>	
5	<p>Develop lists of resource needs and work toward eliminating these shortfalls by identifying funding opportunities and partnerships.</p>	
6	<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>	
7	<p>Train, and if appropriate certify, ESF #4 personnel on routine and emergency safety standards.</p>	
8	<p>Identify alternate resources for continuity of operations.</p>	

## ESF #4 – Response Tasks

Task #	Task Summary	Status
1	<p>Activate guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• Staging, usage and status of 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 #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>• 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 5 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>	
3	<p>Communicate with ESF #4 personnel and implement alternate communications if primary systems are down.</p>	
4	<p>Post situation reports and critical information in WebEOC during activations.</p>	
5	<p>Work with appropriate State and local agencies/departments to communicate and assist with persons of special needs.</p>	

## ESF #4 – Recovery Tasks

Task #	Task Summary	Status
1	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.	
2	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
3	Establish partnerships and identify funding sources to address resource shortfalls or gaps for emergency/disaster 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.	
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 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.	
7	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.	

## 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 Hancock County.

### B. Primary Agency

Hancock County Emergency Management Agency (EMA)

### C. Support Agencies

Hancock County Sheriff's Department	Hancock County School Districts
Hancock County Fire Department with Jurisdictional Responsibility	Hancock County Radio Amateur Communications Emergency Services (RACES) Team
Hancock County Plan Commission	Hancock County Commissioners
Hancock County Highway Department	Hancock County/Greenfield Animal Management
Hancock County Public Works Department	Hancock Regional Hospital
Greenfield Police Department	National Weather Service (NWS)
Hancock County Police Departments with Jurisdictional Responsibility	Greater Indianapolis Chapter of the American Red Cross
United Way of Hancock County	Hancock County Community Organizations Active in Disaster
Hancock County 911 EOC Dispatch	Salvation Army

### D. Situation

1. In the event the need for ESF #5 is determined, Hancock County EMA will act as the primary agency.
2. ESF #5 will be responsible for implementing internal SOGs 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

#### **F. Organization and Assignment of Responsibilities**

1. The primary agency (Hancock County EMA) is responsible for the following:
  - a) Assist in the coordination of personnel and equipment resources of critical functions and tasks before, during and after emergency events and disaster situations.
  - b) Provide training opportunities for essential personnel who may be called upon to work in county EOC.
  - c) Work with other local or municipal departments to provide property 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 activated 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) Share information via WebEOC or other means 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.
  - f) Provide 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.

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. Support 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, SOGs, 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 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. 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) SOGs 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 Hancock County.

It will be the responsibility of all ESF #5 agencies 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 Hancock County CEMP.

## ESF #5 – Mitigation Tasks

Task #	Task Summary	Status
1	Monitor situation with ESF #2 to ensure procedures and protocols are in place for utilizing primary and secondary communications.	
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.	

## ESF #5 – Preparedness Tasks

Task #	Task Summary	Status
1	<p>Develop, validate and maintain SOGs 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>• Use geographic information systems (GIS) to produce base map(s)</li> <li>• Develop and maintain standardized format for information and intelligence gathering and reporting documents (e.g. WebEOC)</li> </ul>	
2	<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 principal and practices.</li> <li>• Working in the field during emergency operations.</li> <li>• Working in the 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>• Emergency transportation and evacuation planning.</li> </ul>	
3	<p>Develop and maintain a roster of essential contacts for ESF #5. Ensure critical information (telephone, cell, email, etc.) are listed.</p>	
4	<p>Develop and maintain standardized format for information and intelligence gathering and reporting documents.</p>	
5	<p>Develop and maintain a database or system to collect information on resources and equipment utilizing NIMS resource typing standards.</p>	
6	<p>Develop lists of resource needs and work toward eliminating shortfalls by identifying funding opportunities and developing partnerships.</p>	
7	<p>Update mutual aid agreements, letters of understanding or contracts that may offer rapid deployment of resources or services</p>	
8	<p>Provide training opportunities for ESF# 5 personnel on routine and emergency safety standards for both field operations and county EOC activations.</p>	
9	<p>Identify alternate equipment and resources for continuity of operations and essential emergency management statewide.</p>	
10	<p>Provide training opportunities for ESF #5 in the appropriate legislation, policies and administrative rules that relate directly to emergency management during emergencies or disasters.</p>	

## ESF #5 – Response Tasks

Task #	Task Summary	Status
1	<p>Activate guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• Situation assessment updates, staging, status of equipment and supplies</li> <li>• The alert and activation of personnel for work in the field or 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>• Assessment of damaged structures, availability of equipment, supplies and resources following emergencies or disasters.</li> <li>• Assisting with or dispatch personnel to an identified emergency situation, including the need for equipment.</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>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 infrastructure which includes structures, buildings, equipment, supplies and resources within the county that may be adversely impacted 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>• 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 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>	

## ESF #5 – Recovery Tasks

Task #	Task Summary	Status
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, following a Site Safety Risk Assessment.	
9	Gather all Emergency Support Function and agency's After Action Reports and compile into single report. If required, develop an Improvement Plan based on the conclusions and recommendations of the After Action 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.	

## 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

Greater Indianapolis Chapter of the American Red Cross and the Hancock County EMA

### C. Support Agencies

Hancock County EMA	Hancock County School Districts
Hancock County Volunteer Organizations Active in Disaster	Hancock County Radio Amateur Communications Emergency Services (RACES) Team
Hancock County Highway Department	Salvation Army
NineStar Connect	Hancock County/Greenfield Animal Management
Duke Energy	Hancock County United Way
Hancock County Sheriff's Department	Hancock County Ministerial Association
Hancock County Health Department	Police Department with jurisdictional responsibility
Hancock Regional Hospital	Hancock County 911 EOC Dispatch

### D. Situation

1. In the event the need for ESF #6 is determined, the Hancock County EMA will act as the primary agency until these duties can be assumed by the Red Cross.
2. ESF #6 will be responsible for implementing internal SOGs 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 agencies shall deploy resources to areas impacted by emergencies and disasters, prioritizing assets and critical tasks required to manage and support the immediate and long-term mass care need of Hancock county.
2. ESF #6 shall activate, deploy and organize personnel and resources based upon:
  - a) Pre-established guidelines 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 agencies - the Hancock Community Church and the Red Cross are 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 in Mass Care and Sheltering.
  - 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.
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, SOGs, 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 mass care capability.

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

1. Each primary and supporting agency shall maintain internal 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. 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) SOGs Development
  - e) FEMA Individual Assistance Programs
  - f) FEMA Public Assistance Programs
  - g) Red Cross 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 Hancock County.

It will be the responsibility of all ESF #6 agencies 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 Hancock County CEMP.

## ESF #6 – Mitigation Tasks

Task #	Task Summary	Status
1	Identify areas that have been or are currently prone to significant hazards and determine the impact on emergency mass care capabilities.	
2	Catalog emergency mass care resources within Hancock 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	Comply with 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 the county EMA in the development of guidelines 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.	

## ESF #6 – Preparedness Tasks

<b>Task #</b>	<b>Task Summary</b>	<b>Status</b>
<b>1</b>	Assist in developing and maintaining 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.	
<b>2</b>	Assist in developing and maintaining a database or system to collect information on essential personnel, resources and equipment.	
<b>3</b>	Assist in developing and maintaining a list of tasks and responsibilities for feeding and sheltering evacuees and victims, including sheltering locations.	
<b>4</b>	Assist in developing resource needs and strive to eliminate these shortfalls by identifying funding, identifying partnerships or through other activities.	
<b>5</b>	Update mutual aid agreements, letters of understanding or contracts that may offer rapid deployment of personnel, resources or services as they relate to short and long-term emergency mass care.	
<b>6</b>	Communicate training opportunities to selected ESF #6 personnel on short and long-term emergency mass care operations, and certify equipment if appropriate.	
<b>7</b>	Communicate training opportunities to selected ESF #6 personnel on routine and emergency safety standards for both field operations and county EOC activations.	
<b>8</b>	Communicate training opportunities to selected ESF #6 personnel in the appropriate policies and administrative rules that relate directly to mass care provisions during emergencies or disasters.	

## ESF #6 – Response Tasks

Task #	Task Summary	Status
1	<p>Activate guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The assessment, staging, and status of critical personnel, structures, buildings, equipment, supplies and other resources.</li> <li>• Alert and activate of staff for work in field or EOC.</li> <li>• Emergency mass care and reporting procedures.</li> </ul>	
2	<p>Activate ESF #6 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• Assessment of available 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 with 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 disaster response bulk distribution supplies.</li> <li>• Responding to the field for 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>	
3	<p>Establish and monitor communication link with ESF #6 personnel and implement alternate communications if primary systems are down.</p>	
4	<p>Identify damages to shelter and mass care structures, equipment, supplies and resources. Information to collect includes:</p> <ul style="list-style-type: none"> <li>• Status of alternate shelters and service centers.</li> <li>• Coordination with county EOC for generator needs.</li> <li>• Status of alternative communication systems.</li> </ul>	
5	<p>Provide victim related recovery efforts such as counseling, support for persons with special needs or assisting with processing benefit claims.</p>	
6	<p>Coordinate with ESF #15 (External Affairs) to release public service messages regarding victim assistance and information hotline/helpline.</p>	
7	<p>Coordinate with ESF #10 (HazMat) to set-up a portable decontamination system at the evacuee/victim shelters, if necessary.</p>	
8	<p>Coordinate with all ESFs, as needed, to support their mass care needs.</p>	
9	<p>Coordinate with local agencies to assess persons with special needs.</p>	

## ESF #6 – Recovery Tasks

Task #	Task Summary	Status
1	<p>Work with State and/or local entities to:</p> <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>• Provide 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>	
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 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.	
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 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.	
7	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.	
8	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.	
9	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.	

## 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

Hancock County EMA

### C. Support Agencies

Hancock County Sheriff's Department	Hancock County School Districts
Hancock County Fire Agencies with jurisdictional responsibility	Hancock County Radio Amateur Communications Emergency Services (RACES) Team
Hancock County Planning and Zoning Department	The American Red Cross of Greater Indianapolis
Hancock County Highway Department	Hancock County/Greenfield Animal Management
Hancock County Public Works Departments with jurisdictional responsibility	Hancock County Police Departments with jurisdictional responsibility
United Way of Hancock County	Hancock County Auditor
Hancock County Community Organizations Active in Disaster	Hancock Regional Hospital
Hancock County Engineering	Salvation Army
Hancock County 911 EOC Dispatch	

### D. Situation

1. In the event the need for ESF #7 is determined, the Hancock County Emergency Management Agency will act as the primary agency.
2. ESF #7 will be responsible for implementing internal SOGs and protocols to ensure the goals and objectives of pre-disaster planning are maintained during incident response efforts in the county EOC.
3. ESF #7 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:
  - 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 #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 (Hancock County EMA) 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 opportunities 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 or by alternate communications means to the Hancock 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, SOGs, 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 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 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) SOGs 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 Hancock County.

It will be the responsibility of all ESF #7 agencies 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 Hancock County CEMP.

## ESF #7 – Mitigation Tasks

<b>Task #</b>	<b>Task Summary</b>	<b>Status</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.	

**ESF #7 – Preparedness Tasks**

Task #	Task Summary	Status
1	Develop, validate and maintain SOGs for both routine and emergency operations. Key operational concerns include but are not limited to: <ul style="list-style-type: none"> <li>• Identification and assessment of equipment, supplies, resources</li> <li>• Develop a contact database for key resources and equipment.</li> <li>• Develop procedures for use of staging areas.</li> <li>• Alert and activation of personnel for work in the field or EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
2	Provide training opportunities for ESF #7 personnel. Key program considerations include but are not limited to: <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>	
3	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.	
4	Develop and maintain a database or system to collect information on essential resources using NIMS resource typing standards.	
5	Develop lists of resource needs and work toward eliminating these shortfalls by securing funding, partnerships or taking other measures.	
6	Update mutual aid agreements, letters of understanding or contracts that may offer rapid deployment of resources or services	
7	Provide training opportunities for ESF #7 personnel on routine and emergency safety standards for both field operations and EOC support.	
8	Exercise alternate facilities, equipment and supplies for continuity of operations and essential resource support services statewide.	
9	Provide training opportunities for ESF #7 personnel on legislation, policies and administrative rules that relate directly to resource support, this ESF and its ability to provide emergency assistance.	

## ESF #7 – Response Tasks

Task #	Task Summary	Status
1	<p>Activate guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The 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	<p>Communicate with ESF #7 personnel and implement alternate communications if primary systems are down.</p>	
4	<p>Coordinate 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.</p>	
5	<p>Coordinate with ESF #5 (Emergency Management), ESF #6 (Mass Care) and State EOC Logistics, as needed, for the procurement of goods and services that support resource needs for an effective response.</p>	
6	<p>Coordinate with ESF #13 (Public Safety) on security requirements in staging and storage areas.</p>	
7	<p>Work with state and 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>	

## ESF #7 – Recovery Tasks

Task #	Task Summary	Status
1	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
2	Establish partnerships and secure funding sources to address shortfalls or gaps for resource support issues and concerns.	
3	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.	
4	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.	
5	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.	
6	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.	
7	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.	
8	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.	

## 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 concerning 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 mass prophylaxis, quarantine and/or isolation of communities, individuals as well as mortuary operations.

### B. Primary Agency

Hancock County Health Department

### C. Support Agencies

Hancock County EMA	Hancock Regional Hospital
Hancock County Highway Department	Hancock County School Districts
Hancock County Public Works Department with jurisdictional responsibility	Hancock/Greenfield Animal Management
Hancock County Salvation Army	Hancock County Medical Reserve Corps
Hancock County Firefighters Mutual Aid Association	Hancock County Coroner
Hancock County Sheriff's Department	Greenfield Police Department
LIFE Ambulance Service	Hancock County Media Sources
SEALS Ambulance Service	Hancock County Volunteer Organizations Active in Disaster
Hancock County 911 EOC Dispatch	

### D. Situation

1. The Hancock County Health Department will act as the primary agency based on the health or medical situation.
2. ESF #8 will be responsible for implementing internal SOGs and protocols to ensure adequate staffing and administrative support for both field operations and coordination effort in the county EOC.
3. 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 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 (COOP) during or following emergency operations.

## **F. Organization and Assignment of Responsibilities**

1. The primary agency (Hancock County Department of Health) is responsible for the following:
  - a) Provide health service resources to assist in critical functions and tasks before, during, and after emergency events and disaster situations.
  - b) Coordinate the recovery and restoration of 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 materials, equipment and supplies.
  - e) Work with other local or municipal departments to assess the overall impact on health resources, materials, and back-up supplies and equipment to determine potential resource gaps that may exist in providing health services.
  - f) Submit reports and other health information via the 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 and personnel during response and/or recovery operations.
  - c) Assist the primary agency in the development and implementation of policies, protocols, SOGs, 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 COOP.
  - e) Participate in training and exercises aimed at continuous improvement of mitigation, preparedness, response and recovery capabilities.
  - f) Provide information regarding trends and challenges to the county's ability to supply health services.

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

1. Each primary and supporting agency shall maintain internal 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. Such training may include, but is not limited to:
  - a) National Incident Management System / Incident Command System
  - b) Continuity of Operations
  - c) Emergency Operations Planning
  - d) SOP Development and Implementation
  - e) Health Education/Training to verify key personnel qualified to fulfill roles in preparedness, response and recovery operations

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

The following are essential tasks ESF #8 tasks in all phases of emergency management.

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

## ESF #8 – Mitigation Tasks

Task #	Task Summary	Status
1	Identify areas that have been or are currently prone to significant health hazards and determine the impact on the ability to move personnel and resources into affected areas.	
2	Identify resources within the county and potential shortfalls or gaps that may exist.	
3	Identify potential partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for health service issues and concerns.	
4	Establish partnerships with other local and municipal entities that share health service 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 needs.	
6	Identify, establish, and maintain routine and emergency safety standards for all health department personnel that comply with federal and state requirements and policies.	
7	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.	

## ESF #8 – Preparedness Tasks

Task #	Task Summary	Status
1	Develop, validate and maintain SOGs for both routine and emergency operations. Key concerns include but are not limited to: <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>	
2	Provide or coordinate for training opportunities and resources for ESF #8 personnel. Program considerations include but are not limited to: <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>• Mapping, GIS and other computer applications.</li> </ul>	
3	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.	
4	Develop and maintain a database or system to collect information on essential medical resources and equipment.	
5	Develop lists of resources needs and work toward eliminating these shortfalls by securing funding, District 5 partnerships or other means.	
6	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.	
7	Provide or coordinate for training opportunities and resources for 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.	
8	Provide or coordinate for training opportunities and resources for ESF #8 personnel on routine and emergency safety standards for both field operations and EOC support.	

## ESF #8 – Response Tasks

Task #	Task Summary	Status
1	<p>Activate guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The status and sustainability of medical facilities, equipment, supplies and other resources</li> <li>• The epidemiological surveillance and investigation of an event</li> <li>• The conduct or coordination required for 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>	
2	<p>Activate ESF #8 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• The assessment of operational equipment, supplies and resources.</li> <li>• The assessment of medical resources and health services available, 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 5 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>	
3	<p>Communicate with ESF #8 personnel and implement alternate communications if primary systems are down.</p>	
4	<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>	
5	<p>Coordinate with ESF #13 (Public Safety) regarding the placement of barricades or security for the quarantine and/or isolation of communities or individuals.</p>	
6	<p>Coordinate with state and local agencies and departments in the movement and care of persons with special needs.</p>	
7	<p>Post situation reports and critical information will be forwarded to the EMA Director to post via WebEOC.</p>	

## ESF #8 – Recovery Tasks

Task #	Task Summary	Status
1	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.	
2	Work to aggressively eliminate shortfalls or resource gaps that were identified in a medical response to an emergency or disaster.	
3	Establish partnerships and secure funding sources to address health and medical resource shortfalls or gaps	
4	Maintain open and ongoing communication with other local and municipal entities impacted and assist in their overall efforts for recovery operations.	
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 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.	
7	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.	
8	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.	
9	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.	

## 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

Task Force 1, Hancock & Hamilton County Technical Rescue Teams

### C. Support Agencies

Hancock County EMA	Hancock Regional Hospital
Hancock County Highway Department	Hancock County School Districts
Hancock County Sheriff's Department	Greenfield Police Department
Hancock County 911 EOC Dispatch	

### D. Situation

1. In the event the need for ESF #9 is determined Task Force 1 will act as the primary agency.
2. ESF #9 will be responsible for implementing internal SOGs 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 response agencies 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 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 Hancock County Central Emergency Dispatch 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, SOGs, 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 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 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) SOGs 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 Hancock County.

It will be the responsibility of all ESF #9 agencies 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 Hancock County Emergency Management Agency for integration into the appropriate portion of the county CEMP.

## ESF #9 – Mitigation Tasks

Task #	Task Summary	Status
1	Identify search and rescue capabilities within the county and potential shortfalls or gaps that may exist.	
2	Identify potential partnerships or funding sources to reduce or eliminate shortfalls or gaps for search and rescue operations.	
3	Establish partnerships with other local and municipal entities that share search and rescue responsibilities.	
4	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.	
5	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.	
6	Identify alternate facilities, equipment and supplies to continue operations and essential search and rescue activities within the county.	
7	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.	
8	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.	

## ESF #9 – Preparedness Tasks

Task #	Task Summary	Status
1	<p>Develop, validate and maintain 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>	
2	<p>Communicate or provide for training opportunities and resources 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>	
3	<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>	
4	<p>Develop and maintain a database or system to collect information on essential resources.</p>	
5	<p>Develop lists of resource needs and work toward eliminating shortfalls by identifying funding opportunities or partnerships.</p>	
6	<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>	
7	<p>Communicate or provide training opportunities for ESF #9 personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
8	<p>Exercise at alternate facility locations, use equipment and supplies for continuity of operations and essential search and rescue operations countywide.</p>	
9	<p>Train ESF #9 personnel on ordinances, policies and administrative rules that relate directly to search and rescue.</p>	

## ESF #9 – Response Tasks

Task #	Task Summary	Status
1	<p>Activate guidelines for emergency operations that consider:</p> <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	<p>Activate ESF #9 personnel for such mission essential tasks as:</p> <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 5 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	<p>Communicate with ESF #9 personnel and implement alternate communications if primary systems are down.</p>	
4	<p>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.</p>	
5	<p>Work with ESF #4 (Fire), ESF #8 (Health) and ESF #10 (HazMat), as needed, to provide support for effective search and rescue operations.</p>	
6	<p>Coordinate with ESF #13 (Public Safety) to provide security in the field and staging areas, if required.</p>	
7	<p>Work with state and local agencies and departments in the movement of victims or the disposition of victim remains.</p>	
8	<p>Provide situation reports and critical information to county EOC for integration to WebEOC.</p>	

## ESF #9 – Recovery Tasks

Task #	Task Summary	Status
1	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
2	Establish partnerships and secure funding sources to address shortfalls or gaps for search and rescue operations.	
3	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.	
4	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.	
5	Identify need for medical attention of search and rescue personnel and animals, with follow-up monitoring.	
6	Assess the current facilities, equipment, supplies, and other resources and update resource lists based upon the lessons learned from the most recent emergency response.	
7	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.	
8	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.	
9	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.	

# 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

Hancock County Emergency Management Agency

## C. Support Agencies

Hancock County Sheriff's Department	Hancock Regional Hospital
Hancock County Highway Department	Hancock/Greenfield Animal Management
Hancock County Department of Health	Hancock County Police Department with jurisdictional responsibility
Hancock County Fire Department with jurisdictional responsibility	Hancock County LEPC
Hancock County 911 EOC Dispatch	

## D. Situation

1. In the event the need for ESF #10 is determined, the County Emergency Management Agency will act as the primary agency.
2. ESF #10 will be responsible for implementing internal SOGs 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 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

## **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 mitigation, preparedness, response and recovery activities and 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, and SOGs 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 SOGs or other documents that detail the logistical and administrative priorities necessary to assist in 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) Emergency Operations Planning
  - c) SOGs Development
  - d) 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 Hancock County.

It will be the responsibility of all ESF #10 agencies 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 Hancock County Emergency Management Agency for integration into the appropriate portion of the county CEMP.

## ESF #10 – Mitigation Tasks

Task #	Task Summary	Status
1	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.	
2	Identify hazardous materials response resources within the county and potential shortfalls or gaps that may exist.	
3	Identify potential partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for hazardous materials response operations.	
4	Establish partnerships with other local and municipal entities that share hazardous materials response 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 hazardous materials response needs.	
6	Identify, establish and maintain technical standards and specifications for essential pieces of equipment related to emergency hazardous materials response needs.	
7	Identify, establish and maintain routine and emergency safety standards for all hazardous materials response personnel that comply with federal and state requirements and policies.	
8	Identify, establish and maintain backup hazardous materials response equipment and assets for continuing operations and response services within the county.	
9	Assist in the development of ordinances, policies and administrative rules that relate directly to hazardous materials response.	
10	Work with ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with hazardous materials.	

## ESF #10 – Preparedness Tasks

Task #	Task Summary	Status
1	<p>Develop, validate and maintain 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 the serviceability of mission essential 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>	
2	<p>Provide training opportunities and resources 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>	
3	<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>	
4	<p>Develop and maintain a database or system to collect information on essential resources and equipment.</p>	
5	<p>Develop lists of resources needs and work toward eliminating these shortfalls by identifying funding or partnerships.</p>	
6	<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>	
7	<p>Provide training opportunities to ESF #10 personnel on technical standards and specifications for essential pieces of equipment related to hazardous materials response.</p>	
8	<p>Provide training opportunities to ESF #10 personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
9	<p>Provide training opportunities to 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>	

## ESF #10 – Response Tasks

Task #	Task Summary	Status
1	<p>Activate guidelines or protocols for emergency operations that consider:</p> <ul style="list-style-type: none"> <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 #10 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• Responding to the field for emergency operations.</li> <li>• Contacting private sector spill response and disposal services 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 the public, victims, local agencies and departments.</li> <li>• Supporting decontamination efforts as needed.</li> </ul>	
3	<p>Communicate with ESF #10 personnel via alternate communications devices if primary systems are down.</p>	
4	<p>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.</p>	
5	<p>Work with local agencies and departments in the movement and care of persons with special needs.</p>	
6	<p>Report critical information and hazardous materials activities to key agencies such as the county EMA, Sheriff's Department, other agencies with support roles or responsibilities in hazardous material response.</p>	

## ESF #10 – Recovery Tasks

Task #	Task Summary	Status
1	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
2	Establish partnerships and identify funding sources to address resource shortfalls or gaps for hazardous materials response issues and concerns.	
3	Maintain open and ongoing communication with other state, local and municipal entities in impacted areas and assist in their overall efforts for recovery operations.	
4	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.	
5	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.	
6	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.	
7	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.	

# 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

Hancock County/Greenfield Animal Management

## C. Support Agencies

Hancock County EMA	Hancock Regional Hospital
Hancock County Sheriff's Department	Hancock County Department of Health
Hancock County Highway Department	Hancock County Police Department with jurisdictional responsibility
Board of Animal Health (BOAH) and the Purdue Extension Office	Hancock County Fire Department with jurisdictional responsibility
Hancock County 911 EOC Dispatch	

## D. Situation

1. In the event the need for ESF #11 is determined, Hancock County/Greenfield Animal Management will act as the primary agency.
2. ESF #11 will be responsible for implementing internal SOGs 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

#### **F. Organization and Assignment of Responsibilities**

1. The primary agency is responsible for the following:
  - a) Provide expertise and information 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, SOGs, 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 SOGs 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) SOGs 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 Hancock County.

It will be the responsibility of all ESF #11 agencies 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 Hancock County Emergency Management Agency for integration into the appropriate portion of the county CEMP.

## ESF #11 – Mitigation Tasks

Task #	Task Summary	Status
1	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>	
2	Identify potential partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for agriculture and natural resources issues and concerns.	
3	Establish partnerships with other local and municipal entities that share agriculture animal control and natural resources responsibilities.	
4	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.	
5	Identify, establish and maintain technical standards and specifications for essential pieces of equipment related to short and long-term emergency agriculture animal control and natural resources needs.	
6	Identify, establish and maintain routine and emergency safety standards and procedures for all agriculture animal control and natural resources personnel that comply with federal and state requirements and policies.	
7	Identify, establish and maintain alternate agriculture and natural resource facilities, equipment and assets for continuity of operations and essential agriculture animal control and natural resources services in the county.	
8	Assist in the development of ordinances, policies and administrative rules that relate directly to agriculture animal control and natural resources.	
9	Work with ESF #15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with emergency agriculture animal control and natural resources issues.	

## ESF #11 – Preparedness Tasks

Task #	Task Summary	Status
1	<p>Develop, validate and maintain SOGs 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 domestic animals.</li> <li>• Makes use of Indiana 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>	
2	<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>	
3	Train local officials, humane society, and animal welfare groups to plan and prepare for animal issues in disasters.	
4	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.	
5	Develop and maintain a system to collect information on essential resources and equipment.	
6	Develop lists of resource needs and work toward eliminating these shortfalls by securing funding, partnerships or by other activities.	
7	Develop and maintain emergency animal control procedures.	
8	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 animal control and natural resource needs.	
9	Train ESF #11 personnel on technical standards and specifications for essential pieces of equipment related to short and long-term emergency agriculture animal control and natural resources needs.	
10	Train ESF #11 personnel on routine and emergency safety standards for both field operations and EOC support.	

## ESF #11 – Preparedness Tasks

<b>Task #</b>	<b>Task Summary</b>	<b>Status</b>
<b>11</b>	Coordinate with ESF #15 to develop a training program for media personnel regarding animal health and care issues and activities.	
<b>12</b>	Encourage pet owners to clearly place identification on their animals and develop personal preparedness plans/kits.	
<b>13</b>	Exercise alternate animal control 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 animal control and natural resources, this ESF and its ability to provide emergency assistance.	

## ESF #11 – Response Tasks

Task #	Task Summary	Status
1	Activate guidelines for emergency operations that consider: <ul style="list-style-type: none"> <li>• The 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	Activate ESF #11 personnel for such mission essential tasks as: <ul style="list-style-type: none"> <li>• The assessment of what is needed, the procurement 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>• 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. - MOA</li> <li>• Identification of displaced animals and record deceased animals.</li> </ul>	
3	Communicate with ESF #11 personnel and implement alternate communications if primary systems are down.	
4	Implement emergency public information and education program regarding animal health and care issues during emergency operations.	
5	Coordinate with ESF #13 (Public Safety) in the placement of barricades or other security measures as needed or required.	
6	Provide situation reports and critical information on agriculture animal control and natural resource operations to key partners such as county EMA, county Health Department, and county Sheriffs Department.	

## ESF #11 – Recovery Tasks

Task #	Task Summary	Status
1	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
2	Establish partnerships and secure funding sources to address resource shortfalls or gaps for agriculture animal control and natural resource issues and concerns.	
3	Return animals to owners and make provisions for abandoned animals through adoption programs.	
4	Maintain open and ongoing communication with other local and municipal entities in impacted areas and assist in their overall efforts for recovery operations.	
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 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.	
7	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.	
8	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.	
9	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.	

## 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 Agencies

NineStar Connect & Duke Energy

### C. Support Agencies

Hancock County Emergency Management	Hancock Regional Hospital
Hancock County Sheriff's Department	Hancock County Department of Health
Hancock County Municipal Highway Department with jurisdiction	Hancock County Fire Department with jurisdictional responsibility
Vectren	Hancock County Municipal Street Department with jurisdictional responsibility
Indianapolis Power and Light	Hancock County Police Department with jurisdictional responsibility
Henry County REMC	Rush/Shelby Energy
Greenfield Municipal Electric Utilities	Hancock County 911 EOC Dispatch

### D. Situation

1. In the event the need for ESF #12 is determined, NINESTAR CONNECT and Duke Energy will act as the primary agencies.
2. ESF #12 will be responsible for implementing internal SOGs 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 and safety concerns or issues that require immediate analysis and/or response
  - d) The level of support required by other local ESFs

## **F. Organization and Assignment of Responsibilities**

1. The primary agencies NINESTAR CONNECT and Duke Energy are responsible for the following:
  - a) Communicate with telecommunications, electricity, natural gas, and to other energy utilities to provide support upon request in critical functions and tasks before, during, and after emergency and disasters.
  - b) Communicate the recovery, restoration and safety of the energy infrastructure impacted by hazards or disaster situations via the Indiana Statewide network.
  - c) Participate in training for 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 agencies in the development and implementation of policies, protocols, SOGs, 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 SOGs 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) SOGs 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 Hancock County.

It will be the responsibility of all ESF #12 agencies 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 Hancock County Emergency Management Agency for integration into the appropriate portion of the county CEMP.

## ESF #12 – Mitigation Tasks

Task #	Task Summary	Status
1	Identify areas that are prone to being affected by weather related 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.	
2	Identify energy supply, demand and conservation measures within the county and potential shortfalls or gaps that may exist.	
3	Identify potential partnerships or funding sources to reduce or eliminate energy resource shortfalls or gaps.	
4	Establish partnerships with other local and municipal entities that share energy-producing 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 energy provision.	
6	Identify, establish and maintain technical standards and specifications for essential pieces of equipment related to short and long-term emergency energy provision.	
7	Identify, establish and maintain routine and emergency safety standards for all deployed personnel that comply with federal and state requirements and policies.	
8	Identify, establish and maintain alternate facilities, equipment and assets for continuity of operations and essential energy services within the county.	
9	Assist in the development of policies and administrative rules that relate directly to energy provision, this ESF and its ability to provide emergency assistance.	
10	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.	
11	Establish Mutual Aid Agreements to assist county departments and agencies locate fuel and energy supplies for transportation, communications, and emergency operations.	

## ESF #12 – Preparedness Tasks

Task #	Task Summary	Status
1	<p>Develop, validate and maintain SOGs 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>	
2	<p>Hancock County EMA to provide training opportunities and education programs for ESF #12 personnel. Key training 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>	
3	<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>	
4	<p>Develop and maintain a database or system to collect information on essential resources and equipment.</p>	
5	<p>Develop lists of resources needs and work toward eliminating these shortfalls by securing funding, partnerships or other activities.</p>	
6	<p>Update mutual aid agreements, letters of understanding or contracts that may offer rapid deployment of resources or services as they relate to short and long-term emergency energy needs.</p>	
7	<p>EMA to provide training opportunities to selected ESF #12 personnel on technical standards and specifications for essential pieces of equipment related to short and long-term emergency energy needs.</p>	
8	<p>EMA to provide training opportunities to selected ESF #12 personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
9	<p>Exercise alternate energy facilities, equipment and assets for continuity of operations and essential energy services.</p>	
10	<p>EMA to provide training opportunities to selected ESF #12 personnel on policies and administrative rules that relate directly to energy.</p>	

## ESF #12 – Response Tasks

Task #	Task Summary	Status
1	<p>Activate guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The staging, use, status and sustainability of facilities, equipment, supplies and other resources.</li> <li>• The 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>	
2	<p>Activate ESF #12 personnel for such mission essential tasks as:</p> <ul style="list-style-type: none"> <li>• The assessment of available 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 energy information.</li> <li>• Meeting both emergency energy and evacuation needs of state and local agencies and departments.</li> </ul>	
3	<p>Communicate with ESF #12 personnel and implement alternate communications if primary systems are down.</p>	
4	<p>Communicate with ESF #13 (Public Safety) in the placement of barricades or other security measures as needed or required.</p>	
5	<p>Communicate 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.</p>	
6	<p>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 without service, and possible resources requests that may generated as a result of the event.</p>	
7	<p>Post situation reports and critical information in WebEOC during activations.</p>	

## ESF #12 – Recovery Tasks

Task #	Task Summary	Status
1	Work with local entities to maintain energy producing facilities and develop plans to repair facilities to pre-disaster state.	
2	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
3	Establish partnerships and identify funding sources to address resource shortfalls or gaps for energy issues and concerns.	
4	Maintain open and ongoing communication with other local and municipal entities in impacted areas and assist in their overall efforts for recovery operations.	
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 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.	
7	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.	
8	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.	
9	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.	

## 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

Hancock County Sheriff's Department and/or Police Department with jurisdictional responsibility and authority.

### C. Support Agencies

Hancock Regional Hospital	Greenfield Police Department
Hancock County EMA	Hancock County Highway Department
Hancock County Health Department	Private Sector Owners or Operators of critical infrastructure
Cumberland Town Marshal	AT&T
Fortville Town Marshal	New Palestine Town Marshal
Shirley Town Marshal	Wilkinson Town Marshal
Spring Lake Town Marshal	McCordsville Town Marshal
Marion County Sheriff's Department	Hancock County 911 EOC Dispatch

### D. Situation

1. In the event the need for ESF #13 is determined, the Hancock County Sheriffs Department and/or the Police Department with jurisdictional responsibility and authority will act as the primary agency.
2. ESF #13 will be responsible for implementing internal SOGs and protocols to ensure adequate staffing and administrative support for both field operations and coordination effort in the county EOC.
3. 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 with jurisdictional responsibility will be 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, SOGs, 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 Common Operating Picture.
- 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 SOGs 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) SOGs 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 Hancock County.

It will be the responsibility of all ESF #13 agencies 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 Hancock County Emergency Management Agency for integration into the appropriate portion of the county CEMP.

## ESF #13 – Mitigation Tasks

Task #	Task Summary	Status
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 Hancock 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	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.	

## ESF #13 – Preparedness Tasks

Task #	Task Summary	Status
1	<p>Develop, validate and maintain 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, 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>	
2	<p>Develop and conduct training and education programs for ESF #13 personnel. Training 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>	
3	<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>	
4	<p>Develop and maintain a database or system to collect information on essential resources and equipment.</p>	
5	<p>Develop lists of resource needs and work toward eliminating shortfalls by securing funding, partnerships or taking other essential activities.</p>	
6	<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>	
7	<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>	
8	<p>Train ESF #13 personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
9	<p>Exercise alternate public safety facilities, equipment and assets for continuity of operations and essential public safety services.</p>	
10	<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>	

## ESF #13 – Response Tasks

Task #	Task Summary	Status
1	<p>Activate guidelines for emergency operations that consider:</p> <ul style="list-style-type: none"> <li>• The 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>• 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>Communicate with ESF #13 personnel and implement alternate communications if primary systems are down.</p>	
4	<p>Assist in the identification and assessment 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/or 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>Coordinate with ESF #1 (Transportation) in the placement of barricades or other traffic control measures as needed or required.</p>	
6	<p>Coordinate 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>Coordinate 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; make use of ICS forms 214 the Unit Log for documentation and situation development purposes.</p>	

## ESF #13 – Recovery Tasks

Task #	Task Summary	Status
1	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
2	Establish partnerships and secure funding sources to address resource shortfalls or gaps for public safety issues and concerns.	
3	Maintain open and ongoing communication with other local and municipal entities in impacted areas and assist in their overall efforts for recovery operations.	
4	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.	
5	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.	
6	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.	
7	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.	
8	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.	

## 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 Agencies

Hancock County Volunteer Organizations Active in Disaster (VOAD)

### C. Support Agencies

Hancock County Sheriff's Department	Hancock County School Districts
Hancock County Fire Department with jurisdictional responsibility and authority	Covance
Small Business Administration	Hancock County LEPC
Hancock County Highway Department	Hancock/Greenfield Animal Management
United Way of Hancock County	Police Department with jurisdictional responsibility
Hancock County 911 EOC Dispatch	

### D. Situation

1. In the event the need for ESF #14 is determined, the Hancock County VOAD will act as the primary agency for response operations.
2. ESF #14 will be responsible for implementing internal SOGs 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 guidelines 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

#### **F. Organization and Assignment of Responsibilities**

1. The primary agencies are 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 and restoration of privately owned residences 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 agencies in the development and implementation of protocols, SOGs, 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 SOGs 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. Training may include, but is not limited to:
  - a) National Incident Management System / Incident Command
  - b) Continuity of Operations
  - c) Emergency Operations Planning
  - d) SOGs Development
  - e) Disaster Recovery and Mitigation
  - f) Spiritual and Emotional Care
  - g) United Methodist Committee On Relief
  - h) Church World Service
  - i) Property 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 Hancock County.

It will be the responsibility of all ESF #14 agencies 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.

## ESF #14 – Mitigation Tasks

Task #	Task Summary	Status
1	Identify long-term recovery resources within the county and potential shortfalls or gaps that may exist.	
2	Identify potential partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for long-term recovery issues and concerns.	
3	Establish partnerships with other local and municipal entities that share long-term recovery responsibilities.	
4	Provide Release of Information documentation with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to long-term recovery needs.	
5	Identify, establish and maintain technical standards and specifications for essential pieces of equipment related to long-term recovery needs.	
6	Identify, establish and maintain standards for long-term recovery operations that comply with federal and state requirements and policies.	
7	Identify, establish and maintain alternate long-term recovery facilities, equipment and assets for continuity of operations and essential long-term recovery services.	
8	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.	
9	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.	

## ESF #14 – Preparedness Tasks

Task #	Task Summary	Status
1	<p>Develop, validate and maintain guidelines for routine and emergency operations. Key concerns include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Alert and activation of personnel for work in field or EOC.</li> <li>• Emergency communications and reporting procedures.</li> </ul>	
2	<p>Coordinate the development of 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 to address housing, debris management, restoration of the agricultural sector and short and long-term community recovery.</p>	
3	<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> <li>• UMCOR</li> <li>• Crisis Counseling</li> </ul>	
4	<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>	
5	<p>Develop lists of resources needs and work toward eliminating these shortfalls by securing funding, partnerships or other activities.</p>	
6	<p>Update long-term recovery documentation that may offer rapid deployment of resources or services as they relate to short and long-term emergency long-term recovery needs.</p>	
7	<p>Train ESF #14 personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
8	<p>Exercise alternate long-term recovery facilities, equipment and assets for continuity of operations</p>	
9	<p>Train ESF #14 personnel on guidelines and administrative rules that relate directly to this ESF and its ability to provide emergency assistance.</p>	

## ESF #14 – Response Tasks

Task #	Task Summary	Status
1	Activate guidelines for emergency operations that consider: <ul style="list-style-type: none"> <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 #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> </ul>	
3	Communicate with ESF #14 personnel and implement alternate communications if primary systems are down.	
4	Activate strategies and plans developed to address incident housing, debris management, restoration of the agricultural sector and short- and long-term community recovery.	
5	Work with Hancock County school district, local governmental agencies and departments in the movement and care of persons with special needs.	

## ESF #14 – Recovery Tasks

Task #	Task Summary	Status
1	Work to eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
2	Establish partnerships and secure funding sources to address resource shortfalls or gaps for long-term recovery issues and concerns.	
3	Maintain open and ongoing communication with other local and municipal entities in impacted areas and assist in their overall efforts for recovery operations.	
4	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.	
5	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.	
6	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.	
7	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.	
8	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.	

## 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

Hancock County Emergency Management Agency – Public Information Liaison

### C. Support Agencies

Hancock County Commissioners	Mayor's Offices with jurisdictional responsibility and authority
Hancock County Sheriff's Department	Hancock County Health Department
Hancock County Highway Department	Hancock Regional Hospital
Hancock County Fire Department with jurisdictional responsibility and authority	Local media
Hancock/Greenfield Animal Management	Hancock County Police Department with jurisdictional responsibility and authority
Hancock County Public Utilities with jurisdictional responsibility and authority	Hancock County 911 EOC Dispatch

### D. Situation

1. In the event the need for ESF #15 is determined, the Hancock County Emergency Management Agency – Public Information Liaison office will act as the primary agency.
2. ESF #15 will be responsible for implementing internal SOGs 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

## **F. Organization and Assignment of Responsibilities**

1. The primary agency (Hancock County EMA – Public Information Liaison) 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, SOGs, 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 SOGs 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) SOGs 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 Hancock County.

It will be the responsibility of all ESF #15 agencies 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 Hancock 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>Status</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 Hancock 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.	

## ESF #15 – Preparedness Tasks

Task #	Task Summary	Status
1	<p>Develop, validate and maintain 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>	
2	<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 an EOC during emergency conditions.</li> <li>• WebEOC or other computer applications.</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>	
3	<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>	
4	<p>Develop and maintain a database or system to collect information on essential resources and equipment.</p>	
5	<p>Develop lists of resources needs and work toward eliminating these shortfalls by funding, partnerships or taking other essential activities.</p>	
6	<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>	
7	<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>	
8	<p>Train ESF #15 personnel on routine and emergency safety standards for both field operations and EOC support.</p>	
9	<p>Exercise alternate public information facilities, equipment and assets for continuity of operations and essential public information services statewide.</p>	
10	<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>	

## ESF #15 – Response Tasks

Task #	Task Summary	Status
1	<p>Activate 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 #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>	
3	<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>	
4	<p>Communicate with ESF #15 personnel and implement alternate communications if primary systems are down.</p>	
5	<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>	
6	<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>	
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>	

## ESF #15 – Recovery Tasks

Task #	Task Summary	Status
1	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
2	Establish partnerships and secure funding sources to address resource shortfalls or gaps for public information issues and concerns.	
3	Maintain open and ongoing communication with other local and municipal entities in impacted areas and assist in their overall efforts for recovery operations.	
4	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.	
5	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.	
6	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.	
7	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.	
8	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.	

**HANCOCK COUNTY  
Comprehensive Emergency  
Management Plan**

**Hazard-Specific Planning  
Annexes**

# HAZARD-SPECIFIC PLANNING

## I. Purpose

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

## II. Definition and Concept

The 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 the State'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 county departments and agencies 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 the 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 Hancock County Emergency Management Agency (EMA) has been designated as the coordinating agency for each Hazard-Specific Annex. Hancock 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 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 IDHS 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. Coordinate of the tasks, functions and procedures identified in the annex
2. Conduct operations using their own authorities, plans and procedures, subject-matter experts, capabilities and/or resources
3. Support staffing for operations at the county EOC and field deployments
4. Collaborate with appropriate private-sector and non-governmental organizations to maximize resource capabilities
5. Ensure financial and property accountability for departmental and/or agency personnel and equipment
6. Support and inform other ESFs and organizational elements of annex activities.
7. Plan for short-term and long-term support to incident management and recovery operations
8. Conduct preparedness activities, including training and exercising, to maintain mitigation, preparedness, response and recovery capabilities required in support of the hazard specific plan.

9. Support 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 Hancock County residents, property and the environment. The county will 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 Hancock 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 Hancock 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 sustaining 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 through 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 Hancock County Health Department and Hancock 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 Hancock County Health and was evaluated and attached into the County CEMP as an Annex - [HRH-Pandemic Disaster Mgmt Plan.pdf](#) The Mass Prophylaxis Plan is attached at: [2010-MASS PROPHY PLAN.doc](#) The Pandemic Influenza Plan is - [Appendix U - Pandemic Flu Plan.doc](#)

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 Hancock 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 is 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 Hancock 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 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 IDHS 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 Hancock 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 Hancock County Sheriff's Department and the Hancock County Firefighters Association will serve in a unified command as primary agencies for all three phases of a suspicious substance event. The Hancock County Emergency Management

Agency as well as the Hancock County Health Department will act as important supporting agencies.

#### **E. Cyber Incident**

An attack on Hancock 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 Hancock 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. This annex to be developed and maintained by Hancock County Director of Information Technology.

#### **F. Terrorism Consequence Management**

The Terrorism Consequence Management Annex addresses the specialized emergency response operations and supporting efforts needed by Indiana 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. Indiana has many facilities, sites, systems and special events susceptible to a terrorist attack. They may be divided into the following categories: government services, transportation centers, 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 Hancock County for each ESF position in support of all phases of emergency management.

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**HANCOCK COUNTY  
Comprehensive Emergency  
Management Plan**

**Planning Support  
Annex**

# PLANNING SUPPORT

## I. Purpose

This introduction provides an overview of the annexes developed to support the Hancock 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 Hancock 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. Coordinating 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 (Hancock 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:

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 Hancock County. The county will prepare for, respond to, and recover from disasters and emergency events through the implementation of the Hancock County CEMP. The development and activation of the additional supporting documents and annexes for the Hancock County CEMP is ongoing and reflective of the changing and dynamic needs of emergency management with Hancock County and the State of Indiana.

What follows are summaries of the current Planning Support Annexes developed for integration into the Hancock 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 Hancock County EMA who has designated the Hancock County Ministerial Association as primary agency 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 Hancock 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.

**HANCOCK COUNTY  
Comprehensive Emergency  
Management Plan**

**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
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
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
SNINESTAR CONNECT	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 Principal 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 or 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. IMAT 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* principal 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 SOGs, 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 threats 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. SOGs supplement emergency plans by detailing and specifying how assigned tasks are to be carried out. SOGs 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 NRF-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).

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## Appendix A-1: Hazard Identification Worksheet

Each hazard was assigned a score. The scoring was based on the following scale. Once, completed, this established an overall probability for each hazard.

Hazard Scoring	
1	Unlikely to occur.
2	Slight chance that an incident such as this will occur.
3	Hazard is possible in this area.
4	Hazard has occurred here in the past and is likely to occur again.
5	High impact and high probability that this event will occur in the area specified.

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## Hancock County, Indiana Hazard Identification Worksheet

Hazard	Score (1 to 5)
<b>Flooding</b>	
Dam Flooding	1
River Flooding	2
Flash Flooding	3
Urban Flooding	2
<b>Drought</b>	2
<b>Extreme Temperatures</b>	4
<b>Fire Hazards</b>	
Tire Fires	1
Structural Fires	3
Wildfires	3
Arson	2
<b>Hazardous Materials Events</b>	
Hazardous Materials Fixed Sites	3
Hazardous Materials Transportation	3
<b>Earthquakes</b>	3
<b>Thunderstorm Hazards</b>	
Hail	4
Lightning	4
Severe Winds – Windstorm and Straight-Line Winds	4
Tornadoes	5
<b>Severe Winter Weather Hazards</b>	
Ice and Sleet Storms	4
Snowstorms	4
<b>Transportation Accidents</b>	
Air	4
Land	4
Water	1
<b>Civil Disturbances</b>	2
<b>Infrastructure Failure</b>	2
<b>Petroleum/Natural Gas Pipeline Accidents</b>	4

Hazard	Score (1 to 5)
<b>Health Emergencies</b>	
Public Health Emergencies	3
Animal Health Emergencies	3
<b>Radiological Incidents</b>	
Nuclear Power Plant Accidents	1
Nuclear Attack	1
<b>Terrorist Incidents</b>	
School/Workplace Violence	2

## Appendix B: Community Profile Worksheet

### I. General

A community profile is a valuable assessment tool that provides important information about key segments or elements of a community's makeup. It looks at the community's history, land use patterns (both present and future), geographic and climatic influences, the transportation network, demographic/economic breakdown of the population, key industries, locations of key community facilities, major community organizations, and other information relevant to the community.

Much of the information in the community profile is drawn from community agencies such as the Planning Commission, Chamber of Commerce, Economic Development Authority, Aging Office, colleges and universities, and school districts. This information is most effective when recorded on a hazard map depicting geographic relationships between key facilities, population distributions, and land use patterns to identified hazard areas.

### II. Sectoring for Hazard Analysis

Sectoring divides the community into subparts to develop a more detailed, targeted hazard analysis and to establish a set of mitigation, preparedness, response, and recovery strategies.

Sectors can be developed around existing geopolitical boundaries (e.g., by township or around natural geographic features such as rivers) or they may be artificially created (e.g., dividing the community into halves or quadrants).

In many cases, the community profile sectoring uses directional quadrants (i.e., northwest, northeast, southwest, southeast).

### III. Community Profile Scoring

- Item 1.** Provide the name of the County or jurisdiction to which this profile applies.
- Item 2.** Provide the sector name or designation (i.e., northwest, northeast, southwest, southeast) to which this profile applies, if using the sectoring technique.
- Item 3.** Provide the name, agency, and title of the individual completing the profile.
- Item 4.** On lines 4.1 through 4.8 of the Community Profile Worksheet, provide the major geographical characteristics of the sector/jurisdiction (e.g., mountains, rolling hills, rivers).
- Item 5.** In Sections 5.1 through 5.6, provide the names of the facilities where there are major population concentrations, and provide the estimated number of occupants for each of those locations.

**Item 6.**

- Section 6.1 – Provide an estimate of the total population during the daytime and nighttime hours (6:00 a.m. to 6:00 p.m. and 6:00 p.m. to 6:00 a.m.).
- Section 6.2 – Provide an estimated of the total population for each day of the week.
- Section 6.3 - Provide an estimate of the total population during peak or seasonal times.

**Item 7.** Provide the names and addresses of the essential public and private facilities in Sections 7.1 through 7.6.

**Item 8.** Provide the names and addresses of the essential public and private resources in Sections 8.1 through 8.5.

**Item 9.** Identify and list the known potential hazard locations within your community, and provide information on the key historical data for the jurisdiction, going back a minimum of 10 years and, for a more comprehensive outlook, 30 years. Provide this information in Sections 9.1 through 9.33. **Remember to keep the focus on this worksheet to be YOUR jurisdiction and try to refrain from incorporating data from outside areas.**

**Item 10.**

- Section 10.1 – Provide an estimate of the total population that is more than 65 years old.
- Section 10.2 – Provide an estimated percentage of the ethnic diversity within the community.
- Section 10.3 – Provide an estimate of the total population that is under 18 years old.
- Section 10.4 – Provide an estimate of the total number of residents with flood insurance.
- Section 10.5 – Provide an estimate of the number of residents that actually hold flood insurance
- Section 10.6 – Provide an estimate of the total number special needs populations.
- Section 10.7 – Provide an estimate of the population that is under the poverty level.
- Section 10.8 – Provide an estimate of the total number of residents with earthquake insurance.
- Section 10.9 – Provide an estimate of the total number of residents with property insurance.

**Item 11.** Provide the percentage of the population covered by warning sirens in Section 11.1 and give the locations and addresses of the actual sirens in Section 11.2.

**NOTE:** Because of the national awareness of the threat of international and domestic terrorism, much of the information collected on your community should be kept from the public. Informational security should be maintained and practiced throughout the entire development process of the Comprehensive Hazard Analysis. Critical information such as staffing numbers and equipment capabilities should not be listed in the finished Comprehensive Hazard Analysis document. It should, however, be controlled by the respective agencies maintaining those resources and by the County's Emergency Management Agency.

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<b>Community Profile Worksheet</b>			
<b>1. County/Jurisdiction</b>	Hancock County	<b>3. Name, Agency, and Title of Individual(s) Completing Worksheet</b>	Larry Ervin
<b>2. Sector Name/Designation (optional)</b>	City, Towns, Townships		
<b>4. Major Geographical Features</b>			
4.1	Hancock County is characterized by fertile farmland and a combination of flat prairies and gently rolling hills with lightly wooded areas.		
4.2	It is traversed by several small creeks and waterways.		
4.3	Greenfield, located 20 miles east of Indianapolis, is the seat of government for Hancock County.		
<b>5. Major Population Concentrations</b>			
5.1	<b>Group Homes (&gt;100 occupants)</b> Beverly Healthcare Brandywine, Greenfield, more than 100 occupants Good Shepherd, Greenfield, 75-100 occupants Peace Manor, Greenfield, 75-100 occupants Regency Place, Greenfield, more than 100		
5.2	<b>Multi-Residential Homes (apartments, condominiums &gt;100 occupants)</b> Washington Village Apartments, Greenfield, (128 units)		
5.3	<b>Educational Institutions (schools, colleges, universities)</b>  <b>Southern Hancock County Community School Corp, New Palestine, PK-12</b> Brandywine Elementary School, Greenfield, KG-05, 302 occupants New Palestine Elementary School, New Palestine, KG-05, 508 occupants New Palestine High School, New Palestine, 09-12, 769 occupants Doe Creek Middle School, New Palestine, 06-08, 685 occupants Sugar Creek Elementary School, New Palestine, KG-05, 514 occupants <b>Greenfield-Central Community Schools, Greenfield, PK-12</b> Hancock-South Madison Joint Services, Greenfield, SP-ED Maxwell Middle School, 06-08, 499 occupants Eden Elementary School, Greenfield, KG-05, 338 occupants J B Stephens Elementary School, Greenfield, PK-05, 647 occupants Greenfield Middle School, Greenfield, 6-08, 490 occupants Greenfield-Central High School, Greenfield, 09-12, 1146 occupants Harris Elementary School, Greenfield, KG-05, 468 occupants Weston Elementary School, Greenfield, KG-05, 428 occupants  <b>Mt Vernon Community School Corp, Fortville, PK-12</b> Mount Vernon Elementary School, Fortville, KG-05, 697 occupants Mount Vernon Middle School, Fortville, 06-08, 671 occupants Mount Comfort Elementary School, Greenfield, KG-05, 660 occupants Mount Vernon High School, Fortville, 09-12, 830 occupants <b>Eastern Hancock County Community School Corp, Charlottesville, PK-12</b> Eastern Hancock Middle School, Charlottesville, 06-08, 272 occupants Eastern Hancock High School, Charlottesville, 09-12, 348 occupants Eastern Hancock Elementary School, Charlottesville, PK-05, 502 occupants		
5.4	<b>Major Employers (large office buildings, industrial complexes &gt;250 occupants)</b> Eli Lilly & Co., laboratory, Greenfield, west of city, 700+ occupants Eaton Corp., light assembly, Greenfield, 100 occupants Avery Dennison, light industry – paper products, Greenfield, 125 occupants Rollcoater, coatings and metal products, Greenfield, 500 occupants Keihin in Indiana Precision Technology, Inc. (auto parts) Greenfield, 1000+ occupants		

**Community Profile Worksheet**

	Indiana Automotive Fasteners, Greenfield, 250 occupants
<b>5.5</b>	<b>Health Facilities (e.g., hospitals, mental health facilities, medical clinics, trauma and long-term care)</b> Hancock Memorial Hospital, Greenfield, 101 bed general hospital with 831 employees
<b>5.6</b>	<b>Other Major Populations Centers (shopping centers and arenas)</b> Daily Reporter, newspaper, Greenfield, 100 occupants Home Depot, (building supply & home center), Greenfield, 500 occupants Wal-Mart, (department store), Greenfield, 500 occupants Legacy 9 (movie theater complex, Greenfield, more than 500 occupants Boys & Girls Club, (children’s recreation facility), Greenfield, 100 occupants Riley Days, (3-4 day event with parade), Greenfield, 15,000 people Hancock County Fair, July, Greenfield, occupants 2,000 Annual Air Show held in September, attracts over 100,000

**6. Community Population Shifts**

6.1 Daily		6.2 Weekly		6.3 Seasonal	
a.m.		M	40% of the population leaves the County each day for employment, while 20% of the population comes in to the County each day for employment.	Spring	
		T	40% of the population leaves the County each day for employment, while 20% of the population comes in to the County each day for employment.		
		W	40% of the population leaves the County each day for employment, while 20% of the population comes in to the County each day for employment.	Summer	
p.m.		T	40% of the population leaves the County each day for employment, while 20% of the population comes in to the County each day for employment.		
		F	40% of the population leaves the County each day for employment, while 20% of the population comes in to the County each day for employment.		
		S		Winter	
		S			

**7. Essential Public and Private Facilities**

		Name	Quadrant/Location
<b>7.1</b>	<b>Police Precincts/Jurisdictions</b>	Greenfield Police Department, 29 officers, 7 dispatchers, 1 parking enforcement officer, 8 volunteers	116 South State Street, Greenfield
		Sheriff’s Department, 37 officers, 28 other, 22 volunteers	123 East Main Street, Greenfield
<b>7.2</b>	<b>Fire Stations (paid and volunteer)</b>	Greenfield Fire Department - Station # 1, 31 full-time, 28 volunteer	17 West South Street, Greenfield

**Community Profile Worksheet**

7.2 Fire Stations (paid and volunteer) cont.	Greenfield Fire Department - Station # 2, 1 grass rig, 1 tanker, 4 fire engines, 2 paramedic ambulances, 1 highway rescue company, 102 foot aerial.	210 West New Road, Greenfield
	Sugar Creek Fire Department, (two stations), 19 full-time, 51 volunteers, snorkel, 2 engines, 2 tankers, 1 tactical, 1 grass rig, 2 ambulances, 2 command vehicles.	Sugar Creek Township
	McCordsville Fire Department, (2 stations), 25 full-time, 2 engines, 1 grass rig, 1 tanker, 1 rescue.	McCordsville
	Jackson Fire Department, 1 engine, 1 tank, 1 grass rig, 1 rescue truck	Jackson Township
	Shirley Fire Department, 25 volunteers, 1 engine, 1 tanker, 1 rescue.	Shirley Township
	Fountain Fire Department, 25 volunteers, Basic Life Support, 1 engine, 1 tanker	Fountain Township
	Green Township Fire Department, 20 volunteer, 1 engine	Green Township
	Fortville Fire Department, 25 volunteers, 3 engines, 2 tankers, 1 rescue, 1 grass rig	Fortville
7.3 Infrastructures	I-70, U.S. 40	Both highways travel east to west in the middle of the County
7.4 Designated Community Shelters	Local Chapter American Red Cross maintains 9 shelters in the County	Throughout the County
7.6 Other Essential Public/Private Facilities (e.g., government centers, courthouses, record centers, prisons, jails, shopping centers)	Hancock County Public Library, 90 occupants	700 North Broadway, Greenfield
	Greenfield Courthouse, 100 occupants	Greenfield
	Greenfield Jail, 175 inmates & Corrections Officers	Greenfield
7.6 Other Essential Public/Private Facilities (e.g., government centers, courthouses, record centers, prisons, jails, shopping centers) cont.	Greenfield Water Treatment Plant (chlorine)	1 block west of Riley Park, Greenfield
	Swimming Pool (chlorine)	Greenfield

**Community Profile Worksheet**

8. Essential Public and Private Resources		
	Name	Quadrant/Location
<b>8.1 Major Construction</b>		
<b>8.2 Major Warehouse Operations</b>	Wal-Mart & Sam's Club Distribution	Greenfield
<b>8.3 Equipment Rental Facilities</b>	United Rentals	Greenfield
	Greenfield Rentals	Greenfield
	Ace True Value	Greenfield
<b>8.4 Airports</b>	Mt. Comfort Airport has two runways: 5,500 feet and 3,900. . . Mr. Comfort Airport is a general aviation facility, catering primarily to corporate users.	NE of Mt. Comfort
	Pope Airfield (private grassy airfield)	Greenfield
<b>8.5 Miscellaneous Resource Facilities</b>		
9. Hazard Locations and Historical Data		
<b>9.1 Dam Failure</b>	A. N/A	
<b>9.2 River Flooding</b>	A. N/A	
<b>9.3 Flash Flooding</b>	A. Low-lying areas along the banks of the County's many creeks and streams are particularly at risk for flash flooding.	
	B. On November 14, 1993, flash flooding in central and southern Indiana caused \$5,000,000 in property damage and \$500,000 in crop damage.	
	C. Flash flooding on May 12, 2002, brought damage to several areas of the County, totaling \$50,000 in damages. Several roads were closed, a couple of bridges were washed out, and some culverts were destroyed.	
	D. On August 19, 2002, flash flooding in Greenfield caused \$150,000 in property damage.	
	E. Several campgrounds are located in low-lying river basins in Hancock County.	
	F. On August 19, 2002, extremely heavy rainfall brought flooding to Greenfield, causing \$150,000 in property damage. A roof also collapsed on a building due to the heavy rainfall. Many streets were closed and Greenfield Police rerouted traffic, thereby impacting emergency response	
<b>9.4 Urban Flooding</b>	A. N/A	
<b>9.5 Drought</b>	A. N/A	
<b>9.6 Extreme Temperatures</b>	A. On January 14, 1994, the entire state was impacted by extreme cold resulting in 3 deaths and \$5 million in property damage.	
	B. From July 13-16, 1995 a heat wave gripped Hancock County and most of Indiana, resulting in 14 fatalities and \$1,000,000 in property damage. Nearly all the fatalities occurred in the sick and elderly populations.	
<b>9.7 Tire Fires</b>	A. N/A	

**Community Profile Worksheet**

<b>9.8 Structural Fires</b>	A. Riley School in downtown Greenfield was severely damaged during 1984. On March 1, 2003, the Legends Fire totally destroyed a photo studio and restaurant in downtown Greenfield. Two fires occurred during February of 2000: the New Building Fire resulted in one fatality, and the Mary Carter Paint Building Fire resulted in 1 fatality. The population of Hancock County increased 57.8% from 1970 to 2000. As a result, continued housing and business development increases the potential for major structural fires.
<b>9.9 Wildfires (Field Fires)</b>	A. The abundance of grassy plains and wooded areas makes the potential for wildfires very high in Hancock County.
<b>9.10 Arson</b>	A. N/A
<b>9.11 Hazardous Materials Fixed Sites</b>	A. Hancock County is home to large-scale agribusiness and several manufacturing plants, especially the automotive industry. These businesses use significant quantities of hazardous materials.
<b>9.12 Hazardous Materials Transportation</b>	A. Various hazardous materials are transported along rail lines and trucking routes. B. I-70 is a major east-west trucking route.
<b>9.13 Earthquake</b>	A. Fortville and McCordsville lie on a fault line. B. None of the bridges in Hancock County have been retrofitted. C. Although Hancock County has not been subjected to major structural deformation (faulting and folding), there is one major, high-angle fault located in the northwestern corner of the County (just west of Fortville), and vertical displacement along this fault is approximately 50 feet.
<b>9.14 Hail</b>	A. Large thunderstorms routinely produce large hailstones in Hancock County. B. The potential for damage remains high. C. In 1974, a significant hail storm impacted the County with hail as large as 2.75 inches in diameter. On October 24, 2001, 2.0 inch hail fell at Mt. Comfort,
<b>9.15 Lightning</b>	A. Thunderstorms in Indiana often produce violent lightning strikes. B. In Hancock County, every lightning strike results in a fire. C. On September 4, 2000, lightning set four condominiums ablaze in Greenfield, resulting in \$300,000 in damage. D. On August 23, 2002, lightning struck a trailer and business in Mt. Comfort, resulting in \$12,000 in damage. E. Widespread power outages due to lightning strikes are common. The County maintains an extensive backup 2-day capacity. F. On June 20, 1994, a lightning storm hit the town of Wilkinson causing \$50,000 in property damage.
<b>9.16 Severe Winds – Windstorm and Straight-Line Winds</b>	A. Hancock County experiences high winds on an almost weekly basis, often resulting in downed trees and power lines. B. On September 9, 1989, 7 injuries resulted from strong winds in Hancock County. C. On April 15, 1993, strong winds caused \$5,000 in property damage to the County. D. On April 27, 1994, strong winds caused \$5,000 in property damage to the County. E. On March 28, 1997, a pole barn was destroyed by high winds near Greenfield, resulting in \$50,000 damage. F. On April 28, 2002, high winds caused significant roof damage in Greenfield, resulting in \$10,000.

**Community Profile Worksheet**

**9.17 Tornadoes**

- A. Historically, Hancock County experiences three to four tornadoes per decade.
- B. On March 10, 1986, two separate F-2 tornadoes hit the southern portion of Hancock County, the second one resulting in one fatality and one injury. Combined, the tornadoes caused \$2.75 million dollars in damage.
- C. Two major tornadoes struck Hancock County on June 11, 1998. The F-4 (207-260 mph) tornado first hit at 6:40pm four miles west of Greenfield. The tornado was 12 miles long and 500 yards wide and caused 1 injury and \$5 million in property damage, including destruction of 100 homes. The second tornado touched down at 6:50pm eight miles northeast of Eden. The F-2 (113-157 mph) tornado was 8 miles long and 300 yards wide and caused \$400,000 in property damage.
- D. On September 20, 2002, a magnitude F3 (158-206 mph) tornado destroyed several homes and mobile homes and damaged many others, resulting in \$2,000,000 damage to property and \$20,000 damage to crops.
- E. On May 14, 1972, an F4 tornado hit Hancock County that was 16 miles long and 200 yards wide causing \$25,000 in property damage and 1 injury.

**9.18 Ice and Sleet Storms**

- A. Hancock County is prone to seasonal ice and sleet storms.
- B. Most of the central and southern portions of Indiana were impacted by the sleet and ice storm of February 8, 1994 causing \$500,000 in property damage.
- C. Ice and sleet storms make driving very dangerous. Drivers on I-70 are particularly at-risk.

**9.19 Snowstorms**

- A. Hancock County is prone to winter snowstorms.
- B. On October 29, 1993, two to six inches of snow fell in southern Indiana.
- C. On March 9, 1994, most of southern Indiana received between five and seven inches of snow, with up to nine inches falling in the southeast part of the state. Numerous schools and businesses had to be closed.
- D. On January 6, 1996, up to a foot of snow fell across east central Indiana near I-70, resulting in \$200,000 damage.
- E. On December 24 and 25, 2002, six to nine inches of snow fell across central Indiana, causing many automobile accidents.

**9.20 Transportation Accidents – Air**

- A. Air traffic includes approaches to the following airports: Mt. Hope Airport (northwest of Greenfield), Indianapolis International Airport to the west, and Chicago's O'Hare International Airport to the northwest.
- B. Aircraft operations at Mt. Comfort Airport average 121 small aircraft daily. The runway is 5,500 long.
- C. In September of every year, Mt. Comfort Airport is the location of the Indianapolis Air Show, with several large aircraft and 100,000 spectators over three days.

**9.21 Transportation Accidents – Land**

- A. Three rail lines are located in Hancock County that frequently transport organic phosphates used in agribusiness.
- B. I-70 is a major east-west vehicle route.

**9.22 Transportation Accidents – Water**

- A. N/A

**9.23 Civil Disturbances**

- A. N/A

**9.24 Infrastructure Failures**

- A. N/A

**9.25 Petroleum and Natural Gas Pipeline Accidents**

- A. Just south of I-70, on the eastern boundary of the County, is the East Hancock Meter Station of the Indiana Gas Company. This station contains a 30" natural gas mainline. There is potential for a multi-casualty event at this location due to heavy traffic on I-70 and a large daily population at nearby Eastern Hancock High School.

**Community Profile Worksheet**

<b>9.26</b>	<b>Public Health Emergencies</b>
	A. The Majority of Hancock County is served by underground aquifers. Greenfield is served by six wells with an average depth of 130 feet. If groundwater is contaminated it could pose a significant public health risk.
	B. High temperatures and high humidity in summer is an ideal environment for disease carrying mosquitoes.
<b>9.27</b>	<b>Animal Health Emergencies</b>
	A. Hancock County is home to 70,800 head of livestock.
	B. On July 22, 2002, there was a West Nile Virus outbreak in the bird population.
<b>9.28</b>	<b>Nuclear Power Plant Accidents</b>
	A. N/A
<b>9.29</b>	<b>Nuclear Attack</b>
	A. N/A
<b>9.30</b>	<b>Terrorism</b>
	A. In July of 2002, there was an isolated attack on a substation in Greenfield. The case appeared to be an act of vandalism by a disturbed individual. Gunfire into the structure resulted in a power outage and approximately \$50,000 in damage.
	B. The Indianapolis Air Show at Mt. Comfort Airport and Riley Days in Greenfield routinely attracts large crowds.
	C. The Eli Lilly facility is a potential target for terrorism because of political sensitivities over the animal-testing that is conducted in the laboratories.
<b>9.31</b>	<b>School and Workplace Violence</b>
	A. N/A

**Community Profile Worksheet**

<b>10. Socio-Economic Profile of County</b>		
<b>10.1</b>	<b>Percent of Population Over the Age of 65</b>	11.2%
<b>10.2</b>	<b>Ethnic Diversity Percentages</b>	Black 0.1% American Indian/Alaska Native 0.2% Asian 0.4% Hispanic 0.9% Other 0.3% White 99.4%
<b>10.3</b>	<b>Percent of Population Under the Age of 18</b>	26.5%
<b>10.4</b>	<b>Number of Population with Special Needs</b>	8,693
<b>10.5</b>	<b>Percent of Population Below Poverty Level</b>	3.0%

11. Warning Siren Coverage		
11.1 Percentage of Population Covered by Warning Sirens	20%	
	Location	Quadrant
11.2 Siren Locations	Greenfield (7)	
	Sugar Creek (1)	
	New Palestine (1)	
	McCordsville (1)	
	Fortville (1)	
	Charlottesville (1)	
	Wilkinson (1)	
	Shirley (1)	

## Appendix C: Risk Assessment Worksheet

### I. General

A risk assessment involves an examination of the community's hazards using objective evaluation measures. Through this evaluation process, hazards are identified in detail and a community's overall risk to those hazards is assessed in terms of the potential impact on people, services, and specific facilities and structures.

### II. Developing a System

To establish an objective system to evaluate the risks that a community may face, it is important that the questions be understood. Many questions are followed by a clarification. Read the full list of questions and clarifications before reviewing of the worksheets. Only those **hazards ranked 3 or higher in the Hazard Identification Worksheet will be entered on this worksheet.**

- 1. Question:** Could this hazard occur?  
**Clarification:** This was determined by looking at the scores that were assigned earlier on the Hazard Identification Worksheet and applying that information to determine whether the hazards are likely to occur.
- 2. Question:** Is this a significant threat?  
**Clarification:** Would this event have to be managed by numerous agencies or require many resources that may or may not be available within the community?
- 3. Question:** Are warnings before this event available?  
**Clarification:** Are there communications sites, warning sirens, call-down systems, or cable broadcast interrupts that could be used to forewarn the public of the situation?
- 4. Question:** Can mitigation tasks be performed to prevent or lessen the effects of the hazard?  
**Clarification:** Does your jurisdiction have the means to either stop or diminish the impact of the event?
- 5. Question:** What is the total population affected by the hazard?  
**Clarification:** Always provide numbers that reflect a realistic and feasible scenario to better prepare for what could happen.
- 6. Question:** What type and size of area is or will be affected?  
**Clarification:** Would the affected area be a home? An apartment building? A few houses? A neighborhood? A small section of a town or city? An entire town or city?
- 7. Question:** What is the speed of onset of the hazard?  
**Clarification:** Will the hazard occur rapidly or will it develop over time?

8. **Question:** What will the economic impact be?  
**Clarification:** What will the hazard cost your jurisdiction from the start of the event through the recovery period? Consider damage costs, healthcare, mental health services, overtime staffing and payroll, rental and purchasing fees, and other additional administrative fees.
9. **Question:** How long will this event last?  
**Clarification:** Will this event last 2 hours? 8 hours? 24 hours? 1 week?
10. **Question:** What is the seasonal pattern? (If applicable)  
**Clarification:** This question is for the majority of the weather-related hazards. In which of the four seasons does this hazard usually occur?
11. **Question:** What is the date of the last significant occurrence?  
**Clarification:** Give the date and time of the last known occurrence of the hazard. You may want to research the hazard and provide a comparison to the worst event of the community's history.

Risk Assessment															
Hazard (scored 3 or higher)	1. Could this hazard occur?		2. Is this a significant threat?		3. Are warnings before this event available?		4. Can mitigation tasks be performed to prevent or lessen the effects of the hazard?		5. What is the total population affected by the hazard?	6. What type and size of area is or will be affected?	7. What is the speed of onset of the hazard?	8. What will the economic impact be?	9. How long will this event last?	10. What is the seasonal pattern? (if applicable)	11. What is the date of the last significant occurrence? (mm/dd/yyyy)
	Yes	No	Yes	No	Yes	No	Yes	No							
Dam Failure	X			X											
River Flooding	X			X											
Flash Flooding	X		X		X			X	50%	Along Rivers & Steams. Also ponding occurs in flat areas through out County.	Rapid	Crop loss & property damage	1-2-days	Spring, Summer & Fall	7/4/2003
Urban Flooding	X			X											
Drought	X			X											
Extreme Temperatures	X		X		X			X	100%	100%	Rapid	Crop loss & high energy consumption	1 month	Summer & winter	7/13/95
Tire Fires	X			X											

Risk Assessment															
Hazard (scored 3 or higher)	1. Could this hazard occur?		2. Is this a significant threat?		3. Are warnings before this event available?		4. Can mitigation tasks be performed to prevent or lessen the effects of the hazard?		5. What is the total populati on affected by the hazard?	6. What type and size of area is or will be affecte d?	7. What is the speed of onset of the hazard ?	8. What will the econo mic impact be?	9. How long will this event last?	10. What is the seasonal pattern? (if applicabl e)	11. What is the date of the last signifi cant occure nce ? (mm/d d/yyy y)
	Yes	No	Yes	No	Yes	No	Yes	No							
Structural Fires	X		X			X		X	100%	1%, homes & building s	Rapid	Loss of property	1 day	Winter	3/1/20 03
Wildfires	X		X			X		X	100%	Less than 5% forests & Grassla nds	Rapid	Crop loss	1 week	Summer	8/10/2 000
Arson	X			X											
Hazardous Materials Fixed Sites	X		X			X		X	100%	100%	Rapid	High, loss of busines s & cost of clean- up	1 week to 1 month	All year	N/A
Hazardous Materials Transportation	X		X			X		X	100%	100%	Rapid	High, loss of busines s & cost of clean-	1 week to 1 month	All year	N/A

Risk Assessment															
Hazard (scored 3 or higher)	1. Could this hazard occur?		2. Is this a significant threat?		3. Are warnings before this event available?		4. Can mitigation tasks be performed to prevent or lessen the effects of the hazard?		5. What is the total populati on affected by the hazard?	6. What type and size of area is or will be affecte d?	7. What is the speed of onset of the hazard ?	8. What will the econo mic impact be?	9. How long will this event last?	10. What is the seasonal pattern? (if applicabl e)	11. What is the date of the last signifi cant occurre nce ? (mm/d d/yyyy )
	Yes	No	Yes	No	Yes	No	Yes	No							
												up			
Earthquakes	X		X			X		X	100%	100%	Rapid	Loss of busines s, infrastru cture damage	1 day	All year	N/A
Hail	X		X		X			X	100%	100%	Rapid	Low, property damage	1 day	Spring & Summer	1/24/0 1
Lightning	X		X		X			X	100%	100%	Rapid	Moderat e-high, loss of power & fire hazard	1 day	Spring & Summer	8/23/0 2
Severe Winds	X		X		X			X	100%	100%	Rapid	Moderat e, loss of power, property damage , downed trees	Hours	Spring, summer & Fall	4/28/0 2
Tornadoes	X		X		X			X	100%	100%	Rapid	High,	Hours	Spring,	9/20/0

Risk Assessment															
Hazard (scored 3 or higher)	1. Could this hazard occur?		2. Is this a significant threat?		3. Are warnings before this event available?		4. Can mitigation tasks be performed to prevent or lessen the effects of the hazard?		5. What is the total populati on affected by the hazard?	6. What type and size of area is or will be affecte d?	7. What is the speed of onset of the hazard ?	8. What will the econo mic impact be?	9. How long will this event last?	10. What is the seasonal pattern? (if applicabl e)	11. What is the date of the last signifi cant occurre nce ? (mm/d d/yyy y)
	Yes	No	Yes	No	Yes	No	Yes	No							
												property damage , loss of power, loss of busines s, clean- up costs		summer & Fall	2
Ice and Sleet Storms	X		X		X			X	100%	100%, particula rly roadway s	Moderat e to rapid	Moderat e, loss of power, & traffic accident s	1 day	Winter	2/8/19 94
Snowstorms	X		X		X			X	100%	100%	Moderat e	Moderat e	Severa l days	Winter	12/25 2002
Transportation Accidents – Air	X		X				X	X	Unknow n	1%	Rapid	Moderat e	1 day	All year	N/A
Transportation Accidents – Land	X		X				X	X	20 to 25%	Roadwa ys & rail lines 20 to 25%	Rapid	Moderat e, road closures	Hours	All year	N/A
Transportation Accidents –		X		X											

Risk Assessment															
Hazard (scored 3 or higher)	1. Could this hazard occur?		2. Is this a significant threat?		3. Are warnings before this event available?		4. Can mitigation tasks be performed to prevent or lessen the effects of the hazard?		5. What is the total populati on affected by the hazard?	6. What type and size of area is or will be affecte d?	7. What is the speed of onset of the hazard ?	8. What will the econo mic impact be?	9. How long will this event last?	10. What is the seasonal pattern? (if applicabl e)	11. What is the date of the last signifi cant occurre nce ? (mm/d d/yyyy )
	Yes	No	Yes	No	Yes	No	Yes	No							
Water															
Civil Disturbances	X			X											
Infrastructure Failures	X			X											
Petroleum/Natural Gas Pipeline Accidents	X		X			X		X	100%	100%	Rapid	High, loss of gas service, increase in price of fuel	Days	All year	N/A
Public Health Emergencies	X		X			X		X	100%	100%	Moderate	High, cost of medical care and lost wages	Weeks	All year	N/A
Animal Health Emergencies	X		X			X		X	Variable	Variable	Moderate	Moderate, loss of livestock	Weeks	All year	7/22/2002
Nuclear Power Plant		X		X											

Risk Assessment															
Hazard (scored 3 or higher)	1. Could this hazard occur?		2. Is this a significant threat?		3. Are warnings before this event available?		4. Can mitigation tasks be performed to prevent or lessen the effects of the hazard?		5. What is the total populati on affected by the hazard?	6. What type and size of area is or will be affecte d?	7. What is the speed of onset of the hazard ?	8. What will the econo mic impact be?	9. How long will this event last?	10. What is the seasonal pattern? (if applicabl e)	11. What is the date of the last signifi cant occur rence ? (mm/d d/yyy y)
	Yes	No	Yes	No	Yes	No	Yes	No							
Accidents															
Nuclear Attack	X			X											
Terrorism	X		X			X		X	100%	100%	Rapid	High	Hours	year	7/200 2
School and Workplace Violence	X			X											

## Appendix D: Vulnerability Determination Worksheet

### I. General

Hazard identification, community profile, and risk assessment tools were used to collect critical data. The Vulnerability Determination Worksheet determines weaknesses, strengths, and shortcomings within a jurisdiction as they relate to real or credible threats to the population. **The hazards ranked 3 or higher in the Hazard Identification Worksheet will be entered on this worksheet.**

### II. Vulnerability Determination Scoring

**Item 1.** List the name of the County or jurisdiction.

**Item 2.** Fill in the date this worksheet was completed.

**Item 3.** Check the block that best describes the main characteristic of this jurisdiction:

- a) Rural/Farming/Agricultural
- b) Suburban (not a major city, contains no major business or agricultural assets)
- c) Industrial/Metropolitan (large factories, companies, traffic, large structures)
- d) Mixed communities (a jurisdiction having two or more of the above characteristics)

- Item 4.** Check the agencies, departments, and organizations that completed the Vulnerability Determination Worksheet (i.e., planning team members).
- Item 5.** In the Hazard column, list those hazards with a score of 3 or higher on your Hazard Identification Worksheet.
- Item 6.** List some key issues that each hazard could pose for the jurisdiction and some mitigation activities and response actions that can be taken to lessen the effects, or be used to stabilize an incident. The following questions will provide clarification:

**6.1 What are the major jurisdictional issues?**

List key unique characteristics for your jurisdiction that could play a significant part in how you would manage and respond to an emergency or disaster.

Using “flooding” as an example hazard:

- *Example 1: There is only one bridge allowing access into the town of Liberty and it is flood-prone.*
- *Example 2: There is a large population of senior citizens in the Leisure Village subdivision.*
- *Example 3: There is a population of 26,000 residents in Freedom County, with most of the population centered in the County Seat of Liberty.*

**6.2 What are the life safety issues?**

List the issues that will directly affect the safety and health of the citizens and the response personnel.

- *Example 1: Flash flooding could cause significant deaths and injuries to residents living along the river in Liberty.*
- *Example 2: Informing the large number of senior citizens about the oncoming hazard may be extremely difficult.*
- *Example 3: The County does not have a trained water rescue or dive team.*

**6.3 What functions or services may be lost?**

List those functions or services that cannot be performed because of the situation or may have to be suspended to realign resources and staffing to stabilize the incident.

- Example 1: *Liberty Community Hospital does not have a functioning backup generator.*
- Example 2: *Dial-a-Ride services will have to be suspended during a flooding event in Leisure Village.*
- Example 3: *Lift stations in Liberty are prone to damage from flooding and services may shut down.*

#### **6.4 What are the key public health issues?**

List those concerns for the health and safety of the public that could result from the hazard occurring within your jurisdiction.

- Example 1: *Flooding will cause contamination of private wells or other community groundwater sources.*
- Example 2: *There will be an increase in the appearance of rodents, snakes, and mosquitoes in the days after a significant flooding event.*
- Example 3: *Sewage backup along the river in Liberty will contaminate homes, businesses, and schools.*

#### **6.5 What are the economic issues?**

List the main financial or economic concerns for the jurisdiction.

- Example 1: *Many businesses in Freedom County will have to close for extended periods because of floodwaters.*
- Example 2: *Cost of cleanup, repair, and sheltering of displaced residents will be extremely high.*
- Example 3: *Many areas and structures are prone to repetitive flooding.*

#### **6.6 What are the key recovery issues?**

List those items that are of critical importance to your community during the recovery phase of dealing with an emergency or disaster.

- Example 1: *Public facilities (e.g., supermarkets, schools, bus stations) will not be available for use for an extended period.*

- Example 2: *Immediate needs for shelter and feeding of residents as well as long-term housing and additional assistance programs.*
- Example 3: *Lack of critical incident stress management programs for residents and responders.*

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Vulnerability Determination Worksheet				
1. County/Jurisdiction	Hancock County	3. This Area Is Mostly <i>(check one)</i>	X	Rural/Farming/Agricultural
				Suburban
	Industrial/Metropolitan			
	Mixed Communities			
2. Date Form Completed	7/15/03			
4. Jurisdictional Agencies, Departments, and Organizations Assisting with the Completion of the Vulnerability Determination (planning team members)				
4.1 Law Enforcement	Nick Gulling, Sheriff	4.7 Educational Institutions	Bob Yoder, Southern Hancock Schools	
	Clarke Mercer, Chief Greenfield Police Department		Melissa Reed, Greenfield-Central Community School Corporation	
4.2 Emergency Medical Services	Terri Held, American Red Cross	4.8 Communications and Volunteer Organizations		
	Kyle Schrink, Hancock County Health Department			
	Steve Schmidt, Hancock County Health Department			
4.3 Fire Departments	Tom Alexander, McCordsville Fire Department	4.9 County Emergency Management Agency	Larry Ervin, Director	
	Lewis McQueen, Greenfield Fire Department		Rodney Pool, Assistant Director	
4.4 Hospital Facilities	Ken Whisman, Hancock Memorial Hospital	4.10 Other	Susan Bodkin, Surveyor's Office	

<b>Vulnerability Determination Worksheet</b>			
<b>5. Hazard (scored 3 or higher)</b>	<b>6. Key Issues and Actions Taken</b>		
	<b>6.1 What are the major jurisdictional issues?</b>	<b>6.2 What are the life safety issues?</b>	<b>6.3 What functions or services may be lost?</b>
<b>Dam Failure</b>	N/A	N/A	N/A
<b>River Flooding</b>	N/A	N/A	N/A
<b>Flash Flooding</b>	Hancock County does not have a Flood Management Commission.	Could cause significant deaths and injuries to residents living along river and stream beds.	Bridges may wash out and roads may become impassable, and cause disruption to emergency services.
	Bridges may be washed out.	Several campgrounds are located in these low-lying areas.	Loss of water, sewer services, and power.
<b>Urban Flooding</b>	N/A	N/A	N/A
<b>Drought</b>	N/A	N/A	N/A
<b>Extreme Temperatures</b>	11.2% of the population is over 65 years old.	Could cause deaths in the elderly population if they are not checked on by family or community groups.	Long power outages are common.
<b>Tire Fires</b>	N/A	N/A	N/A
<b>Structural Fires</b>	Hancock County's population has increased by 57.8% since 1970, creating new development that needs fire protection.	Deaths and injuries are highly possible from smoke and fire.	Homes may be lost. Schools may be used as shelters.
	Many of the Fire Departments are comprised of large numbers of volunteers with limited resources.	The large elderly population in the City of Greenfield makes warning and evacuation difficult.	Businesses, roads, and utilities may not be functional.
	In Hancock County, lightning strikes almost always result in fires.		Public facilities could be victims of fire.
<b>Wildfires</b>	Requires mutual aid from multiple fire departments in the County and outside, even for a small fire.	Deaths and injuries are possible from smoke and fire.	Homes may be lost. Schools may be used as shelters.
		Heavy smoke may affect elderly population.	Businesses, roads, and utilities may not be functional.
		Smoke passing over I-70 is dangerous.	
<b>Arson</b>	N/A	N/A	N/A
<b>Hazardous Materials Fixed Sites</b>	There are large populations surrounding Many hazardous materials sites.	Deaths and injuries are highly possible from exposure to chemicals and fumes.	Business may shut down, and jobs may be lost.

<b>Vulnerability Determination Worksheet</b>			
<b>5. Hazard (scored 3 or higher)</b>	<b>6. Key Issues and Actions Taken</b>		
	<b>6.1 What are the major jurisdictional issues?</b>	<b>6.2 What are the life safety issues?</b>	<b>6.3 What functions or services may be lost?</b>
	Several business with large employee populations use hazardous materials.	Explosions and fire may cause additional dangers.	Countywide contamination of air and water is possible.
	The Eli Lilly facility is near numerous population centers.		If accident occurs near I-70, it may have to be shut down.
<b>Hazardous Materials Transportation</b>	The major Interstate, I-70 runs east and west through the center of Hancock County.	Deaths and injuries are possible from chemical exposure, explosion, or fire.	Roadways will be shut down for the duration of cleanup.
	Hazardous materials are transported throughout the County on land and rail. An event on one of these routes would significantly impact access options for the entire County.		
<b>Earthquakes</b>	Earthquakes can cause many structural and infrastructure failures throughout the County.	Deaths and injuries are possible from falling structures.	Homes, businesses, roadways, utilities, and water service can be lost.
	None of the County's bridges are retrofitted.		Damaged bridges can severely impede response teams.
<b>Hail</b>	None identified.	Injuries and a slight chance of death in a severe event.	Loss of power and phone lines.
<b>Lightning</b>	Hancock County is frequently struck by lightning.	Chance of being struck by lightning and injured or killed.	Structural damage and road closures from downed trees.
			Loss of power and phone lines.
<b>Severe Winds – Windstorms and Straight-Line Winds</b>	Severe winds can knock down trees and block access routes throughout the County.	Flying debris may cause injuries or death.	Structural damage and road closures from downed trees and power lines.
		High winds can cause auto accidents.	Loss of power and phone lines.
			Emergency response may be delayed due to road blockages.
<b>Tornadoes</b>	Tornadoes often cause extensive property damage and significant infrastructure interruption.	Injuries and deaths flying debris.	Roads closures, loss of power, phone service, and utilities.
			Destruction of homes and businesses.
<b>Ice and Sleet Storms</b>	Entire region would be impacted – jeopardizing mutual aid capabilities	Auto accidents causing deaths and injuries.	Loss of power and phone lines.
		Isolated residents face a greater danger in the event of power outages and road closures.	Auto accidents and road closures may impede emergency response.

<b>Vulnerability Determination Worksheet</b>			
<b>5. Hazard (scored 3 or higher)</b>	<b>6. Key Issues and Actions Taken</b>		
	<b>6.1 What are the major jurisdictional issues?</b>	<b>6.2 What are the life safety issues?</b>	<b>6.3 What functions or services may be lost?</b>
<b>Snowstorms</b>	Entire region would be impacted – jeopardizing mutual aid capabilities	Auto accidents resulting in deaths and injuries. Search and rescue of stranded people may be slowed. Elderly are particularly at risk.	Loss of power and phone lines. Road closures. Possible collapse of roofs. Road closures could impede emergency response teams.
<b>Transportation Accidents - Air</b>	Depending on location of the accident, public resources could be immediately exhausted. An accident during the Mt. Comfort Airshow could result in a multi-casualty incident that would overwhelm the region's emergency response capabilities.	Death and injuries. Access routes could also be affected.	Dependent on location of accident.
<b>Transportation Accidents – Land</b>	The major Interstate, I-70 runs east and west through the center of Hancock County. Several others roads and three rail lines traverse the County.	Auto and rail accidents resulting in injury or death.	Road closures could impede emergency response teams.
<b>Transportation Accidents – Water</b>	N/A	N/A	N/A
<b>Civil Disturbances</b>	N/A	N/A	N/A
<b>Infrastructure Failure</b>	N/A	N/A	N/A
<b>Petroleum/Natural Gas Pipeline Accidents</b>	Large population centers and I-70 are near the Indiana Gas Co.'s East Hancock Meter Station.	Death and injuries are possible from an explosion or fire. A gas fire may be very difficult to put out.	Gas service will be interrupted for extended periods. I-70 may be closed for long periods.
<b>Public Health Emergencies</b>	Hancock County is served by wells from aquifers.	Contaminated water can cause illness, and mass fatalities.	Overwhelm the medical system.

**Vulnerability Determination Worksheet**

5. Hazard (scored 3 or higher)	6. Key Issues and Actions Taken		
	6.1 What are the major jurisdictional issues?	6.2 What are the life safety issues?	6.3 What functions or services may be lost?
	Issues relating to containment		Water service may be lost for extended periods.
<b>Animal Health Emergencies</b>	Issues relating to containment	Illness, injuries, and mass fatalities	Veterinary services may not be able to handle the heavy volume.
<b>Nuclear Power Plant Accidents</b>	N/A	N/A	N/A
<b>Nuclear Attack</b>	N/A	N/A	N/A
<b>Terrorist Incidents</b>	Because of the hazardous materials on site, Eli Lilly has the potential of being a highly dangerous site and susceptible to terrorism.	Large numbers of deaths and injuries are Possible from an explosion.	Emergency response from police, medical and fire may be overwhelmed.
	The Airshow and Riley Days attract 100,000 participants.		
	Mt. Comfort Airport has 10,000 gallons of fuel.		
<b>School/Workplace Violence</b>	N/A	N/A	N/A

<b>Vulnerability Determination Worksheet</b>			
<b>5. Hazard (scored 3 or higher)</b>	<b>6. Key Issues and Actions Taken</b>		
	<b>6.4 What are the key public health issues?</b>	<b>6.5 What are the economic issues?</b>	<b>6.6 What are the key recovery issues?</b>
<b>Dam Failure</b>	N/A	N/A	N/A
<b>River Flooding</b>	N/A	N/A	N/A
<b>Flash Flooding</b>	Flooding may cause contamination of private wells or other community ground water sources.	Cost of cleanup and repair may be extremely high. Crops & livestock may be lost.	Immediate need for the clearing of roads.
<b>Urban Flooding</b>	N/A	N/A	N/A
<b>Drought</b>	N/A	N/A	N/A
<b>Extreme Temperatures</b>	The elderly population will need to be routinely checked on by family and community groups.	Loss of crops and livestock. High energy bills are possible. Businesses may close.	Adequate supplies of heating oil in winter Will be needed.
<b>Tire Fires</b>	N/A	N/A	N/A
<b>Structural Fires</b>	Smoke may cause illness, especially to elderly.	Loss of businesses and the cost to rebuild.	Displaced residents and business will need relocation assistance. Expedite building permits for reconstruction.

<b>Vulnerability Determination Worksheet</b>			
<b>5. Hazard (scored 3 or higher)</b>	<b>6. Key Issues and Actions Taken</b>		
	<b>6.4 What are the key public health issues?</b>	<b>6.5 What are the economic issues?</b>	<b>6.6 What are the key recovery issues?</b>
<b>Wildfires</b>	Smoke may cause illness, especially to elderly.	Loss of businesses and farmland.	Habitat reconstruction
		There may be extensive overtime costs to put out the fire.	
<b>Arson</b>	N/A	N/A	N/A
<b>Hazardous Materials Fixed Sites</b>	Hazardous fumes may affect County residents over a wide area.	There will be a loss of revenue and jobs from business closures.	Quick containment and clean up.
	Public water supplies may be contaminated.	The cost of clean-up and litigation will be high.	Economic programs will be needed to help displaced workers.
	There may be long-term health problems for County residents.		There may be immediate need for shelter for displaced residents.
<b>Hazardous Materials Transportation</b>	Hazardous fumes may affect County residents over a wide area.	Transportation routes (especially rail lines) will be closed.	Quick containment and clean up.
	Public water supplies may be contaminated.	The cost of clean-up and litigation will be high.	There may be immediate need for shelter for displaced residents.
	Transportation may bring hazardous materials near population centers.		
<b>Earthquakes</b>	Loss of utilities and roads will make movement of EMS difficult.	Cost to remove debris and repair structural damage will be high.	Structures will have to be rebuilt, repaired or retrofitted.
	Toppled older buildings may release asbestos.	There will be a loss of revenue from businesses and possible job losses.	There may be an immediate need for food and shelter for displaced residents.
	Earthquakes may damage underground aquifers.		Business will have to be relocated.
<b>Hail</b>	May lose utilities exposing residents to the cold.	Cost to repair structural and cosmetic damages.	Repair damages.
<b>Lightning</b>	May cause fires or infrastructure failures.	Cost to repair structural damages and power outages.	Repair damages.
		Loss of business due to power outages.	
<b>Severe Winds – Windstorms and Straight-Line Winds</b>	May cause structural damage and injuries from flying debris.	Cost to repair structural damages and remove fallen trees.	Cleanup and repair damages.
<b>Tornadoes</b>	May cause loss of utilities.	Cost of removing debris and repairing structural damage will be high.	There will be a need to quickly clear debris and reopen roadways.
		Insurance premiums will go up.	There may be an immediate need for food and shelter for displaced residents.
			Expedite building permits.

<b>Vulnerability Determination Worksheet</b>			
<b>5. Hazard (scored 3 or higher)</b>	<b>6. Key Issues and Actions Taken</b>		
	<b>6.4 What are the key public health issues?</b>	<b>6.5 What are the economic issues?</b>	<b>6.6 What are the key recovery issues?</b>
<b>Ice and Sleet Storms</b>	May cause loss of utilities. May cause auto accidents.	Cost of road maintenance, and loss of revenue from closed businesses.	Clear roads
<b>Snowstorms</b>	Rural residents may be isolated for several days. The elderly are particularly at-risk when isolated during cold weather. May cause loss of utilities.	Cost of road maintenance, and loss of revenue from closed businesses	Remove snow and clear fallen trees.
<b>Transportation Accidents - Air</b>	None identified.	Dependent on the location of the accident, however response and containment would be very costly.	Dependent on the location of the accident, however debris management would be a major issue.
<b>Transportation Accidents – Land</b>	Blocked roads may hinder emergency response agencies.	Costs associated with response and rescue operations.	Clear roads and restore traffic flow.
<b>Transportation Accidents – Water</b>	N/A	N/A	N/A
<b>Civil Disturbances</b>	N/A	N/A	N/A
<b>Infrastructure Failure</b>	N/A	N/A	N/A
<b>Petroleum/Natural Gas Pipeline Accidents</b>	An explosion at Indiana Gas Company’s East Hancock Meter Station near I-70 is possible resulting in a multi-casualty incident and significant damage to I-70 and nearby public facilities. If an event occurred in winter, residents may be exposed to cold, especially the elderly.	Loss of business due to loss of gas service for an extended period. Expensive containment and cleanup.	Quickly contain accident site and repair damages.
<b>Public Health Emergencies</b>	Contagion, need for isolation, demands on health care systems.	Cost of medical care, and loss of revenue from closed business.	Treatment: hospitals will need appropriate supplies/vaccines.
<b>Animal Health Emergencies</b>	Contagion, need for isolation, demands on veterinary systems.	Loss of livestock and associated revenue.	Need to quickly contain an outbreak. Quarantine may be needed.
<b>Nuclear Power Plant Accidents</b>	N/A	N/A	N/A
<b>Nuclear Attack</b>	N/A	N/A	N/A

<b>Vulnerability Determination Worksheet</b>			
<b>5. Hazard (scored 3 or higher)</b>	<b>6. Key Issues and Actions Taken</b>		
	<b>6.4 What are the key public health issues?</b>	<b>6.5 What are the economic issues?</b>	<b>6.6 What are the key recovery issues?</b>
<b>Terrorist Incidents</b>	Counseling and medical treatment varies by incident.	The cost of investigation and repairs will be high.	Medical treatment (including counseling) and reconstruction.
		There will be added overtime costs for police and emergency response teams.	There will be a need to restore the public's confidence in the government.
		Mitigation plans will have to be created for all other facilities.	
<b>School/Workplace Violence</b>	N/A	N/A	N/A

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## Appendix E: Figures

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**Figure 1**  
**MAJOR INDIANA RIVERS AND STREAMS**  
Indiana Department of Natural Resources  
2012

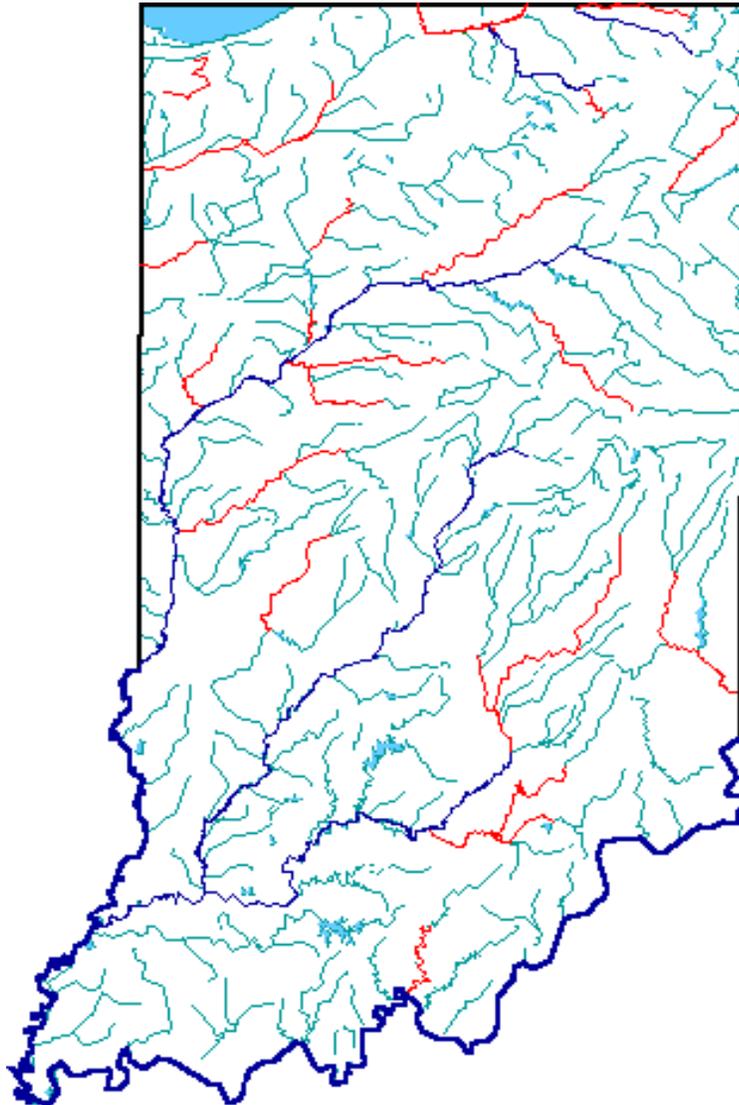
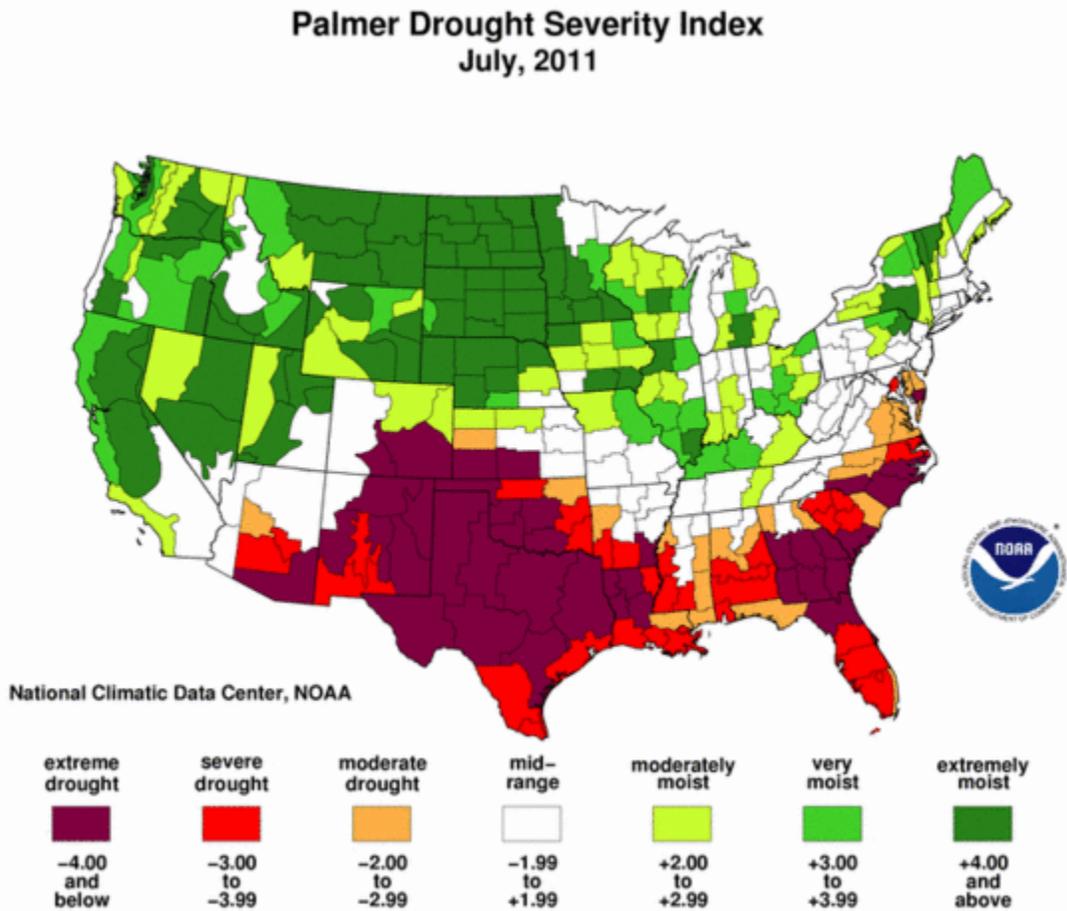
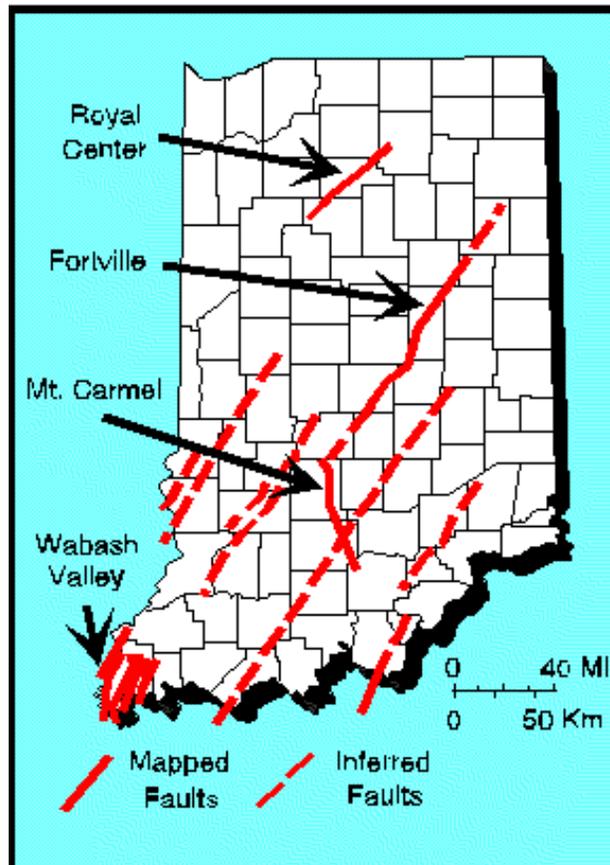


Figure 2 Drought Severity Index

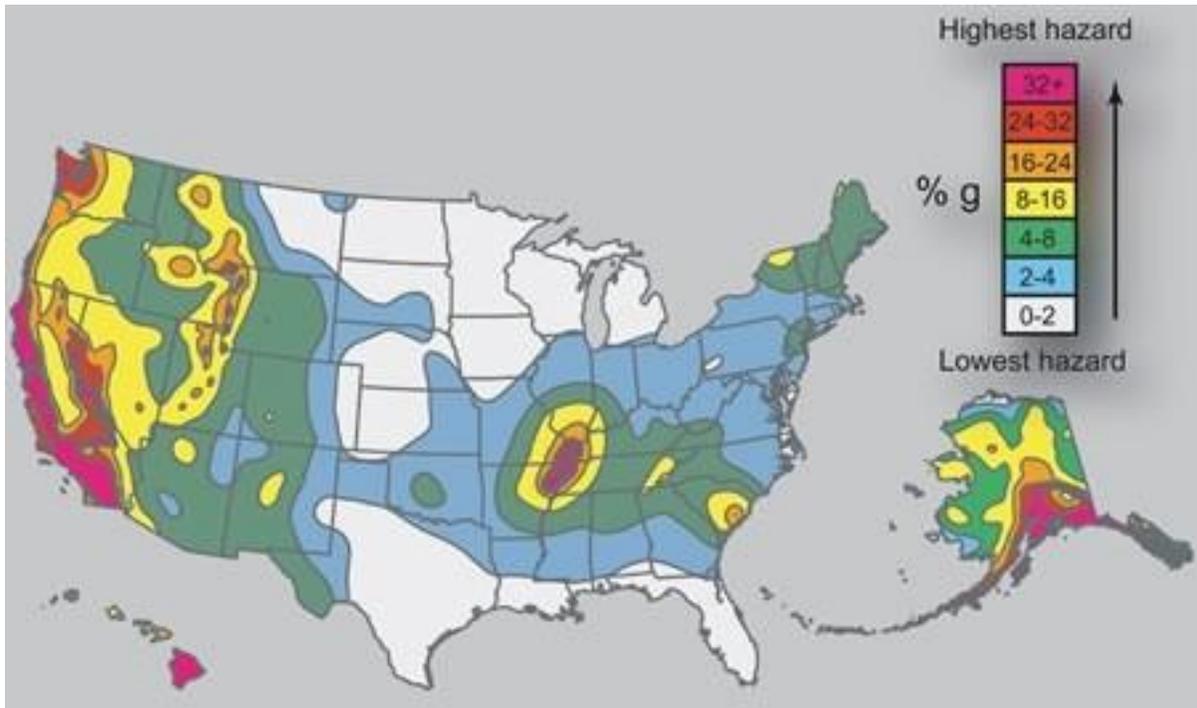


**Figure 3**  
**INDIANA FAULT MAP**

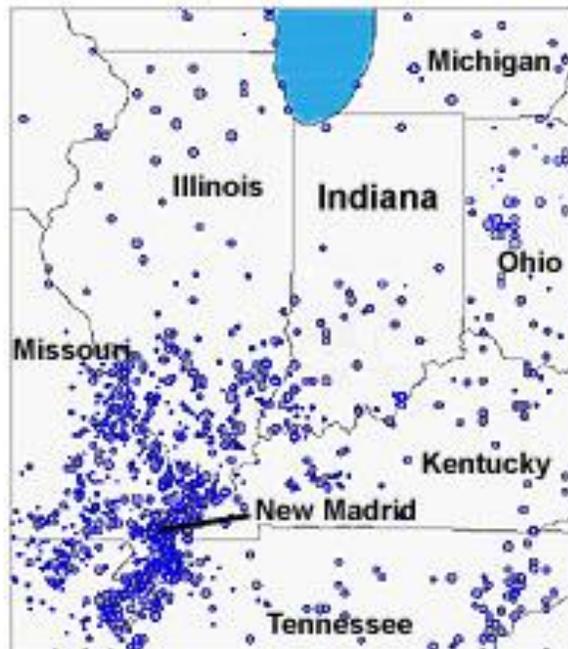


## Figure 4

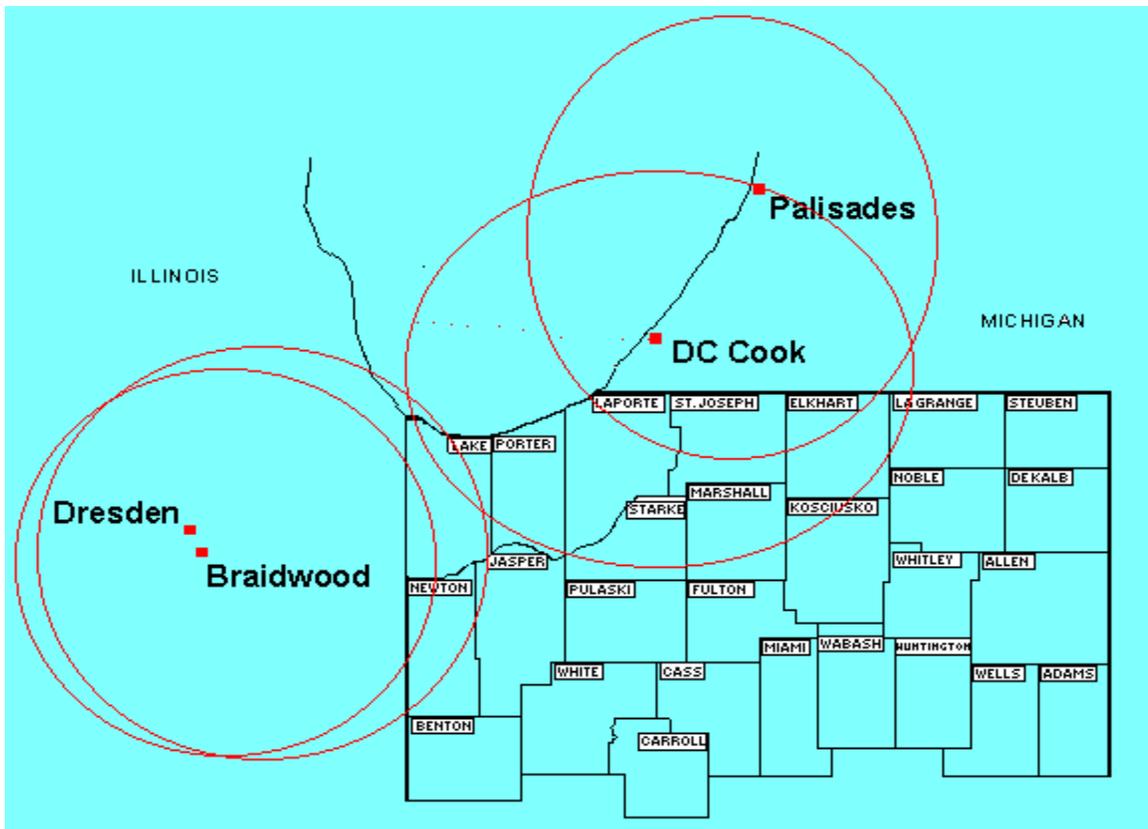
Earthquake Hazard map



**EARTHQUAKE EPICENTERS IN INDIANA  
AND SURROUNDING STATES  
1800-1995**



**Figure 5**  
**NUCLEAR POWER PLANTS**  
**LOCATED WITHIN 50 MILES OF INDIANA**



**Figure 6**  
**INCIDENTS OF SCHOOL VIOLENCE**  
**1992-2001**

