Hancock County Board of Commissioners  
County Courthouse  
Greenfield, Indiana

Memorandum

To: Hancock County Public Safety Agencies, Partners and Stakeholders

From: Hancock County Board of Commissioners

Date: May 16, 2017

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 Command System, as well as other key state and federal policies and standards.

This plan is effective 5-16-17

Date

President, County Commissioners  County Commissioner  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.

Misty Moore, Director
Hancock County EMA

Mike Shepherd, Sheriff
Hancock County Sheriff’s Department

John Jokantas, Director
Hancock County EOC 911 Dispatch

Crystal Baker
Hancock County Health Department

Randy Moore, Superintendent
Hancock County Highway Department

Jeff Conley, Director-Operations/Engineering
Ninestar Connect
Chuck Fewell, Mayor
City of Greenfield

Robin D. Lowder
Hancock County Auditor

Mike Dale
Hancock County Planning & Building Dept.

Joe Fitzgerald
Hancock County EMA – Advisory Council & LEPC

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

Brad Armstrong, President
Hancock County Commissioners
Chuck Fewell, Mayor
City of Greenfield

Mike Dale
Hancock County Planning Dept.

Robin D. Lowder
Hancock County Auditor

Joe Fitzgerald
Hancock County EMA – Advisory Council & LEPC

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

Brad Armstrong, President
Hancock County Commissioners

Scott Williams
Hancock County Building Department
Chuck Fewell, Mayor
City of Greenfield

Mike Dale
Hancock County Planning & Building Dept.

Robin D. Lowder
Hancock County Auditor

Joe Fitzgerald
Hancock County EMA – Advisory Council & LEPC

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

Brad Armstrong, President
Hancock County Commissioners
## Record of Changes

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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 Comprehensive Hazard Analysis within the Multi-Hazard Mitigation Plan (June 2016). 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 June, 2011.

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 72,520 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 21,398 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 western portion of the the county. Two rail lines also serve the area, providing freight transport through 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, as well as private 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. Fortville, Cumberland, New Palestine and Shirly also have treatment plants.

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.fema.gov/pdf/government/training/tcl.pdf.

The Target Capabilities List describes the capabilities related to the five homeland security mission areas: Prevent, Protect, Mitigate, 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 32 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


9. 9. Post Katrina Reform Act of 2006

14. FEMA ICS 300: Intermediate ICS for Expanding Incidents (April, 2008)
15. FEMA ICS 400: Advanced ICS Command and General Staff – Complex Incidents (April, 2008)
18. 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

2. Hancock County Ordinance No. 2006-9B, Adoption of NIMS; September, 2006
3. Hancock County Multi- Hazard Mitigation Plan dated June 2016

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 six 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 to 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)

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<table>
<thead>
<tr>
<th>ESF #3 PUBLIC WORKS &amp; ENGINEERING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Agency</strong></td>
</tr>
<tr>
<td>Hancock County Engineer, County</td>
</tr>
<tr>
<td>Highway Department and</td>
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<tr>
<td>Department’s of Public Works</td>
</tr>
<tr>
<td>with jurisdictional responsibility</td>
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<thead>
<tr>
<th>ESF #4 FIREFIGHTING and EMERGENCY MEDICAL SERVICES</th>
</tr>
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<tbody>
<tr>
<td><strong>Primary Agency</strong></td>
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<tr>
<td>Hancock County Fire Department with jurisdictional</td>
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<tr>
<td>responsibility</td>
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<tr>
<td></td>
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<tr>
<td>Primary Agency</td>
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<tr>
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<tr>
<td>Hancock County EMA</td>
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</tbody>
</table>
### ESF #6  
**MASS CARE**

<table>
<thead>
<tr>
<th>Primary Agency</th>
<th>Support Agencies</th>
<th>Non-Governmental</th>
<th>General Functions</th>
</tr>
</thead>
</table>
| 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**

<table>
<thead>
<tr>
<th>Primary Agency</th>
<th>Support Agencies</th>
<th>Non-Governmental</th>
<th>General Functions</th>
</tr>
</thead>
</table>
| 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**

<table>
<thead>
<tr>
<th>Primary Agency</th>
<th>Support Agencies</th>
<th>Non-Governmental</th>
<th>General Functions</th>
</tr>
</thead>
</table>
| 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**

<table>
<thead>
<tr>
<th>Primary Agency</th>
<th>Support Agencies</th>
<th>Non-Governmental</th>
<th>General Functions</th>
</tr>
</thead>
</table>
| 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**

<table>
<thead>
<tr>
<th>Primary Agency</th>
<th>Support Agencies</th>
<th>Non-Governmental</th>
<th>General Functions</th>
</tr>
</thead>
</table>
| 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 |

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### ESF #11: Agriculture

<table>
<thead>
<tr>
<th>Primary Agency</th>
<th>Support Agencies</th>
<th>Non-Governmental</th>
<th>General Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hancock County/Greenfield Animal Management</td>
<td>The Salvation Army, Hancock County EMA, Hancock County Health Department, Hancock County Law Enforcement Agencies, Purdue Extension</td>
<td>Animal Production Companies</td>
<td>Domestic agriculture support; Animal and plant disease/pest response; Food safety and security; Pet emergency care</td>
</tr>
</tbody>
</table>

### ESF #12: Energy

<table>
<thead>
<tr>
<th>Primary Agency</th>
<th>Support Agencies</th>
<th>Non-Governmental</th>
<th>General Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>NineStar Connect</td>
<td>Duke Energy; Indianapolis Power &amp; Light; Rush Shelby Energy; Vectren Energy</td>
<td>Hancock County Local Gas Stations, Natural Gas Pipeline Companies</td>
<td>Energy infrastructure assessment, repair, and restoration; Energy industry utilities coordination; Emergency utilities restructuring and transfer</td>
</tr>
</tbody>
</table>

### ESF #13: Public Safety

<table>
<thead>
<tr>
<th>Primary Agency</th>
<th>Support Agencies</th>
<th>Non-Governmental</th>
<th>General Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hancock County Sheriff's Department or other law enforcement agencies having jurisdiction</td>
<td>Greenfield Police Department; Cumberland, Fortville, New Palestine, Shirley, Wilkinson, Spring Lake Town Marshal's; McCordsville Police Department</td>
<td>Private Security Companies</td>
<td>Law enforcement; Security planning and technical resource assistance; Public safety/security support/escort support; Support for traffic, crowd control and evacuation</td>
</tr>
</tbody>
</table>

### ESF #14: Long-Term Recovery

<table>
<thead>
<tr>
<th>Primary Agency</th>
<th>Support Agencies</th>
<th>Non-Governmental</th>
<th>General Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hancock County Volunteer Organizations Active in Disaster</td>
<td>Greater Indianapolis Chapter of the American Red Cross, LEPC, Covance, SBA, Salvation Army, United Way of Central Indiana</td>
<td></td>
<td>Long-term community recovery assistance to local government and the private sector; recovery in long-term disaster</td>
</tr>
</tbody>
</table>

### ESF #15: External Affairs

<table>
<thead>
<tr>
<th>Primary Agency</th>
<th>Support Agencies</th>
<th>Non-Governmental</th>
<th>General Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hancock County EMA</td>
<td>Hancock County Sheriff's Department, Greenfield Police Department, Greenfield Fire Department, Hancock County 911 Center/EOC</td>
<td>Private Business and Industrial Representatives</td>
<td>Emergency public information; Media and community relations; Congressional and international affairs; Public warnings and pre-incident information</td>
</tr>
</tbody>
</table>
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; and he/she will function in collaboration with 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>
<thead>
<tr>
<th>Activation Level</th>
<th>Definition</th>
<th>Activity/Staffing</th>
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</table>
| **Level IV**     | Operations Section (EM) in coordination with dispatch (PSAP) maintains countywide situational awareness. | **Operations Section**  
- Continuously monitor weather and other current and significant events.  
- Work in cooperation with emergency management partners.  
- Issue information products to maintain situational awareness and a common operating picture. |
| **(Daily Operations)** | | |
| **Level III**     | Activates appropriate agencies or ICS sections to closely monitor a developing situation or incident with limited impact. Actions may include preparing to provide or providing necessary assistance | **Incident Manager (IM)**  
- Responsible for EOC management  
**Operations Chief**  
- Coordinate agencies  
- Field situational awareness  
**Planning Chief**  
- Situation Reports  
- Incident Action Plans (IAP) |
| **(ESF Staffing)** | | |
| **Level II**      | Responds to an actual event having significant impacts over large geographical areas. The county board directs agencies/departments to provide assistance under the local state of emergency assigning emergency responsibilities to agencies. | **IM**  
- EOC Management  
**Operations Chief**  
- Coordinate agencies  
- Field situation awareness  
**Planning Chief**  
- Situation Reports  
- Incident Action Plans (IAP)  
**Logistics Chief**  
- Supplies  
- Resource management |
| **(All ESFs)** | | |
| **Level I**       | Initiated by a local state of emergency declaration and includes full state support. | All staffing noted for Level II, plus full Policy Group and complement of supporting agencies. |
| **(Policy Group)** | | |
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.
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 collaboration 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 were 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 (Hazards USA Multi-Hazard), 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 June, 2016.

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 affected 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.