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Appendices

D-ESF Descriptions

ESF 1 Transportation

TRANSPORTATION (ESF 1)

PRIMARY AGENCY: INDYGO
SUPPORT AGENCIES: Department of Public Works
Indianapolis Metropolitan Police Department
Indianapolis Fire Department
City-County school transportation resources
Indianapolis-Marion County Emergency Management
American Red Cross of Greater Indianapolis
Marion County Health and Hospital Corporation
Local Utility Providers
Local Businesses & Industry

1. INTRODUCTION

A. Purpose

Emergency Support Function 1, Transportation, is to ensure that in the event of a disaster, extraordinary transportation resources are available and attainable. Transportation of emergency response personnel, supplies and equipment into the disaster area can compound traffic congestion caused by residents evacuating the area. Disaster victims might need transportation resources to gain access to disaster shelters, relief centers and health care facilities. Finally, rapid access and re-entry to local business and industrial locations by their management staff and employees to reopen for business is vital to the overall recovery effort of the local economy.

The goal of the ESF is to examine possible transportation requirements for potential disasters and organize a policy mechanism that would fit into the Incident Management System at such an event. This mechanism will use available computer and communications technology to its full advantage.

B. Scope

Emergency Transportation includes, but is not limited to:

1. Coordinating transportation requests in support of the Comprehensive Emergency Management Plan;
2. Report damage to transportation infrastructure and coordinate with DPW to manage transportation flow in and out of stricken area;
3. Coordinate alternate transportation services to temporarily replace system capacity lost to disaster damage;

4. Coordinate and support preparedness/prevention/mitigation among transportation infrastructure stakeholders;
5. Support ESF 8, Public Health and Medical Services, for casualty/patient and evacuee movement.

II. POLICIES

Movements of personnel, equipment, and supplies are coordinated through ESF 1, Transportation.

III. CONCEPT OF OPERATIONS

A. General

1. INDYGO will serve as the lead agency for transportation needs in a disaster situation INDYGO may request the assistance of any and all of the support agencies.
2. DPW assists INDYGO with clearing obstructed routes and barricading others as directed. DPW also has a limited number of vehicles for transporting individuals and a number of CDL qualified staff members to drive these and other vehicles requiring a Commercial Driver's license. DPW also maintains a fully functional 800 MHz radio system (located on MECA's system II) and can provide access to any DPW site in the city-county area for use as a staging area for equipment repair and maintenance.
3. DPW also has a significant number of personnel highly trained in the Geographic Information Systems (GIS) computerized mapping software. The Federal Emergency Management Agency (FEMA) relies heavily on GIS support during emergency and declared disaster events.
4. When activated, INDYGO will quickly increase its overall disaster response capabilities INDYGO will alert other support agencies and establish an appropriate communications network as necessary

Response Actions

Initial Actions

1. A senior staff member from INDYGO (along with a support staff member) will be dispatched to the Countywide EOC upon request from the emergency management director.
2. If necessary, contact ESF 1 Supporting Agencies for additional support

Continuing Actions

1. Coordinate the acquisition of transportation services to fulfill mission assignments for all ESFs when required.
2. Coordinate with all ESFs within the incident area and participates in decisions regarding movement restrictions, critical facility closures, and evacuations.
3. Provide administrative support for involved in emergency transportation operations.
4. Manage and report financial cost incurred in incident response for reimbursement purposes.

IV. RESPONSIBILITIES

Each area will need to recruit and identify additional personnel within their area to accommodate the possibility of a protracted event. Each sub group will also need to maintain dialogue with responders and agencies, community organizations included in their scope of responsibility.

A. Emergency Transportation Director

1. Coordinates overall activity with various elements within the Emergency Transportation Group from the Countywide EOC.
2. Is responsible for the front line management of strategic & tactical planning and execution.
3. Is responsible for determining the need for outside assistance and for relaying all requests through the Emergency Operations Center.
4. Responsible for establishing and utilizing Memoranda of Agreement/Requests for Assistance to reach resolution of incident. These agreements should:
 - a. Define the type of assistance
 - b. Identify the contact and chain of command for activating the agreement
 - c. Define the communication procedures
 - d. Identify the need for and coordinate any training needed for these partners.
 - e. Operates within the NIMS system

B. Security Coordinator

1. Liaison with Public Safety officials
2. Responsible to oversee security of equipment, transportation volunteers, shelter areas and any additional operation or maintenance areas.
3. Coordinates and assists Law Enforcement with securing the scene and control access, establishing necessary temporary and permanent barriers required.

C. Safety and Health Coordinator

1. Responsible for monitoring safety of transportation group volunteers and members.
2. Responsible for ensuring the availability and use of appropriate safety equipment.
3. Responsible for processing and reporting on environmental concerns for group.
4. Responsible to establish and implement an emergency warning system for group.

D. Maintenance Coordinator

1. Responsible for maintaining and servicing all equipment used during emergency response, including fueling locations and emergency repair.
2. Provides needed auxiliary power supplies needed.
3. Liaison with communication division.
4. Responsible to maintain proper communication equipment for responders and monitor protocol for intra-divisions communications.
5. Coordinates any post event salvage operations
6. Responsible for post event equipment inventory.

E. Personnel Coordinator

1. Responsible for recruiting and scheduling qualified and trained volunteers to operate equipment required for the emergency.
2. Responsible for facilitating delivery of meals, water, clothing materials, working closely with the logistics function.
3. Responsible for assisting with protocol development efforts between outside response organizations and the Incident Management System.
4. Responsible to track available resources and identify which resources are already assigned.

F. Evacuation Coordinator

1. In the event that a mass evacuation is needed this position will coordinate efforts within the Transportation Group.
 2. Responsible to secure evacuation locations and coordinate use.
 3. Responsible for designating “evacuation wardens” to assist in the evacuation, account for evacuated personnel and report information to Emergency Operations Center.
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4. Responsible for establishing specific evacuation procedures including “special needs” evacuation procedures for members of the community with disabilities.
5. Responsible to designate primary and secondary evacuation routes, ensuring they are clearly marked and cleared of obstructions.

G. Department of Public Works

1. Designate a sufficient number of liaisons to INDYGO’s Emergency Transportation Manager. Positioning a liaison in DPW dispatch to assist in resource deployment and tracking may be helpful to the other DPW liaisons involved.
2. These liaisons should assist the ET Manager in assessing his or her needs and facilitate requests for available DPW resources whenever possible.
3. These liaisons should possess updated lists of available DPW resources & personnel. (i.e. CDL holders, heavy equipment operators, buildings & grounds, communication resources, GIS support, etc.).

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D-ESF Descriptions

ESF 2 Communications

COMMUNICATIONS (ESF 2)

PRIMARY AGENCY: Metropolitan Emergency Communications Agency (MECA)
SUPPORT AGENCIES: Emergency Management Division (EMD)
Marion County Auxiliary Communications Group (M.C.A.C.G.)
Amateur Radio Emergency Services (A.R.E.S.)
Indianapolis Fire Department (IFD)
Indianapolis/Marion County Communications (IMC)
Indianapolis Metropolitan Police Department (IMPD)
Marion County Sheriffs Department (MCSD)
Chief Information Officer
SBC
Cellular Carriers of Marion County

I. INTRODUCTION

A. Purpose

1. The purpose of the Communications ESF is to outline the emergency communications systems and capabilities of emergency service agencies within the County; describe methods of communicating with higher authority and neighboring jurisdictions, and the public; and, describe system components and task assignments to assure effective communications during emergencies affecting Marion County.
2. This ESF provides for a notification system capable of disseminating adequate and timely alerts to the public and government officials in the event of an impending disaster situation.

B. Scope

Experience shows that communications coordination during major emergencies is always a major problem. The nature of the emergency can create serious damage to normal communications systems through the loss of antennas, repeaters, and facilities. Protection and restoration of emergency communications will be one of the highest priorities in response and recovery activities. It is critical that consideration be given not only to local communications, but also to maintenance of capability to communicate with neighboring jurisdictions, support agencies, higher authority and the public. This communications ESF involves meeting communication needs critical to effective emergency response, including public warning and providing emergency information.

II. POLICIES

The Metropolitan Emergency Communications Agency (MECA) provides a radio network to all public safety agencies in Marion County that has a full complement of portable handheld radios, radios that are installed in public safety vehicles, mobile data terminals, and its own pager service. MECA also has two mobile command vehicles, which can deploy to incident command posts or stage at special events to ensure a comprehensive level of communication can be achieved in the most remote or devastated locations. IMPD also has a mobile command vehicle (MCOPS) that can be utilized as a mobile command post.

The MECA Communication system is used routinely everyday by all public safety agencies, however, during periods of emergency and disaster it will be necessary that the communication system be capable of rapidly receiving and transmitting emergency information necessary for the direction, control and coordination of governmental agencies. MECA will coordinate communication support necessary to conduct disaster response and relief operations. (The Federal and State communication systems will be utilized if the local capabilities are exhausted and a requirement arises for outside assistance).

In addition to emergency communications for public safety officials, the Marion County Emergency Management Division is required to maintain an outdoor warning system or "Tornado Siren System" that is capable of warning the general public of tornado activity. Currently, this system has 144 sirens that can be activated from three different activation points. Approximately 93% of the County is within the siren coverage area.

The Marion County Emergency Management Division will establish a Mass Notification Process that is capable of sending warning or informational messages to the general public during times of severe weather or public safety awareness. The Mass Notification Process will be implemented in 2009.

The Marion County Emergency Management Division along with the National Weather Service has the authority and capability of activating the Emergency Alert System (EAS). The EAS is utilized to warn the general public when there is an immediate or impending threat and to suggest protective measures for citizens to take. The EAS uses commercial radio and TV broadcast services, which are provided on a voluntary basis.

III. CONCEPT OF OPERATIONS

A. General

The EMD Countywide Emergency Operations Center (EOC) has overall responsibility for providing direction and control and coordinating communication services during disaster situations. It is therefore of the utmost importance to have the EOC in communication with the numerous responding city agencies and outside sources of relief and assistance. Communication service for the EOC will be coordinated by EMD and MECA with assistance from IMC and IFD Communications. Primary focus of all communication efforts will be located in the Countywide Emergency Operations Center. Mobile Command and Communication vehicles are also available for deployment. Auxiliary communications networks will also be utilized as needed through the Department of Public Works (DPW), Public Utilities, and the MECA Communications Vans (MCP).

B. Emergency Operations Center

During an emergency or disaster, the EMD will activate the Emergency Operations Center to monitor and coordinate response and recovery operations. The EOC has more flexibility and communications interoperability assets than any other location in Marion County. Communications Resources in the EOC include:

1. MECA 800 MHz Trunk Radio System with Computer Aided Dispatch consoles for both Law Enforcement and Fire Communications
2. IPSC Statewide 800 MHz Talkgroups (Project Safe-T)
3. IPSC Regional 800 MHz Talkgroups (Project Safe-T)
4. NOSPAC Conventional 800 MHz Talkgroups (Project Safe-T)
5. 28 Telephones with local and toll free numbers
6. 1 incoming FAX machine and 1 outgoing FAX machine
7. 155 MHz Radio System linked to the Indiana Department of Homeland Security
8. 29 computers with internet and email capability
9. A Virtual EOC software system capable of allowing key persons to monitor and participate in EOC operations from anywhere with an internet connection
10. An Amateur Radio Position to include 2M, 440 MHz band and digital modes communications.
11. A television camera downlink from the IMPD Helicopter to allow EOC personnel and IMPD Camera Project Users to view an incident scene or damaged area from the air in real time.
12. A video system from the EMD Robots to allow EOC personnel and IMPD Camera Project Users to view an incident as scene by the robot in real time.
13. Z Client Data terminals for communicating with public safety units mobile data terminals and for paging.

C. County-Wide Disaster

During a disaster such as tornado, the Countywide Emergency Operations Center will be fully activated. The primary EOC will then access various agency communication networks, as persons reporting to the EOC are directed to bring the means of contacting, and maintaining contact, with their respective organizations. The primary communication systems for command and control during EOC operations are the telephone and the MECA 800 MHz Radio System.

The MECA 800 MHz radio system provides for voice communications among all radios registered on its

system. These radios are accessed from the activated EOC by hand-held portable radios and desktop radios, operated by EOC personnel representing their agencies.

Communications with Police and Fire/Rescue emergency vehicles is conducted via the respective communications centers for those agencies.

D. Mobile Command Post (MCP)

The MCP is used for on-site command and coordination of departmental assets during localized incidents, and to establish forward command and control activities during major disaster response operations. Each unit will be manned primarily by MECA, and will be supplemented by a combination of communication, command and control personnel from the county fire departments, county law enforcement agencies, Emergency Medical Service agencies, general government agencies, EMD, and other personnel provided by mutual aid responders.

The MCPs will be the primary means of coordinating activities of various agencies at a site or in a specific area of responsibility. All MCPs will be linked to the EOC by radio and mobile data, and each MCP will be equipped to communicate on all government frequencies. In addition, the MCPs will be equipped with ground-to-air communications.

IV. RESPONSIBILITIES

A. Emergency Management Division

1. Prior to occurrence of a disaster, coordinate plans to assure that an adequate and effective communications network will be available during periods of disaster or emergency using telephones and radio capabilities.
2. Identify voluntary communication resources, such as Amateur Radio, C.B., etc., that can be utilized as necessary during times of emergency and disaster. These sources would be called upon to provide back-up communications for the county.
3. Develop SOPs relevant to actions to be taken during periods of emergency and disaster, through cooperative effort of the County PSAP Managers, the County Fire Departments, Emergency Medical, and the Law Enforcement officials.
4. Coordinate and conduct periodic drills to test all communication systems and equipment in the EOC and to evaluate readiness of employees.
5. Testing of elements of the EOC communication network will be done in conjunction with all scheduled emergency exercises, including the full functional exercise conducted in conjunction with the annual state tornado exercise.
6. The Director of EMD will designate those volunteer agencies that will be called upon to participate during emergency situations.

7. EMD will obtain mutual aid agreements from designated volunteer communications agencies.
8. Develop SOPs that designate procedures for activating volunteer communication response, and designate those volunteer agencies that will be called upon to participate during emergency operations.
9. Execute mutual aid agreements between City and auxiliary communications participants.
10. When required, request communications assistance from State and Federal agencies.
11. Communications to The Public: The Emergency Management Division will coordinate a system of communications to the public for emergency and safety messages. This system will minimally include:
 - a. Countywide siren warning system for severe weather.
 - b. Specific emergency and safety information provided to operators in the MAC.
 - c. An outbound only Email list serve upon which users may self subscribe to receive emergency and safety messages. The EMNS list server process will be replaced by a Mass Notification System in 2009.
 - d. The Division will work toward providing an automatic reverse call system for emergency and safety messages. The Mass Notification System will be implemented in 2009.

B. Indianapolis Metropolitan Communications / Fire Communications

Provide manning to the EOC and PSAPs during periods of emergency and disaster.

C. MECA

MECA shall provide rotating staff of communication technicians and other technical personnel that will be able to maintain the communications equipment located at the EOC.

Work with MCSD to ensure adequate security systems to assure no disruption in communications during emergency periods.

Develop adequate resources to install additional telephone lines and acquire resources to expand radio capabilities as required during emergencies.

Maintain adequate communications facilities during any emergency situation, both within and outside the EOC, and develop priorities of sites and equipment for repair and restoration following a disaster.

Develop and design additional temporary communications facilities, adequately equipped to respond to communication needs.

As necessary and as projected, coordinate installation of jacks and other auxiliary equipment to permit the speedy and efficient installation of telecommunications telephones.

Coordinate, design and plan for all communications activity required during disaster periods, and assist State and federal authorities in establishing their communication networks during the response to a major disaster.

Due to the increase in use of communications (radio) transmissions during emergencies, the need will be present to augment already existing radio and telephone networks.

Maintain inventory of all communications systems and equipment that might be available for use in time of emergency.

D. Police and Fire/Rescue Communication Officers

Police and Fire communications will work closely with the communications officer to assure timely and efficient installation of required equipment.

E. Chief Information Officer

Provide telecommunications support as necessary to support disaster operations.

F. SBC Telephone Company Liaison Representative

Provide liaison between Emergency Operations Center and the telephone company, and coordinates which telephone communications should be restored, and in which priority, should large outages occur. Additionally, SBC will assess and repair damage to telecommunications identified as essential for energy system restoration and critical to public safety.

G. Cellular Telephone Company Liaison Representative

Provide liaison between Emergency Operations Center and the telephone company, and coordinates which telephone communications should be restored, and in which priority, should large outages occur.

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ESF 3 Public Works

PUBLIC WORKS (ESF 3)

Primary Agency: Department of Public Works
Support Agencies: Northrop Grumman
Department of Metropolitan Development
Indianapolis Parks
Indianapolis Fire Department
Indianapolis Metropolitan Police Department
Indianapolis Fleet Services Division
Keep Indianapolis Beautiful
White River Environmental Partnership
Marion County Health Department
Marion County Health Department – Division of Air & Water
Marion County Hazardous Materials Task Force
Metropolitan Emergency Communications Agency
Military District of Indianapolis
Indiana Department of Environmental Management
Telephone Operations
U.S. Environmental Protection Agency
Indianapolis Power and Light Company
Indianapolis Water Company
Citizens Gas and Coke Utility

I. INTRODUCTION

A. Purpose

1. Emergency Support Function, Department of Public Works; shall provide rapid response restoring public works, ESF 12, infrastructure, facilitate delivery of services, technical assistance, engineering expertise, construction management, and other support to prevent, prepare for, respond to, and/or recover from an Incident of National Significance within Marion County following a major catastrophic disaster.
2. ESF 3 shall identify those responsibilities that may exceed the normal tasks of public works and other public and private agencies. Establish emergency contracting, emergency repair of solid waste facilities, clearance of debris to allow inspection and reconnaissance of the damaged areas, and passage of emergency vehicles, personnel and equipment for lifesaving, life protecting and health and safety purposes during the immediate response phase following a disaster. Coordinate debris staging and disposal following

the initial response.

3. Emergency Support Function shall provide technical assistance and liaison personnel to form the Rapid Impact Assessment Teams for local roads, bridges and other damage assessment efforts. Provide policy and procedures to mitigate environmental effects of a disaster. Coordinates the damage assessment and emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public safety or as necessary for life saving operations. Undertakes the clearing, repair and reconstruction of damaged emergency access routes necessary for the transportation of rescue personnel and supplies. These routes may include streets, roads, bridges, waterways, airfields and any other transportation facilities. Provide for the efficient utilization of DPW equipment and manpower in the response effort for all elements of a disaster.

B. Scope

1. ESF 3 is structured to provide public works related support for the changing requirements of domestic incident management to include, preparedness, prevention, response, recovery, and mitigation actions. Activities that fall within the scope of this function includes;
 - a. Pre- and post incident assessments of public works and infrastructure
 - b. Executing emergency contract support for life-saving or life-sustaining services
 - c. Providing technical assistance to include engineering expertise
 - d. Construction management
 - e. Contracting and real estate services
 - f. Provide emergency repair of damaged infrastructure and critical facilities
 - g. Implementation and management.
2. ESF 3 must remain is in close coordination with Federal, State, Local, and tribal officials to determine the potential needs for support and to track the status of response and recovery activities.
3. ESF 3 shall train certified personnel on Multi-Hazards. Be able to coordinate contract support resources that may be used to respond to any event involving “multihazards” which includes radiological, chemical and biological materials, weapons of mass destruction (WMD), and terrorism events.

II. POLICIES

The policies and concepts of ESF 3 apply to all agencies assigned as a primary or support agency for Public Works. The underlying principles of all agencies include:

- A. ESF 3 is responsible for public works, saving lives, protecting property, and restoring damaged infrastructure. Have primary responsibility for incident prevention, preparedness, response, and recovery. When activated to respond to an incident, public works should develop work priorities in cooperation with State and Local Agencies. Equipment resource support will be available upon request, pending an initial assessment of incident impact(s), magnitude and type of event, and the stage of the response and recovery efforts.
 - B. Activating as needed, in anticipation of, or immediately following, a disaster or emergency or an incident of mass criminal violence.
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- C. Establish emergency contracting, emergency repair of solid waste facilities, clearance of debris to allow inspection and reconnaissance of the damaged areas, and passage of emergency vehicles, personnel and equipment for lifesaving, life protecting and health and safety purposes during the immediate response phase following a disaster.
- D. Assign appropriate staff to support ESF 3 work functions in accordance with agency rules and regulations.

III. CONCEPT OF OPERATIONS

A. General

- 1. In preparation for an anticipated disaster, ESF 3 shall provide for pre-storm preparation of public buildings and facilities. During and after a disaster, the Department of Public Works, in unison with Department of Metropolitan Development, IndyParks, White River Environmental Partnership, KIB, Marion County Health Department, Indianapolis Power and Light Co, Indianapolis Water Co, Citizens Gas and Coke Utility, and other selected organizations will assess and evaluate damages to various city and county infrastructures.
- 2. DPW will assume the lead role in all restoration efforts of vital public services. Those functions include adequate sewage disposal, routine pick up of solid waste, removal/clearance/staging and disposal of disaster generated debris, opening and repair of streets and drainage channels, and reestablishment of traffic control devices.
- 3. In the event of a declared disaster, the Director of Public Works, in coordination with the Director of the Emergency Management Division, will coordinate the activities of these agencies. Ensure State and Local Government is fully and consistently integrated into ESF 3 activities.
- 4. Recovery efforts will be initiated through each individual agency. All agencies responsible for recovery efforts will be expected to update a liaison in the Emergency Operations Center periodically.

B. Organization

1. Response Structure

- a. Following activation, the primary agency along with Marion County Emergency Management will convene to evaluate the situation and implement plans established and respond accordingly.
- b. Primary and support agencies are available on a 24-hour basis for the duration of the emergency response period.

C. Notification Procedure Responsibilities

- 1. Marion County Emergency Management will be responsible for contacting the primary agency upon activation. Updated reports from both, primary and support agencies must be communicated with a liaison
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within the Emergency Operation Center. This will insure response activities and resources are not wasted.

2. Marion County Emergency Management will be responsible for contacting any support agency, not already responding, under ESF 3 at the time in which they are needed.

D. Actions

1. Initial

- a. Marion County Emergency Management and Department of Public Works.
 - a. Assess the disaster situation and forecast response needs;
 - b. Coordinate resource requests from first responding agencies;
 - c. Establish communication with support agencies.

2. Ongoing

- a. Marion County Emergency Management and Department of Public Works
 - a. Assess the disaster situation and determine the adequacy of response and recovery activities;
 - b. Provide reports to Emergency Operation Center;
 - c. Anticipate future requirements.

IV. RESPONSIBILITIES

A. ESF Coordinator (Marion County Emergency Management)

1. Activates primary agency.
2. Provides guidance on the impact of the disaster.
3. Plans and supports regular meetings with and between the primary and support agencies related to preparedness, response and recovery activities.
4. Ensures primary and support agencies are informed and involved in all meetings related to ESF 3 activities.
5. Provides damage assessment reporting to any ESF 3 requesting agency.

B. Primary Agency (Department of Public Works)

1. Director, Public Works Department

- a. Provides leadership in coordinating and integrating overall efforts associated with public works. The primary tasks of the Director will be debris clearance, temporary construction of emergency access routes and the protection, reestablishment, repair and rehabilitation of public services, in particular the waste water collection and treatment system. The Director will utilize those resources available to effect those emergency actions.
- b. Save lives, protect property, restore damaged infrastructure and vital public services. Provide adequate sewage disposal, routine pick up of solid waste, removal/clearance/staging and disposal of disaster generated debris, opening and repair of streets and drainage channels, and reestablishment of traffic control devices.
- c. Upon activation of the Emergency Operations Center, DPW will send a representative to act as a liaison.
- d. Maintain an inventory of procedures and point-of-contact for obtaining specialized equipment and labor, fuel and transportation, and other resources.
- e. Provide periodic damage assessment reports prepared by Department of Metropolitan Development (DMD) to the Emergency Operations Center concerning initial assessment of affected area.
- f. Public announcements on public works projects, road closure, bridge damage, or any other public works issues will be coordinated with ESF 15, Public Information and the Joint Information Center in the Emergency Operations Center.

2. Deputy Director, Engineering

- a. Prior to a natural disaster and in conjunction with the Department of Metropolitan Development, prepare precautionary measures to public buildings and facilities as directed by the EOC, and assist those other agencies with responsibilities for safeguarding specific facilities.
 - b. Following a disaster direct the design of facilities and structures needed to assist in the recovery of the community as prioritized by the EOC.
 - c. With the Department of Metropolitan Development, provide design standards, engineering planning data and other engineering assistance related to preparedness, response, and recovery measures.
 - d. Along with the Department of Metropolitan Development, provide assistance in damage assessment as requested and prioritized by the EOC. Provide technical advice and evaluation and construction management and inspection as requested and prioritized by the EOC.
 - e. Evaluate, rehabilitate and/or construct essential elements of the City of Indianapolis – Marion County street, sanitary and storm water drainage systems as requested and prioritized by the EOC.
 - f. Provide liaison with State and Federal disaster responders in the prioritization of repairs to street and drainage systems.
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- g. Provide staffing and equipment necessary to assist search and rescue efforts.

3. Deputy Director, Operations

- a. Prior to a natural disaster, prepare contingency measures for DPW buildings and facilities.
- b. Repair essential elements of the City of Indianapolis – Marion County street, sanitary and storm water drainage systems following priorities set by the EOC.
- c. Direct the clearance and removal of debris from street rights-of-way and other elements of the City roadway and drainage infrastructure following priorities set by the EOC.
- d. Maintain a supply of emergency direction and traffic control signs, and identify mutual aid and contract sources for replacement signs.
- e. Implement temporary replacement of identification, directional, and traffic control signs and devices, at locations following the priorities established by the EOC.
- f. Have an inventory of vehicles, equipment and other supplies, from other sources, available for support of ESF 3 and other emergency support functions, as needed.
- g. Provide staffing and equipment necessary to assist search and rescue efforts.
- h. Removal trash and debris that would affect public health as requested by the Marion County Health Department.

4. Deputy Director, Policy & Planning

- a. Prior to a natural disaster, initiate planning activities to develop precautionary measures.
- b. Maintain the inventory of all public buildings for possible alternative use in the event of an emergency.
- c. Coordinate contract support for outside services required by the Department in support of emergency operations.
- d. Coordinate budgetary and financial support and reporting procedures for emergency operations,
- e. Coordinate the establishment of mutual aid agreements with other governmental and supporting agencies.
- f. Provide for mitigation of adverse environmental conditions through the efforts of the Office of Environmental Services and the Marion County Health Department-Division of air & Water, in support of the Indiana Department of Environmental Management and the U.S. Environmental Protection Agency

- g. Coordinate continuing planning efforts through the Administrator, Strategic Planning.

C. Support Agencies

1. Northrop Grumman (NG)

- a. Prior to a disaster to review departmental procedures to insure minimal impact upon DPW computer operations including GIS functions.
- b. Provide GIS and related services to the Department of Public Works as required for the disaster response effort.
- c. Provide necessary maps, etc. for damage assessment teams to expedite the completion of their function and for the use of FEMA in their capacity.

2. Indianapolis Parks

- a. Provide staff and equipment support to infrastructure restoration efforts and general debris clearance and removal as directed by DPW.
- b. Remove debris from and restore public recreation and open space facilities and other facilities as needed, particularly when those facilities are primarily affected by a disaster as determined by DPW and the EOC.

3. Indianapolis Fire Department

- a. Save lives, protect property, provide fire-fighting support, and search and rescue.
- b. Upon activation of the Emergency Operations Center, IFD will send a representative to act as a liaison.
- c. Provide technical expertise, coordinate resource management, evacuation procedures
- d. Provide periodic situation reports to the Emergency Operations Center concerning the energy restoration process such as projected restoration schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.

4. Indianapolis Metropolitan Police Department

- a. Provide Incident Command, public safety, save lives, property, and security.
 - b. Upon activation of the Emergency Operations Center, DPW will send a representative to act as a liaison.
 - c. Provide traffic control where debris or other objects cause potential hazards to the public.
 - d. Restore order, prevent criminal activity, and enforce curfew declaration.
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- e. Provide periodic situation reports to the Emergency Operations Center concerning the energy restoration process such as projected restoration schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.
5. Indianapolis Fleet Services
- a. Maintain resources for fuel and transportation efforts.
 - b. Provide maintenance support for city-county equipment. Establish a robust maintenance operation program, stock repair parts, and trained technicians to maintain equipments operational readiness.
6. Telephone Operations-AT & T
- a. Assesses and repairs damage to telecommunications identified as essential for energy system restoration.
 - b. Provide periodic reports to the Emergency Operations Center concerning the energy restoration process such as projected restoration schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.
 - c. Protect property, restore damaged energy systems and components and assist other ESF's by aiding in the restoration of damaged energy systems.
7. Indianapolis Power and Light
- a. Prior to a natural disaster, prepare precautionary measures to safeguard the electricity distribution system.
 - b. Coordinate restoration of electric service with other providers within Marion County.
 - c. Indianapolis Power and Light has primary responsibility with regard to ESF 12 (Energy).
 - d. Remove debris in roadways in order to uncomplicated expedient energy restoration efforts.
8. Keep Indianapolis Beautiful
- a. Prior to a natural disaster identify and secure necessary permissions for staging areas for equipment and areas for residents to bring debris for disposal.
 - b. Organize volunteers to help with neighborhood debris removal and coordinate with the Department of Public Works to maintain an orderly disposal of this debris.
 - c. Assist to make every effort to keep garbage and other non-approved trash from being included in normal debris.
9. White River Environmental Partnership
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- a. Prior to a natural disaster, assist in the preparation of precautionary measures to safeguard the sewer collection and waste water treatment systems.
- b. Coordinate efforts to repair damaged elements of the sewer collection and waste water treatment systems.
- c. Assist in evaluating and repairing damage to other City of Indianapolis - Marion County municipal infrastructure systems.

10. Marion County Health & Hospital Corporation

- a. Prior to a natural disaster, prepare precautionary measures to safeguard existing food supplies.
- b. Identify debris and trash having an adverse impact on community health and coordinate removal with DPW.
- c. The Marion County Health Department has primary responsibility for ESF 8 (Health and Medical Services) and ESF 11 (Food and Water).
- d. Monitor air and water quality. Provide for mitigation of adverse environmental conditions through the efforts of the Office of Environmental Services and the Marion County Health Department-Division of air & Water, in support of the Indiana Department of Environmental Management and the U.S. Environmental Protection Agency.
- e. Coordinate the establishment of mutual aid agreements with other governmental and supporting agencies.

11. Indianapolis Water Company

- a. Prior to a natural disaster when adequate warning and lead-time is present, prepare precautionary measures to safeguard the potable water treatment and distribution system.
- b. Coordinate efforts to repair damaged elements of the potable water treatment and distribution system.

12. Citizens Gas and Coke Utility

- a. Save lives, protect property, restore natural gas, manufactured gas, steam and/or chilled water systems and assist other ESFs by aiding in the restoration of damaged energy systems.
 - b. Develops and maintains emergency plans directing Marion County's response to various predetermined situations involving natural gas, manufactured gas, steam and/or chilled water system problems affecting the safety, health and welfare of the community.
 - c. Provide periodic reports to the Emergency Operations Center concerning the energy restoration process such as projected restoration schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.
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- d. Public announcements on energy conservation, outages, and other energy issues will be coordinated with ESF15, Public Information and the Joint Information Center in the Emergency Operations Center.
- e. Coordinate efforts to repair damaged elements of the natural gas distribution s system in conjunction with other infrastructure repair and hazard removal efforts.
- f. Citizens Gas and Coke Utility has a support role to Indianapolis Power and Light as the lead agency in restoration of energy systems at defined in ESF 12, Energy.

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Appendices

D-ESF Descriptions

ESF 3 Public Works

3-1 Pre-Emergency Preparation of Public Buildings

PRE-EMERGENCY PREPARATION OF PUBLIC BUILDINGS (ESF 3, APPENDIX 3-1)

I. GENERAL - COOP/COG

Precautionary measures aimed toward mitigation of damage from disasters may minimize the impact of a disaster to public facilities. Prior to a disaster the pre-emergency preparation of public buildings and the identification of all public building assets are necessary to:

1. Ensure that appropriate precautionary measures are taken to mitigate the impact of a disaster for all existing public buildings.
2. Ensure that all public building assets are identified and inventoried for possible alternative use in the event of a disaster.

II. CONCEPT OF OPERATIONS

The Deputy Director, Engineering will, with the support of the Deputy Director, Policy and Planning, develop a planning and implementation process to identify all precautionary measures necessary to prepare public buildings for impending disasters and implement the plans as conditions and resources permit. This will include coordination within the Department of Public Works, Department of Metropolitan Development Code Compliance-Building Inspection Unit, Department of Public Safety and other City of Indianapolis - Marion County agencies. Additionally, all remaining public building assets, including Indianapolis Public Schools, Township schools, municipalities and other public buildings will be inventoried for possible alternative use in the event of a disaster.

III. ORGANIZATION AND TASKS

A. Deputy Director, Engineering

1. Develop and disseminate protective design standards.
2. Develop control criteria for illumination, safety, traffic control devices and other applicable engineering-related items as relates to pre-emergency preparation of public buildings.
3. Identify emergency readiness of Public Buildings for temporary use: i.e.: water supply/lighting/generators/sump pumps, etc.

B. Deputy Director, Policy and Planning

1. Initiate actions for plan preparation in order to develop precautionary measures.
2. Conduct liaison meetings with other City agencies, public schools, other City of Indianapolis - Marion County agencies and municipalities to identify possible precautionary measures and assist in budget formulation.
3. Monitor and record implementation of precautionary measures.
4. Inventory all public buildings and parking lots throughout the City of Indianapolis - Marion County, including municipalities, for potential alternative use in the event of a catastrophic disaster.
5. Provide financial direction, support and financial reporting for the immediate resolution of the emergency.

C. Superintendents, Indianapolis Public Schools and Townships Schools and Mayors and/or Councils responsible for other public buildings located throughout the City of Indianapolis and Marion County.

1. Support the inventory of facilities
2. Support planning and development of precautionary measures needed to prepare public buildings in event of a disaster.
3. Prepare, as conditions and resources permit, for the alternate use of facilities in the event of a catastrophic disaster.

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Appendices

D-ESF Descriptions

ESF 3 Public Works

3-2 Damage Assessment, Technical Evaluation / Advice & Construction Management / Inspection

DAMAGE ASSESSMENT, TECHNICAL EVALUATION/ADVICE AND CONSTRUCTION MANAGEMENT/INSPECTION (ESF3, APPENDIX 3-2)

I. GENERAL

Disasters/emergencies will create a need for the assessment of damage, technical evaluation/advice and the construction management/inspection of essential facilities in the City of Indianapolis and Marion County. The first involves support to the Rapid Impact Assessment Teams in which DPW /DMD staff participates with other team members in a preliminary “windshield” evaluation needed to determine if a disaster/emergency needs to be declared and the critical issues of this event. Next, the damage assessment involves a detailed evaluation of the infrastructure conditions with the resulting assessment used to prioritize deployment of critical resources toward repair and restoration of services. The technical Evaluation Team (TEA) identifies responsibilities that exceed the normal tasks of those public and private agencies that provide essential services through ESF 3. A disaster/emergency, as determined by the previous damage assessment team and technical evaluation teams, will determine whether there is a need for the construction management and inspection of essential City and public owned facilities through the rehabilitation, reconstruction, and/or replacement of these essential facilities.

II. CONCEPT OF OPERATIONS:

During or following a disaster/emergency, the Deputy Director of Engineering shall oversee/assign and performs the support to the Rapid Impact Assessment Teams. Tasks will include the detailed assessment of damages, technical evaluation/advice and construction management/inspection to infrastructure and facilities including but not limited to: buildings, bridges, traffic control systems, transportation systems, storm water systems, sanitary systems and AWT facilities.

A. Technical Evaluation/Advice - Primary Support:

1. Infrastructure Records (DPW, GIS & DMD)
2. Available Engineering Resources (DPW & Engineering Consultants)
3. Environmental Assessment (Office of Environmental Services)
4. Computer back-up support (CIO & City contractors)

B. Technical Evaluation/Advice - Secondary Support as Required:

1. Available Heavy Equipment (DPW & outside contractors)
-

2. Available Operating Personnel (DPW & outside contractors)
3. Available Material Resources (DPW, outside contractors and material suppliers)

Damage assessment, technical evaluation/advice and construction management/inspection will be a joint effort between public and private agencies, and incorporate volunteer groups and individuals, as necessary. However, the support to the Rapid Impact Assessment Teams will be DPW staff due to the need for immediate action.

III. ORGANIZATION AND TASKS

A. Deputy Director, Engineering

1. Define resources, direct, coordinate and perform the assessment, technical evaluation/advice and construction management/inspection.
2. Provide liaison with DPW Operations, Department of Metropolitan Development (DMD), Indianapolis Fire Department (IFD), White River Environmental Partnership (WREP), private engineering, construction and utility companies.
3. Provide designated individual(s) to act as support and liaison to the Rapid Impact Assessment Teams for the damage assessment, technical evaluation/advice and construction management/inspection of local roads and bridges and other critical City infrastructure.

B. Division Officer, Operations

1. Provide assistance in damage assessment of buildings.
2. Provide heavy equipment to assist with damage assessment.
3. Provide assistance in damage assessment of transportation and traffic control systems.
4. Provide assistance in damage assessment of AWT facilities; lift stations, sanitary sewers and storm-water collection systems.

C. Deputy Director, Policy and Planning

1. Provide communication link to citizens and central dispatch.
2. Provide financial direction, support and financial reporting.

D. Administrator, Code Compliance, Department of Metropolitan Development (DMD)

1. Provide assistance in damage assessment of buildings and right-of-ways.
2. Provide assistance with private consultants to help with damage assessment of storm sewers, sanitary sewers, lift stations and transportation systems.
3. Provide records for City of Indianapolis – Marion County infrastructure assets.

E. Administrator, Transportation Engineering

1. Verify available services, equipment, materials, operating personnel, and technical support personnel from within the DPW and outside agencies.
 2. Contact outside resources such as Consulting Engineers of Indiana (CEI) and Indiana Constructors, Inc. (ICI) and other for support.
 3. Provide technical evaluations and advice as needed in support of emergency operations either through the use of internal assets or contracted private contractors.
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F. Administrator, Construction Services

1. Direct and coordinate the inspection and construction management of emergency repair, rehabilitation and/or construction activities. (This includes active coordination and communication with other DPW emergency support functions: Emergency Restoration, Damage Assessment and Emergency Demolition)
2. Provide liaison through EOC with State, Federal, and volunteer construction and repair sources for the inspection and construction management of essential facilities.

G. Director, Emergency Management Division

1. Communicate to emergency workers the status of safety or restriction of access to buildings and structures prior to damage assessment of buildings and right-of-ways.

H. Administrator, Project Development Services

1. Set up lines of communication and coordinate efforts of team members with the Emergency Operations Center (EOC), Joint Information Center, support agencies, other DPW groups, engineering consultants and contractors.

I. Private Engineering and Construction Firms

1. Association resources include but are not limited to: Indiana Constructors Inc. (ICI), Consulting Engineers of Indiana (CEI), American Society of Civil Engineers (ASCE), Builders Association of Greater Indianapolis (BAGI), and Associated General Contractors (AGC).
2. Provide assistance in damage assessment, technical evaluation/advice and construction management/inspection of infrastructure and facilities.

J. Chief Operations Officers of the Indianapolis Water Company (IWC), Indianapolis Power and Light (IPL), Citizens Gas and Coke Utility, Ameritech and other telecommunication, health care and transportation companies

1. Check safety and condition in and around utilities, buildings and systems prior to damage assessment, technical evaluation/advice and construction management/inspection of essential facilities.
2. Provide assistance in damage assessment, technical evaluation/advice and construction/inspection of essential facilities.
3. Coordinate activities involved in restoration of potable water, waste water treatment, electric power, gas, telecommunication, health care and transportation systems.
4. Provide liaison to private utilities and coordinate/direct available resources to assist private utility restoration of essential facilities.
5. Assist with personnel, equipment and/or supplies on call.
6. A list of major companies includes, but is not limited to:

- Indianapolis Power and Light Co – electric power
- Public Service Indiana – electric power
- Citizens Gas and Coke Utility – natural gas
- Panhandle Eastern Pipeline Co – natural gas
- Ameritech – telecommunications
- Sprint – telecommunications
- MCI – telecommunications
- Comcast – cable communications
- American Cablevision – cable communications
- Time-Warner – cable communications

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ESF 3 Public Works

3-3 Debris Clearance & Disposal

DEBRIS CLEARANCE & DISPOSAL

(ESF 3, APPENDIX 3-3)

I. GENERAL:

Debris clearance and removal is one of the most critical functions of the disaster recovery effort. Other vital recovery operations may be immobilized until transportation corridors are cleared, allowing search and rescue teams into an area, opening access to hospitals and other emergency aid stations, and permitting damage and needs assessment teams into damaged areas.

Immediately after a disaster, concerted efforts will be devoted to a City of Indianapolis - Marion County wide recovery. Debris clearance and removal will be conducted on such a community-wide basis.

II. CONCEPT OF OPERATIONS:

Debris clearance, removal, staging and disposal will be the responsibility of the Administrator, Solid Waste Services. During the recovery from a major disaster debris removal will be divided into two separate phases:

Phase I. Debris Clearance:

Debris will be cleared which hinders search and rescue operations, hinders immediate life-saving actions and may pose an immediate threat to public health and safety. This activity will be accomplished with City of Indianapolis - Marion County and other local government resources, aid from neighboring counties and State assistance agencies, contracted private providers, public utilities and volunteers.

Debris clearance and removal operations will commence immediately following a major disaster. Due to the size of the City of Indianapolis - Marion County, and the limitations of equipment and staffing, much of which may be unaccounted for following a major event, allocation of debris clearance resources must be prioritized. City of Indianapolis - Marion County resources will be committed according to the following priorities:

- Search and Rescue Operations

Debris clearance in support of search and rescue operations will be the first priority of the Department of Public Works, along with IndyParks, Indianapolis Power and Light Co, Indianapolis Water Company and Citizens Gas and Coke Utility. Immediately following a disaster event, the Administrator of Solid Waste will inventory available Solid Waste, Maintenance Services resources of the City of Indianapolis - Marion County, utilities and other private

contractor resources and designate the personnel and equipment to participate with search and rescue teams as established in ESF-4 (Firefighting) and ESF-9 (Urban Search & Rescue). Available debris removal resources and search and rescue efforts will be coordinated with the Emergency Operations Center.

Efforts will be oriented towards clearing access for elements of the search and rescue teams, closely coordinated with Indianapolis Power and Light Co and other utility response teams dedicated to removing and neutralizing downed electric lines and other public utilities issues. Concurrent with providing support to search and rescue efforts, debris must be cleared to the sides of roadways that provide access to hospitals, fire and rescue stations, Indianapolis Metropolitan Police Department and Marion County Sheriff locations, and the Emergency Operations Center.

- Access to Essential Public Facilities

Debris clearance efforts will be dedicated to opening access to critical community assets and facilities including; elements of the potable water and wastewater treatment and transmission systems, solid waste facilities, public buildings such as hospitals and public health clinics and centers to be used as aid stations, airports, other major transportation facilities, and public utility facilities.

- Elimination of Debris-Related Threats to Public Health and Safety

These activities will take place after the direct threat to public safety is removed. Debris from damaged utility systems, structurally unstable buildings and other heavily damaged public facilities must be removed. Opening of roadways in order to facilitate relief efforts and return the community to normal operations will supersede demolition of unsafe structures in areas where access can be controlled and restricted.

Phase II. Debris Removal

Removal of debris which hinders the orderly recovery of the community. The Administrator, Solid Waste Services coordinates the response for removing, staging (if required by EOC) and disposing of debris from evacuation and emergency response routes and in support of public health and safety. After the completion from evacuation and emergency response routes DPW will coordinate the removal, staging and disposing of debris from all affected areas including all public areas and private areas as directed by the EOC.

The Administrator, Solid Waste Services will direct debris removal activities for the City of Indianapolis - Marion County, and assist other county municipalities in their disposal activity as directed by the EOC.

- Assist in accessibility for emergency response for the various public utilities. DPW and IndyParks will provide all available personnel and equipment.
 - Removal, staging, if directed by EOC, and disposal of debris material from transportation arteries and drainage channels.
 - The IndyParks will support the efforts of DPW and be responsible for the removal of debris material from non-transportation and non –drainage related public property and facilities.
 - Acquisition of permits for emergency landfill sites will be coordinated with the Indiana Department of Environmental Management (IDEM). Also, sites for emergency burning of debris will be identified in coordination with IDEM, the DPW Office of Environmental Services, Marion County Health Department, Indiana Department of Natural Resources, and the various fire departments within Marion County.
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- If debris removal needs exceed the capacities of the local government, the Administrator, Solid Waste will communicate needs to the Emergency Operations Center who will contact the Indiana Department of Homeland Security to request assistance. This assistance will probably be in the form of assistance from the Indiana Department of Transportation. INDOT will already be responsible for removing debris from State roads and bridges, and will coordinate State-agency assistance to the City of Indianapolis - Marion County for removing debris from public and private lands and waters. In a catastrophic situation, the Corps of Engineers can also be expected to greatly assist the local and State authorities in removal and disposal of debris material. Debris removal will generally be restricted to public rights-of-way unless determined to be critically needed in support of the greater public good. If debris removal is required on private property, there may be a need for assistance in obtaining appropriate right of entry forms through DPW customer service.
- All requests for assistance received from other than the Director of Public Works or Administrator of Solid Waste will be reported to the EOC by the fastest means available for prioritization and further instructions.

III. ORGANIZATION AND TASKS:

A. Administrator, Solid Waste

1. Serves as overall coordinator of debris clearance, staging, removal and disposal within the City of Indianapolis - Marion County, other than recreational facilities. Coordinates with the EOC, municipal public works departments, Indiana Department of Transportation, Corps of Engineers, and others, providing assistance to municipalities when possible.
2. During pre disaster planning, ensures all disposal sites are prepared and equipped to receive disaster-related debris.
3. Controls staging and disposal of disaster related debris, and designates disposal sites for various kinds of debris. The need for staging of debris will be directed by the EOC.
4. Coordinates with the IDEM and Marion County Health Department in selection of debris staging and disposal sites.
5. Requests waivers for burning of debris from the Indiana Department of Environmental Management.
6. Coordinates with other municipal solid waste departments with regard to disposal of debris.
7. Assigns debris removal personnel and equipment to search and rescue activities.
8. Sets up procedures and methods to receive disaster related debris from private individuals and businesses.
9. Maintains records of staffing, equipment, and financial resources used in debris removal.
10. Provides scope of work, technical specifications and other standards needed for the Administrator of Administrative Services to prepare contracts needed to support debris clearance, removal, staging and disposal.

B. Administrator, Maintenance Services

1. Assigns personnel and equipment to search and rescue activities as prioritized by EOC.
2. Assists in the clearance and removal of disaster related debris from roadways and DPW owned facilities as directed.
3. Provides tools and other materials from the DPW warehouse.

C. Administrator, Water Services

1. Assists in the assignment of personnel and equipment in search and rescue activities.
2. Clearance and then removal of disaster related debris from waterways and drainage channels.
3. Coordinates with ESF-3, Addendum 5 (Emergency Restoration of Critical Public Services) to determine if any surface debris clearance and removal is required.

D. Director, IndyParks

1. Provides to DPW available personnel and equipment to assist in search and rescue activities.
2. Provides debris removal support to the Administrator, Solid Waste.
3. Clearance and then removal of disaster related debris from recreational facilities and other public facilities as directed by DPW and the EOC.

E. Administrator, Office of Environmental Services

1. Prior to a disaster, and where practical, the Administrator of Strategic Planning assists in acquiring environmental permits/clearances from the Indiana Department of Environmental Management and other agencies.
2. Coordinates with the Administrator, Solid Waste in the selection of debris disposal sites.
3. Requests waivers for burning of debris from the Indiana Department of Environmental Management

F. Director, Marion County Health Department

1. Surveys potential disposal sites and provides a prioritized list for use to the Administrator, Solid Waste.
2. Coordinates with the Administrator, Solid Waste and the DPW Office of Environmental Services to ensure health standards are maintained at all debris disposal sites.

G. Administrator, Administrative Services

1. Establishes contracts for debris removal, staging and disposal as required.

H. Mayors, Beech Grove, Lawrence, Speedway and Southport

1. Assign equipment and personnel to search and rescue activities that will be conducted in their jurisdictions.
 2. Maintain plans, procedures and agreements for debris removal and disposal after a disaster in their jurisdictions.
 3. Following a disaster, conduct clearance and removal operations within local capacities.
 4. Ensure site-specific records for staffing, equipment, and financial resources are maintained by debris removal
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and disposal personnel.

5. Supply personnel and equipment as mutual aid to other debris removal activities in the county.

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3-4 Temporary Construction of Emergency Access Routes

TEMPORARY CONSTRUCTION OF EMERGENCY ACCESS ROUTES (ESF 3, APPENDIX 3-4)

I. GENERAL

Emergency conditions will necessitate the implementation by civil authorities of pre-determined emergency access routes. Certain disaster incidents may render emergency access routes temporarily unusable. Following a disaster incident the Administrator, Systems Planning will coordinate temporary construction of those routes as they are prioritized by the EOC.

II. CONCEPT OF OPERATIONS

Following a disaster, the Administrator of Systems Planning, supported by the Administrator of Maintenance Services and the Construction Management and Inspection Team will coordinate and manage temporary construction of emergency access roads that have been damaged. Temporary construction will be performed by Street Maintenance and other public and private road and/or bridge contractors and supported by appropriate construction materials suppliers.

III. ORGANIZATION AND TASKS

A. Administrator, Systems Planning

1. Coordinates resources needed to provide immediate construction of emergency access routes.
2. Organizes and deploys resources to identified sites requiring emergency access.
3. Constructs emergency access routes as prioritized by the EOC.

B. Administrator, Maintenance Services

Provides labor, equipment and materials as are available in support of construction of emergency access routes

C. Rapid Impact Assessment Team

Inspects and assesses the damage to an emergency access route and recommends method of repair, equipment necessary, and materials necessary to conduct temporary construction activities.

D. Construction Management and Inspection Team

Directs construction activities and ensures swift but efficient temporary construction of the damaged emergency route. Construction will utilize practices, methods, and construction standards used in normal conditions as long as the required work is completed in a timely manner.

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3-5 Emergency Restoration of Critical Public Services

EMERGENCY RESTORATION OF CRITICAL PUBLIC SERVICES (ESF 3, APPENDIX 3-5)

I. GENERAL

Disasters that impact the City of Indianapolis - Marion County require a rapid response from the public and private providers of essential public services. Following such a disaster, the Deputy Director, Engineering will take the lead to restore to operation the sewage collection and waste water treatment system and the storm water collection system. Support will also be provided, as necessary, to the Indianapolis Water Company, Indianapolis Power and Light, Citizens Gas and Coke Utility, telecommunications providers, police and fire services, hospitals and medical facilities and the school corporations.

II. CONCEPT OF OPERATIONS

The Deputy Director, Engineering in unison with other City departments, state agencies, and private utility companies will restore, or assist in the restoration of the vital services needed to reestablish basic community functions of proper sewage conveyance and treatment, safe water supply, restoration of public utilities, debris removal and disposal, and opening of storm sewer and drainage channels and other affected services.

III. ORGANIZATION AND TASKS

A. Deputy Director, Engineering

1. Direct and coordinate initial response per the appropriate contingency plan, emergency repair, rehabilitation, establishment of temporary services, and/or construction of critical public services including wastewater and drainage systems.
2. Maintain inventories and lists of suppliers of construction services, equipment and materials.
3. Provide liaison through the Emergency Operations Center with state and federal agencies, contract operators, and construction and repair sources.
4. Request implementation of mutual aid agreements with outside agencies and coordinate the arrival and task assignments of these resources in cooperation with ESF-7, Resource Support.

B. United Water

1. Direct and coordinate initial response per the appropriate contingency plan, emergency repair, rehabilitation, establishment of temporary services, and/or construction of wastewater collection and lift stations, wastewater treatment plants, and Eagle Creek Dam.
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2. Assist utilities by directing available resources to assist in utility restoration including water treatment plants, water distribution systems, drainage systems, and Morse and Geist Reservoirs.
3. Assist with personnel, equipment, and/or supplies.
4. Implement mutual aid agreements directed at restoring wastewater collection, lift stations and the wastewater treatment plants.
5. Provide support to the Indianapolis Water Company in its maintenance of the Eagle Creek Dam

C. Indianapolis Water Company (IWC)

1. Direct and coordinate initial response per the appropriate contingency plan, emergency repair, rehabilitation, establishment of temporary services, and/or construction of water treatment plants, water distribution systems, water storage and pumping systems, well fields, canal, and the Eagle Creek, Morse and Geist Reservoirs.
2. Provide liaison to City departments and other private utilities, and direct available resources to assist restoration of critical services including wastewater collection and lift stations, wastewater treatment plants, and Eagle Creek Dam.
3. Assist with personnel, equipment, and/or supplies.
4. Implement mutual aid operations directed at restoring water treatment plants, water distribution systems, water storage and pumping systems, canal, and the Eagle Creek, Morse and Geist Reservoirs.

D. Chief Operations Officers of the Indianapolis Water Company, Indianapolis Power and Light Co, Citizens Gas and Coke Utility and other utility, media, health care, transportation and telecommunication companies involved with critical public services

1. Direct and coordinate emergency repair, rehabilitation, establishment of temporary services, and/or construction of electric power, natural gas, telecommunication, railroad, air transportation, water, wastewater and health care systems.
2. Provide liaison to City departments and other private utilities, and direct available resources to assist restoration of critical public and private services
3. Assist with personnel, equipment, and/or supplies.
4. Implement mutual aid agreements directed at restoring critical public and private services.
5. See ESF 12 (Energy) for additional information on the restoration of energy systems following a disaster.

E. Deputy Director, Operations

1. Provide vehicles and equipment from Maintenance Services to assist in the restoration efforts.
2. Provide vehicles and equipment from Solid Waste to assist in the restoration efforts.

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3-6 Emergency Demolition & Stabilization of Buildings

EMERGENCY DEMOLITION AND STABILIZATION OF BUILDINGS
(ESF 3, APPENDIX 3-6)

I. GENERAL:

Disasters will create a need for the emergency demolition or stabilization of buildings in the City of Indianapolis and Marion County.

II. CONCEPT OF OPERATIONS

During or following a disaster, the Deputy Director, Engineering Division of the Department of Public Works shall oversee the emergency demolition and stabilization of buildings.

The demolition and stabilization of buildings will be a joint effort between public and private agencies, and incorporate volunteer groups and individuals.

III. ORGANIZATION AND TASKS

A. Deputy Director, Engineering

1. Direct and coordinate the emergency demolition and stabilization of buildings.
2. Make the initial determination of demolition or stabilization, if possible.
3. Coordinate the hiring of private engineering consultants and contractors, when necessary.
4. Provide liaison with Operations, Marion County Health Department (MCHD), Department of Metropolitan (DMD), Indianapolis Fire Department (IFD), Indianapolis Metropolitan Police Department (IMPD), private engineering, construction, and utility companies.
5. Provide a designated individual(s) to act as liaison to local Emergency Management Division.
6. Take part in site inspection, upon completion of demolition or stabilization work.
7. Provide clear documentation of actions taken and of orders given for work, including determination of safety in entering or working around buildings.

B. Deputy Director, Operations

1. Assist in making the initial determination of demolition or stabilization.
2. Perform building demolition, when possible.
3. Take part in site inspection, upon completion.
4. Provide heavy equipment to assist with building demolition or stabilization.

C. Deputy Director, Policy and Planning

1. Provide communication link to citizens and central dispatch through the Public Information Office.
2. Provide financial direction, support and financial reporting for the immediate resolution of the emergency.

D. Director, Marion County Health Department

1. Assist in making the initial determination of demolition or stabilization.
2. Take part in site inspection, upon completion of work.

E. Administrator, Office of Environmental Services

1. Assist in the monitoring, mitigation and disposal of hazardous materials on site, if present.
2. Assist in the monitoring, mitigation and disposal of asbestos, lead or other contaminants on the site, if present.

F. Chief, Indianapolis Fire Department (IFD)/ Indianapolis Metropolitan Police Department (IMPD)

1. Determine accessibility to buildings for safety prior to demolition or stabilization efforts.
2. Provide rescue and recovery operations prior to demolition or stabilization, when possible.

G. Presidents, Private Engineering and Construction Firms

1. Assist in the making the initial determination of demolition and stabilization, if necessary.
2. Prepare plans and specifications for the demolition or stabilization operations.
3. Perform building demolition or stabilization, if not done by Operations.
4. Take part in site inspection, upon completion.

H. Chief Operations Officers, Utility Companies

1. Check the safety and condition of utilities prior to demolition or stabilization.
2. Disconnect utilities prior to the demolition or stabilization.
3. Take part in site inspection, upon completion.

I. Administrator, Code Compliance, Department of Metropolitan Development

1. Perform building Inspections
 2. Take part in site inspection, upon completion.
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3-7 Environmental Mitigation

ENVIRONMENTAL MITIGATION

(ESF 3, APPENDIX 3-7)

I. GENERAL

Mitigation of environmental effects of disasters has wide impact on the short and long term well being of the community. Environmental Mitigation (EM) includes technical advice and evaluations, environmental damage assessment, contractor oversight, construction management and inspection for environmental hazards occurring during and immediately after the disaster. Mitigation of the hazards is best handled by preventing the occurrence of the hazards. Therefore, it is important to anticipate, evaluate and respond in a timely manner to disasters to insure additional damage is prevented where possible. The Administrator, Office of Environmental Services, shall coordinate the emergency response to hazardous materials identification and removal, identify the area of impact of environmental problems, mitigate the expansion of environmental problems, and conduct monitoring and sampling to insure emergency worker safety.

II. CONCEPT OF OPERATIONS

In the event of a disaster, the Office of Environmental Services will coordinate operations with the DPW Offices of Administrative Services and Maintenance Services, Indianapolis Fire Department, Indianapolis Metropolitan Police Department, Marion County Health Department, Marion County Hazardous Materials Task Force, Metropolitan Emergency Communications Agency, Indiana Department of Environmental Management and the U.S. Environmental Protection Agency as necessary to evaluate the environmental impact of the disaster and implement prompt effective mitigation of the environmental problems. Identification of environmental hazards will be made to decrease the exposure of response personnel to hazards. Hazardous materials will be removed and properly disposed in coordination with activities outlined in ESF-10 (Hazardous Materials). Environmental evaluations will be made identifying the extent of the problem and effective solutions for mitigation. The U.S. Environmental Protection Agency will take the lead responsibility for mitigation efforts for any situation in which they are directly involved.

III. ORGANIZATION AND TASKS

A. Administrator, Office of Environmental Services

1. The primary tasks of the Administrator will be the evaluation of the impact from the environmental disaster. This will be followed closely by the communication of the event to the appropriate contacts in both City and non-City agencies. The Administrator will utilize those resources available to effect the emergency evaluation, appropriate sampling, and immediate mitigation of environmental hazards.

2. If, following an immediate impact assessment of the environmental situation, the Administrator determines that the mitigation of the environmental problem is beyond the immediate capacity of the resources available, assistance will be requested of the Director, Indiana Department of Environmental Management. The Administrator will also implement any existing mutual aid agreements with other public entities. When aid or assistance is provided, it shall be coordinated by the Administrator of the Office of Environmental Services.
3. Provide staffing and equipment necessary to assist environmental assessments.
4. Prior to identified need, arranges or acquires environmental permits/clearances from the Indiana Department of Environmental Management and other agencies and coordinates with the Environmental Protection Agency as needed.
5. Coordinates with the Administrator of Solid Waste Services in the selection of debris disposal sites.
6. Provide liaison and direction to support agencies and coordinate outside aid.
7. Coordinates with the Indianapolis Fire Department to evaluate the site for worker safety and participate in the determination of accessibility to buildings and structures.

B. Administrator, Office of Administrative Services

1. Provide financial direction, support and financial reporting for the immediate resolution of the emergency.

C. Administrators, Office of Maintenance Services & Solid Waste

1. Provide vehicular equipment for debris removal and/or traffic management per ESF3, Addendum 3 (Debris Clearance and Disposal).
2. Assist in removal, staging and disposal of debris.

D. Indianapolis Fire Department

1. Evaluate site for worker safety, make the determination of accessibility to buildings and structures. Provide an “all clear” for entry into the site.
2. Provide equipment support and personnel support for hazardous material identification.
3. See ESF-10 (Hazardous Materials) for IFD’s primary responsibility with regard to hazardous materials.

E. Indianapolis Metropolitan Police Department

1. Provide site security.
2. Assist in traffic control and crowd control.

F. Indiana Department of Environmental Management

1. Assist with site evaluation and the issuance of permits.
2. Provide staffing and material resources to mitigate the site hazard.

G. Marion County Health Department

1. Identify health issues for on-site workers and the community.
 2. Assist with evacuation decisions to protect the community.
 3. See ESF8 for MCHD’s primary role with regard to Health and Medical Services.
-

H. Marion County Hazardous Materials Task Force

1. Assist with hazard identification.
2. Assist with proper disposal techniques for environmental hazards.

I. U.S. Environmental Protection Agency

1. Provide lead for site evaluation.
2. Provide lead for mitigation efforts through the use of personnel, expertise and equipment.

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ESF 3 Public Works
3-8 Control & Utilization of DPW Equipment & Manpower

CONTROL AND UTILIZATION OF DPW EQUIPMENT AND MANPOWER
(ESF3, APPENDIX 3-8)

I. GENERAL:

Disasters will create a need for the scheduling and controlled deployment of Department of Public Works equipment and manpower to obtain the best possible utilization of these assets.

II. CONCEPT OF OPERATIONS

During or following a disaster, the Deputy Director, Operations Division of the Department of Public Works shall oversee the scheduling and deployment of equipment and manpower.

III. ORGANIZATION AND TASKS

A. Deputy Director, Operations

1. Direct and coordinate the scheduling and deployment of equipment and manpower.
2. Coordinate the hiring of private contractors, when necessary.
4. Provide liaison with Operations, Indianapolis Fire Department (IFD), Indianapolis Metropolitan Police Department (IMPD), private contractors, and utility companies.
5. Provide a designated individual(s) to act as liaison to the Department Emergency Command Center.
6. Provide clear documentation of actions taken and of orders given for work.

B. Assistant Administrator, Street Maintenance

1. Assign, direct and coordinate appropriate equipment and manpower as directed by the Deputy Director, Operations.
2. Insure that equipment is properly maintained to provide maximum availability.
3. Track and log all equipment use, personnel hours, fuel utilization, and maintenance supplies so that reimbursement can be obtained.

C. Presidents, Private Contractors

1. Provide equipment and manpower to augment the Departments, if required.
2. Take part in site inspection, upon completion.

D. Chief Operations Officers, Utility Companies

1. Check the safety and condition of utilities prior allowing access of DPW equipment or manpower.
2. Disconnect utilities as required to facilitate safe entrance of DPW equipment or manpower.
3. Take part in site inspection, upon completion.

Comprehensive Emergency Management Plan (CEMP)

Appendices

D-ESF Descriptions

ESF 4 Fire Fighting

FIREFIGHTING (ESF 4)

PRIMARY AGENCY: Indianapolis Fire Department
SUPPORT AGENCIES: All township and municipal fire agencies
Indianapolis Airport Fire Department
Wishard Ambulance Service
Rural Metro Ambulance Service
Department of Public Works
Jurisdictional Law Enforcement Agencies
Marion County Emergency Management Division
Marion County Health Department
Indiana Task Force 1
State Fire Marshal's Office
Department of Fire and Building Services
Indiana Department of Homeland Security
American Red Cross
IndyGo
Metropolitan Emergency Communications Agency

I. INTRODUCTION

A. Purpose

This ESF provides coordination of fire and rescue activities to ensure the safety of life and property during emergency situations.

B. Scope

Marion County firefighting and rescue support under this function includes actions taken through the application of equipment, manpower, and technical expertise to control and suppress fires that have or threaten to become disasters. Provision of such services will be in accordance with mutual aid compact agreements with local governments, private industry, other counties, and established recognized standards of fire fighting methods. The Marion County Fire Chiefs Association is responsible for development, implementation, and administration of all unified county programs, mutual aid agreements, and participation in this function as related to unified firefighting operations during an emergency or disaster. The Indianapolis Fire Department, under the direction of the Indianapolis Fire Chief shall be the lead coordinating agency for firefighting and rescue operations during emergency or disaster. The firefighting ESF plans, coordinates, and conducts operations in response to suppression

of fire, technical rescue, and hazardous materials incidents. These operational actions include the following:

- Actions taken through the application of equipment, manpower, and technical expertise to control and suppress fires that has or threatens to become disasters. Provision of such services will be in accordance with mutual aid compact agreements with local governments, private industry, other counties, and established recognized standards of fire fighting methods.
- Provision of fire suppression assistance under the Stafford Act will be made in accordance with the Federal/State Agreement for Fire Suppression.

II. POLICIES

This ESF provides coordination of fire and rescue activities to ensure the safety of life and property during emergency situations. This ESF supports the National Response Plan and the State Comprehensive Emergency Management Plan. Indianapolis-Marion County possesses a significantly large number of experienced and highly trained firefighters. In all, thirteen different fire departments using over two hundred separate pieces of apparatus provide fire & rescue service protection as well as varying levels of emergency medical services throughout the county.

All of the departments operate under the National Incident Management System and have maintained mutual aid agreements for a number of years. All of these departments also utilize MECA's 800 MHz trunking radio system, which extends to a number of public safety agencies outside Marion County.

Fire prevention, control, and rescue operations are daily problems faced by fire service personnel. These problems become more significant during disaster situations. In the past, numerous real world incidents and scheduled inter-agency training opportunities have increased each respective department's working knowledge of their fellow agency's capabilities, resources and personnel. In the event of a disaster, this historical cooperation should facilitate faster and more effective response.

III. ORGANIZATION

A. General

The Indianapolis Fire Department employs 949 firefighters stationed at 35 fire stations evenly spaced throughout the Indianapolis Special Fire Service District. There are also 10 other fire departments located in Marion County. The following townships maintain separate fire services: Lawrence, Franklin, Perry, Decatur, Wayne, and Pike townships. Additionally, the fire departments of the "excluded cities" of Lawrence and Beech Grove, the Town of Speedway; and the Fire Department of the Indianapolis International Airport comprise 11 different agencies. Those 10 fire departments combined field 1019 full-time firefighters and 248 volunteer firefighters. Countywide, there are 2018 firefighters.

B. Coordination

The Chief of the Indianapolis Fire Department is responsible for coordinating all disaster related fire and rescue responses. Each fire service will maintain authority within its own jurisdiction. Emergency / disaster fire coordination may be directed from the County Emergency Operations Center by the Fire Chief or his

representative, in coordination with the on-scene command post(s). Routine operations will be handled by standard procedures. Other local support and State and Federal support will be called upon as needed with requests channeled through the County Emergency Operations Center.

IV. CONCEPT OF OPERATIONS

A. General

1. Emergency firefighting operations will be initiated via Fire Communications who will dispatch the appropriate local fire agencies to the full extent of their resource capabilities, including the use of resources available under the mutual aid agreements.
2. Command of fire operations will be in accordance with the National Incident Management System

B. Capabilities

The following describes the technical response capabilities of the fire departments in Marion County relative to countywide disaster planning. Technical areas are, but not limited to, Confined Space Rescue, Breathing Air Supply, Rope Rescue, Dive Rescue, Swift Water Rescue, and EMS / Mass Casualty Response.

1. Confined Space Rescue

- The IFD has on duty at all times firefighters who are trained in Confined Rescue Team (CRT). IFD Tactical 1 (comprised of equipment and personnel from IFD Firehouses 1 & 5) has specialized training in rescuing victims from collapsed buildings, cave-ins at construction sites and from rubble caused by bombings or natural disasters such as tornadoes. Specialized confined space vehicles are equipped with confined rescue team equipment and are ready for use at IFD station 1 and 5.
- Franklin Township has Tactical Support Unit 554 for confined space rescue.

2. Breathing Air-Supply

- In most of the incident types (fire suppression, hazmat, confine space, decon) firefighters must wear self-contained breathing apparatus (SCBA). The SCBAs are highly technical equipment that includes an individualized air mask, a harness and an air tank. IFD has 300 SCBAs in service at all times and certified technicians maintain them in-house. Four IFD specialized vehicles, (known as "tactical support units or TSU's") house the repair equipment and spare parts for the SCBA program. The IFD TSUs are staffed by twelve firefighters over three shifts. Any firefighter who operates in a toxic environment (hazmat, fire, confined space, etc.,) must wear an SCBA. The air tanks used with the SCBAs have a 30-minute capacity, so they must be changed for each

firefighter several times during an incident. The TSUs carry spare air tanks to emergencies to replace those tanks used by firefighters.

3. Rope Rescue

- Ninety IFD firefighters are trained in high-angle, rope-rescue response. These specialized teams are capable of effecting rescue from high rise buildings or any situation where rope rescue is required. The rope rescue team is housed at five IFD stations. Thirty of the team members are on duty at all times.
- The City of Lawrence has Rescue 11 for both High and Low Angle Rope Rescue.
- The City of Beech Grove has Engine 101, 102, and Ladder 101 for Low Angle Rope Rescue.
- Lawrence Township has Squad 331 and Aerial 332 that can respond to high and low angle rope rescue.
- Wayne Township has Engine 882, Rescue 882, and Ladder 884 that may respond for high and low angle rope rescue.

4. Dive Rescue

- IFD houses two fully trained and equipped dive rescue teams at two separate fire stations. Seventy two team members are trained for year-round underwater rescue or recovery.
- The City of Lawrence has Tactical 6 which has a minimum of 2 underwater divers on duty at all times. There are a total of 14 divers in the City of Lawrence.
- Pike Township has Tactical 115 which has a minimum of 3 divers on duty at all times and a total of 23 divers.
- Franklin Township has Rescue 553 which has four divers per shift.

5. Swift Water Rescue

IFD houses three fully trained and equipped swift-water rescue teams at three separate fire stations. 60 team members are trained for year-round swift-water rescue. The swift-water rescue teams are capable of rescuing persons trapped in a surface condition on swift water (e.g., victims in a boat on river rapids). The initial training for the dive rescuer is 40 hours and each member must undergo 16 hours of annual retraining.

The City of Lawrence has Tactical 6 that has Zodiac Inflatable 12ft Boats with a 25hp motor for swift water rescue.

Pike Township has Engine 115, Aerial 115, and Tactical 115 that has a 16ft Jon boat with 50 hp Mercury motor and a Dive Boat which is a 16ft Polaris rubber boat powered by 25 hp Johnson motor.

Lawrence Township has a 14ft Jon and an 18ft Boston Whaler for Swift Water Rescue.

Franklin Township has Rescue 553 that may respond to Swift Water Rescue.

Wayne Township has Engine 882, Rescue 882, and Ladder 884 that may respond to a swift water rescue incident.

6. Emergency Medical Service / Mass Casualty Response

The IFD has 949 certified emergency medical technicians (EMTs) trained in basic life support and 150 certified paramedics trained in advanced life support. 274 personnel are on duty at the 35 IFD fire stations at all times.

The 12 Township and excluded city fire departments have approximately 560 EMTs and 50 paramedics. All of these individuals are trained in the triage, treatment and preparation for transport of emergency medical patients. All of the fire departments in Marion County are staffed to respond, if needed, to incidents involving individual patients or for incidents involving mass casualties.

Each IFD apparatus (which includes the entire front-line fleet of 34 engines, 18 ladder trucks, and 5 rescue squads) is outfitted to treat four patients. Collectively, the IFD personnel on duty could treat an additional 650 patients in a mass casualty incident. Countywide, the other 10 fire departments in Marion County could treat an additional 50 patients. Wishard hospital (which staffs 100 paramedic and 30 EMTs) could treat an additional 500 patients. The total capability for treating patients in a mass casualty incident in Marion County is approximately 2,000 patients.

In such mass casualty incidents the full fleet of available ambulances plus makeshift “mass casualty” vehicles such as INDYGO buses would very likely be utilized.

The following table summarizes the EMS capabilities in Marion County:

Emergency Medical Service in Marion County	
Total firefighters in Marion County*	2128
Total firefighter/EMTs and paramedics in Marion County	94
Total firefighter/paramedics in Marion County	120
IFD paramedics and EMTs	15
IFD paramedics	65
On-duty IFD paramedics and EMTs, 24/7	27
On-duty IFD paramedics, 24/7	5
Total Wishard EMTs and paramedics	130

Total Wishard paramedics	100
On-duty ambulances at Wishard	18
Total ambulances at Wishard**	20-25
Total ambulances (public) county wide***	44
Total ambulances (private companies) county wide	20
Total ambulances (private and public) county wide	64
* This number represents the number of professional firefighters in the Indianapolis Fire Department, the excluded cities' fire departments, the fire department at Indianapolis International Airport, and the nine township fire departments in Marion County.	
** Wishard Hospital staffs 18 ambulances daily, 24/7. In an emergency, Wishard would be able to muster an additional 2 to 7 ambulances.	
*** This includes all of the ambulances in the field that are part of a public agency; i.e., Wishard Hospital and all of the 13 fire departments in Marion County.	

V. FIREFIGHTING TASK ASSIGNMENTS

A. Primary Agency Fire Chief

1. Responsible for coordinating all emergency fire and rescue responses. However, each fire organization will maintain authority within its own jurisdiction. Emergency / disaster fire operations support will be directed from the County Emergency Operations Center by the Indianapolis Fire Chief or his designated Emergency Support Function Coordinator. The Indianapolis Fire Chief is also responsible for participating in the Mayor’s Policy Group to advise on fire and rescue operations topics.

B. Emergency Support Function Coordinator

1. The Emergency Support Function Coordinator is appointed by the Indianapolis Fire Chief as his representative in the Emergency Operations Center. The coordinator will:
 - Coordinate fire and rescue service response to address the needs at the emergency scene(s) and assure protection to the rest of Marion County.
 - Analyze fire and rescue service resource needs and request assistance.
 - Provide input into the emergency / disaster Incident Action Plan.
 - Provide information and coordination regarding the status of fire operations to other Emergency Support Function Coordinators.
 - Prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the incident record.

VI. SUPPORTING AGENCY TASK ASSIGNMENTS

A. All township and municipal fire agencies and Indianapolis Airport Fire Department

1. Provides mutual aid in fire service operations as necessary and available.

2. Provides back-up and extended contingency fire coordinators to the County EOC for IFD.

B. Wishard Ambulance Service and Rural Metro Ambulance Service

1. Provides Emergency Medical Support for the fire services and victims within the area of operations.
2. Provides transport of victims and injured personnel to hospital care facilities.

C. Department of Public Works

1. Provides heavy equipment and machinery as necessary to assist in rescue operations.
2. Assists in coordination of issues involving DPW and utility assets that may be affecting the fire area of operations.

D. Jurisdictional Law Enforcement Agencies

1. Assists in traffic and crowd control within the area of operations.
2. Assists arson investigators in an arson criminal investigation as necessary.
3. Provides security for firefighters as necessary.
4. Assists in the evacuation of occupants within an affected area if necessary.

E. Marion County Emergency Management Agency

1. Assists in coordination between multiple agencies if necessary.
2. Provides robot response in a biological or chemical event if necessary.
3. Provides assistance in handling suspicious substances or packages.
4. Supports incidents by activating the EOC if necessary.
5. Provides resource support and coordination if necessary.

F. Marion County Health Department

1. Provides air-monitoring support if needed.
2. Assists in handling suspicious substances or packages if necessary.
3. Provides technical assistance in health issues if necessary.

G. Indiana Task Force 1

1. Activates on request to support USAR activities.
2. Supports structural collapse rescue activities.

H. IndyGo

1. Provide transportation needs.
2. Provide temporary shelter.

I. American Red Cross

1. Provide shelter
2. Provide food
3. Provide clothing

Comprehensive Emergency Management Plan (CEMP)

Appendices

D-ESF Descriptions

ESF 5 Information & Planning

INFORMATION AND PLANNING (ESF 5)

PRIMARY AGENCY: Indianapolis-Marion County Emergency Management

SUPPORT AGENCIES: All other Emergency Support Functions

I. INTRODUCTION

When operating optimally, ESF 5 maintains a continuous and current understanding of what EVERY other response element has DONE, is NOW DOING, or is PLANNING TO DO.

The role of the Information and Planning ESF is to collect, process, analyze and disseminate accurate and timely information regarding a potential or actual disaster among all agencies and organizations involved in the response. Using this information, ESF 5 also conducts extensive short and long term planning measures intended to facilitate both response and recovery efforts.

In many respects, ESF 5 is the nerve center of a disaster or emergency response operation. While all other functions have specific function-related information processing responsibilities, Information and Planning must collect, process, organize and disseminate ALL response-relevant information into comprehensive and consolidated decision support products.

During the precautionary and response stages, information has to be promptly processed for inclusion into the decision making process. Specific details regarding any known fatalities caused by the disaster, serious injuries and assessment of related damages in the impacted area are usually among the most important elements of information. Any current or scheduled attempts to rescue other disaster victims are also customarily included in early reports.

During the recovery, accurate financial information has to be collected on damages related to the disaster as well as all other costs incurred by the City and County in the response and recovery efforts. This data is used to apply to the state for a formal declaration of a Disaster and the ultimate award of federal disaster relief funds.

A. Purpose

The purpose of this annex is to address those procedures and activities assigned to ESF 5 Information and Planning, in support of the Marion County Emergency Operations Center (EOC) in a major disaster or anticipated disaster. The mission of ESF 5 is to provide current information and timely needs assessment during EOC activation. This information is collected from incident command posts, response agencies, the computer aided dispatch system (CAD) and State and municipal operations centers. ESF 5 collects, processes, and disseminates information about an actual disaster or potential disaster situation, and facilitates the overall

activities of response and recovery. It also is used to make appropriate notifications and interface with other local and state agencies.

B. Scope

ESF 5 is a staff level function, which provides information and planning support to the incident command posts and the policy group and coordinates overall information and planning activities in the EOC in support of all response and recovery operations. The ESF assimilates incident information when the EOC is activated from State and municipal operations centers, fire departments, law enforcement agencies, public works agencies, EMS, Red Cross and other agencies as necessary.

II. POLICIES

The Director of the Emergency Management Division will activate the Emergency Operations Center when accurate information is received which indicates the threat of a disaster or the actual occurrence of one. The Director may also assign staff to the field at his discretion to facilitate this information gathering process

III. CONCEPT OF OPERATIONS

The Division's staff will report to the EOC and begin the information gathering and management process. This process includes inputting the harvested data into WebEOC, the crisis management software which drives the EOC. This data is intended to guide strategy decisions regarding warning, preparedness, response and eventual recovery efforts.

WebEOC will be accessible to the Executive Policy Group, the EOC team members and other agencies and organizations involved in the response. Briefings and reports will be prepared for the Executive Policy Group as needed or at a minimum twice daily. Much of the information contained in these briefings will also be relayed to the State EOC on a regular basis. Press releases and other information will be relayed to the media by the Joint Information Center or lead PIO. ESF 5 also collects information from damage assessment activities and coordinates its dissemination as necessary. This information requires the designation of specific geographic parameters, and may include digital photography and video of the impacted areas.

Within the EOC, incoming information will be displayed on monitors and other available resources. ESF's may also use their similar resources to display current information as necessary. The EOC has four large wall displays and four TV sets. Approximately 30 phone lines are available. Two of these lines have been reserved for incoming and outgoing fax machines. All desktop computers have LAN and internet access. Additionally, Motorola radios are also available to communicate directly with response agencies in the field. A computer aided dispatch (CAD) terminal is located in the room. This allows radio control operators to respond to the EOC and facilitate communications between the incident command posts and the EOC.

All communications with the State EOC and any federal agencies shall be coordinated through the ESF 5 function. This coordination is customarily accomplished in the EOC. Messages, requests for assistance (i.e. mutual aid from distant locations) and Mission Tracking are documented and relayed to the State.

III. ORGANIZATION AND TASKS

A. The Indianapolis-Marion County Emergency Management Division

1. Maintain the Emergency Operations Center in a continual state of readiness.
2. Collect, validate and analyze information critical to disaster operations.
3. Coordinate and facilitate action planning.
4. Coordinate and facilitate contingency and strategic planning efforts.
5. Provide or facilitate formal and informal briefings.
6. Facilitate the dissemination of geographic information system products.
7. Prepare and disseminate routine, special and ad hoc reports.
8. Coordinate and facilitate specialized function planning.
9. Obtain experts to provide specialized technical assistance.
10. Organize and maintain a records management program to capture all activities related to the response and recovery.
11. Capture and archive a record of the disaster response for later reference.

B. All Other Support Agencies

1. Maintain an ongoing means of real time communications with ESF 5.
2. Assist ESF 5 in its nonstop efforts to acquire current and accurate information regarding the disaster and the response efforts involved.
3. Dispatch a ranking member of their respective organization's chain of command (with appropriate decision making authority) upon request to the EOC or other locations.
4. Document their respective actions, decisions and activities wherever possible before, during and after disasters. This includes tracking telephone, fax and email messages.
5. Assist ESF 5 with occasional updates regarding their respective organizations key contact information (i.e. 24 hour notification numbers, cell phones, pagers, home telephone numbers, etc.)
6. Also assist ESF 5 with occasional revisions of the Countywide Emergency Operations Plan in regard to their specific agencies capabilities, action, operational and contingency plans, etc.

Comprehensive Emergency Management Plan (CEMP)

Appendices

D-ESF Descriptions

ESF 6 Mass Care & Sheltering

MASS CARE, HOUSING AND HUMAN SERVICES (ESF 6)

Primary Agency: American Red Cross of Greater Indianapolis
Support Agencies: Marion County Health Department
Indiana Crisis Assistance Response Team (I-CART)
The Salvation Army of Indiana
American Radio Relay League
Marion County Voluntary Organizations Active in Disaster (MCVOAD)
Indianapolis Power and Light Company
Indianapolis and Township Schools
Community Centers of Indianapolis
Indianapolis Metropolitan Police Department
Marion County Sheriff's Department

I. Introduction

A. Purpose

Emergency Support Function 6, Mass Care, Housing and Human Services supports efforts to address the non-medical mass care, housing and human services needs of individuals and/or families impacted by emergencies and/or major disasters.

B. Scope

1. ESF 6 promotes individuals, households and family response and recovery efforts based on incident priorities to include economic assistance, and any other services for people who were impacted by the incident.
2. ESF 6 has three primary functions: Mass Care, Housing and Human Services.
 - a. Mass Care Function
 - (1) Coordinates resources to support non-medical mass care services to victims. Also coordinates and gathers information related to sheltering and feeding operations in the impacted area.
 - (2) Coordinates emergency shelter for victims including the use of pre-identified shelter sites in existing structures; creation of temporary facilities or the temporary construction of shelters; and use of similar facilities outside the incident area, should evacuation be necessary.

- (3) Coordinates feeding to victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food.
 - (4) Coordinates emergency first aid consisting of basic first aid and referral to appropriate medical personnel and facilities and at designated sites.
 - (5) During times of disaster, the American public turns to the Red Cross as a trusted source of information. The Red Cross will concentrate its Welfare Information and Family Reunification efforts on serving individuals and families within the disaster-affected areas, facilitating communication from inside the disaster-affected area to outside the affected area. Helping disaster victims initiate timely contact with family members and loved ones enables the Red Cross to provide welfare information to many more people outside of the affected area. The Red Cross will also work with both government and community-based agencies who offer a range of welfare information and family reunification service solutions and technical tools.
 - (6) Coordinate bulk distribution by determining the most effective and efficient methods for service delivery based on immediate community needs and resources, as well as physical and logistical considerations.
- b. Housing Function
- (1) Provides assistance for the short and long-term housing needs of victims.
 - (2) Identifies the various factors that could impact the incident-related housing needs and provides assistance to develop a plan of action to provide housing assistance in the most effective, expedited, and efficient manner available at the time.
- c. Human Services Function
- (1) Coordinates and assesses the situation and implements an appropriate plan based on the resources available to assist all victims.
 - (2) Supports various services impacting individuals and households, including a coordinated system to address victim's incident-related recovery efforts through crisis counseling, and other supportive services. Crisis counseling and mental health services provided in coordination with other providers.
 - (3) Ensures water, ice, and other associated emergency commodities and services are addressed, as necessary.

II. Policies

The policies and concepts of ESF 6 apply to all agencies assigned as a primary or support agency for Mass Care,

Housing and Human Services. The underlying principles of all agencies include:

- A. The type and focus of ESF 6 support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts.
- B. Activating as needed, in anticipation of, or immediately following, a disaster or emergency or an incident of mass criminal violence.
- C. Supporting mass care activities and services without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- D. Assigning staff to ESF 6 to work in accordance with their parent agency rules and regulations.
- E. Working toward reducing duplication of effort and benefits.
- F. First aid will be supplemental to emergency health and medical services established to meet the needs of victims.
- G. Conflicts between agencies involved with ESF 6 will be reconciled by Marion County Emergency Management.

III. Concept of Operations

A. General

1. Requests for assistance are channeled through the Emergency Operations Center to the primary agency responsible for ESF 6. Close coordination is required for all response activities. It is expected that each agency involved will either be working directly with the primary agency, The American Red Cross of Greater Indianapolis, or will be coordinating their efforts with a liaison in the Emergency Operations Center.
2. Recovery efforts will be initiated through the primary agency and Marion County Emergency Management. Recovery efforts will be coordinated through MCVOAD (Marion County Voluntary Agencies Active in Disaster) or INVOAD (Indiana Voluntary Organizations Active in Disaster) depending on the magnitude of the event. All agencies responsible for recovery efforts will be updated periodically.

B. Organization

1. Response Structure

- a. Following activation, the primary agency along with Marion County Emergency Management will convene to evaluate the situation and implement plans established and respond accordingly.
- b. Primary and support agencies are available on a 24-hour basis for the duration of the emergency response period.

C. Notification Procedure Responsibilities

1. Marion County Emergency Management will be responsible for contacting the primary agency upon activation. Response activities must be coordinated with a liaison within the Emergency Operation Center. This will insure response activities are not duplicated and resources are not wasted.
2. The American Red Cross of Greater Indianapolis, as the primary agency, will be responsible for relaying the activation status to other support agencies. Thus allowing time for each agency to prepare for deployment.

D. Actions

1. Initial
2. Marion County Emergency Management and The American Red Cross of Greater Indianapolis
 - a. Assess the disaster situation and forecast response needs;
 - b. Coordinate resource requests from first responding agencies;
 - c. Establish communication with support agencies.

A. Ongoing

1. Marion County Emergency Management and the American Red Cross of Greater Indianapolis
 - a. Assess the disaster situation and determine the adequacy of response and recovery activities;
 - b. Provide reports to Emergency Operation Center;
 - c. Anticipate future requirements.

IV. Responsibilities

A. ESF Coordinator (Marion County Emergency Management)

1. Activates primary agency.
2. Provides guidance on location and type of operation needed.
3. Plans and supports regular meetings with and between the primary and support agencies related to preparedness, response and recovery activities.
4. Ensures primary and support agencies are informed and involved in all meetings related to ESF 6 activities.
5. Provides damage assessment reporting to any ESF 6 requesting agency.

B. Primary Agency (American Red Cross of Greater Indianapolis)

1. Provides leadership in coordinating and integrating overall efforts associated with mass care, housing and human services.
 2. Identifies facilities suitable for emergency shelters, respite centers, reception areas and mass feeding operations.
 3. Conduct mobile feeding operations to assist emergency workers and victims at the site of the incident.
 4. Provide emergency assistance to victims.

 5. Provide bulk relief supplies for emergency workers and victims.
 6. Provide clothing for victims. This will be immediately necessary if mass decontamination is needed.
 7. Maintain an inventory of sources of food and feeding supplies.
 8. Maintain an inventory of shelters, shelter supplies, equipment and forms.
 9. Establish and operate emergency shelters.
 10. Establish and operate ARC Service Centers near the impacted area to provide clothing, household items, emergency medicinal needs, temporary housing needs and referrals to other available resources.
 11. Provide ARC Health Services and Mental Health Services to assist with minor injuries and other medical concerns, and to provide counseling for traumatized victims and emergency workers.
 12. Provide communication in the disaster field to supporting disaster workers.
 13. Assists in the release of information of victims to relatives.
 14. Develop procedures for reception, orientation and assignment of spontaneous volunteers.
- C. Support Agencies. All ESF #6 support agencies must ensure that the primary agency or Emergency Operations Center Liaison is aware of the functions and activities of all respective participating entities.
1. Marion County Health Department
 - a. Provides technical assistance to shelter operations related to food, vectors, water supply and water disposal.
 - b. Provides priority inspection of facilities being utilized for mass shelters and mass feeding operations.

- c. Assists in the provision of food supplies, medical supplies and services.
 2. Indiana Crisis Assistance Response Team (I-CART)
 - a. Provides assistance to help rebuild adaptive capacities, decrease stressors, reduce symptoms of trauma, and restore the victim's sense of equilibrium immediately following a disaster.
 - b. Provides long term mental health counseling for traumatized victims and emergency workers.
 3. The Salvation Army
 - a. Conduct mobile feeding operations to assist emergency workers and victims at the site of the incidents.
 - b. Provide financial assistance to victims.
 - c. Maintain an inventory of sources of food and feeding supplies.
 - d. Maintain an inventory of shelters, shelter supplies, equipment and forms.
 - e. Establish and operate emergency shelters.
 - f. Provide communication in the disaster field to supporting disaster workers.
 4. American Radio Relay League
 - a. Provide communication in the disaster field to supporting disaster workers.
 5. Marion County Voluntary Agencies Active in Disaster (MCVOAD)
 - a. Assists in communicating to the government and the public these services provided by its national member organizations.
 - b. MCVOAD informs members of the severity of the impact of the incident, needs identified and actions of "helpers" throughout the response, relief, and recovery process.
 - c. Provides guidance in client information-sharing, spiritual and emotional care, and long-term recovery as needed.
 6. Indianapolis Power and Light Company
 - a. Provide priority power restoration to emergency shelters.
 7. Indianapolis and Township Schools
 - a. Identify the use of school facilities for mass care activities.
 8. Community Centers of Indianapolis
-

- a. Identify the use of community centers for mass care activities.
- 9. Indianapolis Metropolitan Police Department
 - a. Provide security for mass shelter activities.
- 10. Marion County Sheriff's Department
 - Provide security for mass shelter activities.

Comprehensive Emergency Management Plan (CEMP)

Appendices

D-ESF Descriptions

ESF 7 Resource Support Group

RESOURCE SUPPORT (ESF 7)

Primary Agency: Department of Administration
Support Agencies: Northrop Grumman (NG)
Building Authority
City-County Agencies (All Agencies)
Continuity of Government (COG)
Controllers' Office
Department of Human Resources (Labor)
Mayors' Public Access Office
Mayors' Office of Latino Affairs
Indianapolis Fleet Services Division
Metropolitan Emergency Communications Agency
Purchasing Division
Telephone Operations
INDYGO
Marion County Health and Hospital Corporation

I. Introduction

A. Purpose

1. Emergency Support Function, ESF 7, Resource Supports; shall assist in providing logistical and resource support to response agencies during a disaster. Work closely with State, local agencies requiring resource support to relief efforts prior to, during, or after an Incident of National Significance.

B. Scope

1. ESF 7, Resource Support is structured to provide support for the changing requirements of domestic incident management to include, awareness, preparedness, prevention, response, recovery, and mitigation actions. Activities that fall within the scope of this function includes; Supplies, equipment, manpower, back-up telecommunications, record tracking, worker accountability, critical incident de-briefing, vendor distribution lists, security of proprietary and non-public records, salary continuation plans, and additional resources will have to be considered and the development of actionable plans that have been adequately resourced and exercised to ensure that resource support is available in the event of a disaster recover from an All Hazards Incident of National Significance within Marion County.

2. In coordination with established NIMS doctrine, ESF 7 must remain in close coordination with Federal, State, Local, and tribal officials to determine the potential needs for support and to track the status of response and recovery activities.
3. ESF 7 shall prepare contingent plans for emergency relief supplies, facilities space, office equipment, office supplies, telecommunication and information technology contract services, security and personnel required to support immediate response activities.

II. Policies

The policies and concepts of ESF 7 apply to all agencies assigned as a primary or support agency for Resource Support. The underlying principles of all agencies include:

- A. Upon implementation of the National Response Plan (NRP), the Resource Support agencies provide operational assistance to the affected areas.
- B. Support restoration efforts responding to the needs of the public, saving lives, protecting property, and restoring damaged infrastructure. Have primary responsibility for incident prevention, preparedness, response, and recovery. When activated to respond to an incident, should develop work priorities in cooperation with State and Local Agencies. Equipment resource support will be available upon request, pending an initial assessment of incident impact(s), magnitude and type of event, and the stage of the response and recovery efforts.
- C. Activating as needed, in anticipation of, or immediately following, a disaster or emergency or an incident of mass criminal violence.
- D. Establish emergency contracting, emergency repair of solid waste facilities, clearance of debris to allow inspection and reconnaissance of the damaged areas, and passage of emergency vehicles, personnel and equipment for lifesaving, life protecting and health and safety purposes during the immediate response phase following a disaster.
- E. Assign appropriate staff to support ESF 3 work functions in accordance with agency rules and regulations.

III. Concept of Operations

A. General

1. In response to the threat of a disaster, or in response to a major technological accident, the Resource Support function shall provide fiscal, managerial, communications, staff, record keeping, and procurement support as necessary. The Department of Administration, the Controller's Office and the support agencies listed above, have the resources to provide an umbrella organization to support the City's primary response and recovery efforts. Their focus during the response phase shall be the timely and efficient acquisition and distribution of resources to City departments and County agencies, and the documentation of expenditures.
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2. In preparation for an anticipated disaster, ESF 7 shall provide a specific plan, that identifies the role of the City/County Council and a method to expedite approvals and decrease the number of members needed for a quorum, must be formulated in the event of a disaster.
3. Resource Support will assume the lead role in restoring vital administrative public services. During a state of emergency, normal purchasing and acquisition procedures may be waived. Once an Emergency Declaration is in effect, the Resource Support team, in conjunction with the support agencies, assumes the full responsibility for resource support for all City departments and County agencies within the guidelines of the Emergency Declaration. Most interdepartmental and some intra-departmental procurement from existing inventories should be handled at the departmental level. Departments are instructed to document all transactions pursuant to FEMA audit requirements. Resources obtained from outside sources (other than governmental entities or commercial suppliers) will be routed through the Purchasing Division with oversight by the Resource Support team.
4. In the event of a declared disaster, the Director of Administration in coordination with the Director of the Emergency Management Division will coordinate the activities of these agencies. Ensure State and Local Government is fully and consistently integrated into ESF 7 activities.
5. Leasing of additional buildings, facilities, warehouses, or other property may be necessary following a disaster. When needed, Resource Support shall coordinate the procurement of such properties. The replacement of damaged or destroyed facilities will be accomplished by relocating affected personnel to other City owned or leased buildings. Repairs to damage public buildings shall be prioritized by Building Authority. Contracts for emergency repairs coordinated through Resource Support.
6. Following an incident, and during the recovery phase, the Resource Support team and its component agencies shall coordinate the acquisition of materials, facilities, property and personnel needed to support these operations. Resource Support shall also represent the City/County in working with State and Federal agencies to identify reimbursable expenditures. In addition, steps to resume operations should be determined. Those steps include, but are not limited to establishing priorities for resuming operations, continuing to ensure the safety of personnel, conducting employee briefings, creating detailed records (audio recording all decisions and photographing or videotaping damage), account for all damage-related costs, notification to families of worker status, and arrange to protect undamaged property.
7. Recovery efforts will be initiated through each individual agency. All agencies responsible for recovery efforts will be expected to update a liaison in the Emergency Operations Center periodically.

IV. Organization

A. Response Structure

1. Following activation, the primary agency along with Marion County Emergency Management will convene to evaluate the situation and implement plans established and respond accordingly.
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2. Primary and support agencies are available on a 24-hour basis for the duration of the emergency response period.

V. Notification Procedure Responsibilities

- A. Marion County Emergency Management will be responsible for contacting the primary agency upon activation. Updated reports from both, primary and support agencies, must be communicated with a liaison within the Emergency Operation Center. This will insure response activities and resources are not wasted.
- B. Marion County Emergency Management will be responsible for contacting any support agency, not already responding, under ESF 7 at the time in which they are needed.

VI. Actions

- A. Initial
 1. Affiliated Computer Services Marion County Emergency Management (MCEMA) and Department of Administration (IDOAE).
 - a. Assess the disaster situation and forecast response needs;
 - b. Coordinate and supply resources requested by first responding agencies (once required resources have been identified and communicated to MCEMA and IDOAE);
 - c. Establish communication with support agencies.
- B. Ongoing
 1. Marion County Emergency Management and Department of Administration;
 - a. Assess the disaster situation and determine the adequacy of response and recovery activities;
 - b. Provide reports to Emergency Operation Center;
 - c. Anticipate future requirements.

VII. Responsibilities

- A. ESF Coordinator (Marion County Emergency Management)
 1. Activates primary agency.
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2. Provides guidance on the impact of the disaster.
3. Plans and supports regular meetings with and between the primary and support agencies related to preparedness, response and recovery activities.
4. Ensures primary and support agencies are informed and involved in all meetings related to ESF 7 activities.
5. Provides damage assessment reporting to any ESF 7 requesting agency.

B. Primary Agency (Department of Administration)

C. Director, Department of Administration

The Director provides leadership in coordinating and integrating overall efforts associated with Resource Support. The Director will utilize those resources available to effect those emergency actions and accomplish the following:

1. Review daily worker accountability checklist to determine employees who reported to office.
 2. Identify staff to report to Resource Support Center, develop a schedule of specific responsibilities for staff.
 3. Identify office supplies, telephone lists and other materials needed to conduct emergency operations from the Resource Support Center.
 4. With assistance from the Controller's Office and ACS, provide fiscal guidance, technical support and funding options to the Resource Support Center.
 5. Identify short-cut approval procedures and quorum reduction requirements from Boards and City/County Council.
 6. Identify from ACS, back-up system for mainframe records and reports.
 7. Work with Controller's Office to determine how salary continuation can be managed.
 8. Obtain vendor lists from Purchasing to ensure emergency needs are met.
 9. Maintain chain of command and authority levels for spending.
 10. Coordinate confidential records safety and prepare documentation for requests from outside agencies, City Departments, independent authorities, and other agencies.
 11. Act as the City representative for all FEMA documentation requirements. Provide FEMA documentation forms and procedures to departments and agencies as needed. Coordinate reporting of initial damage information and cost estimates to the FEMA representative.
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12. Distribute an Emergency Procurement Procedures Manual, complete with a copy of telephone and fax numbers for "emergency vendors", sorted by product or service. These vendors should have agreed in advance to provide necessary supplies to authorized City officials and employees at little or no notice at the normal government discount rate.
13. Identify via fax or other means City contracted private commercial vendors, to be on stand-by to receive orders for equipment or materials.
14. Coordinate volunteers and donations, the availability of volunteer groups that may supplement local resources before contracting for a service.
15. Upon activation of the Emergency Operations Center, Resource Support will send a representative to act as a liaison.
16. Maintain an inventory of procedures and point-of-contact for obtaining specialized equipment and labor, fuel and transportation, and other resources.

B. Support Agencies

A. Affiliated Computer Services (ACS)

1. Prior to a disaster, review departmental procedures to insure minimal impact upon Resource Support computer operations including GIS functions.
2. Provide ACS/GIS and related services to the Department of Administration as required for the disaster response effort.
3. Provide necessary maps, etc. for damage assessment teams to expedite the completion of their function and for the use of FEMA in their capacity.

B. Indianapolis Fleet Services

1. Maintain resources for fuel and transportation efforts.
2. Provide maintenance support for city-county equipment. Establish a robust maintenance operation program, stock repair parts, and trained technicians to maintain equipments operational readiness.

C. Procurement and Supply Division

1. Coordinate equipment and other resource requests unable to be filled by City inventories, using commercial vendors and other channels.
 2. Provide manpower and any materials that may be needed.
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3. Provide any additional facilities, buildings, or property needed for the recovery effort, including Disaster Application Centers, equipment holding yards, temporary office space, etc.

D. Risk Management

1. Coordinate City building evacuation plans with appropriate supervisors and personnel.
2. Determine need for hazardous materials training for employees not associated with Public Safety and Hazardous Materials response across city and county agencies. Train personnel on proper use of personal protective equipment available.

E. Telephone Operations-SBC

1. Assesses and repairs damage to telecommunications identified as essential for City-County government operations.
2. Provide periodic reports to the Emergency Operations Center concerning the resource support, administrative services, and restoring public services for affected area(s). Process projected restoration schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.
3. Develop an alternative facility(s) to be able to conduct Continuity of Government (COG) operations in cases damages occur with existing government facilities.

Comprehensive Emergency Management Plan (CEMP)

Appendices

D-ESF Descriptions

ESF 8 Health & Hospital

HEALTH AND MEDICAL (ESF 8)

PRIMARY AGENCY: Marion County Health and Hospital Corporation
SUPPORT AGENCIES: Marion County Hospitals
Wishard Ambulance Service
Marion County Coroner's Office
Indiana University School of Medicine
Indiana University School of Nursing
Marion College School of Nursing
University of Indianapolis School of Nursing
Butler University College of Pharmacy and Health Sciences
The American Red Cross
Indianapolis Medical Society
Indianapolis Crisis Assistance Response Team
The Marion County Mental Health Association
Indianapolis Regional Blood Center
Indianapolis Area Fire Departments
District 5 Hospital Group
Managed Emergency Surge for Healthcare (MESH)
Indiana Primary Health Care Association
Indiana State Department of Health
Indiana Department of Homeland Security

I. GENERAL

Health and Medical, ESF 8, covers a variety of health hazards that can be anticipated in the event of an emergency involving mass injury, illness and/or death. This document is an integrated plan to coordinate the necessary public, private and volunteer assistance that will be required to respond quickly and effectively in the event of a disaster.

II. CONCEPT OF OPERATIONS

Under the direction of the Mayor, upon proclamation that a disaster has occurred or is imminent, the Director of the Marion County Health Department will coordinate the response of medical and health care resources. The Director will provide liaison with the responsible representative for ESF 8 at the State Emergency Operations Center (SEOC).

ESF 8 shall establish direct responsibility for the safety of food and water supplies, the prevention and control of epidemics, the delivery of emergency medical services (including personnel and supplies), and the identification of

victims and emergency mortuary services.

Requests for State and Federal resources will be by made by the Director in conjunction with members of the EOC with whom emergency support functions overlap.

III. ORGANIZATION AND TASKS

A. Director, Marion County Health Department (MCHD)

The Director of the MCHD is charged with the coordination of all health and medical services needed following a disaster. The Director will also ensure that the MCHD is ready at all times to perform the functions required by both the State and local ESF 8. Under ESF 8, the MCHD shall:

1. Provide inspection and appropriate testing of drinking water and food supplies to ensure the safety of both for the general public and designated emergency facilities.
2. Provide for mass distribution of drugs and/or vaccines in response to the threat or occurrence of infectious disease.
3. Provide emergency lab services for medical care, drinking water, food and the general environment.
4. Coordinate testing of specimens for chemical, biological, or radiological contaminants.
5. Provide nutrition consultation services as they relate to special diets and medical needs.
6. Ensure disposal of solid waste at hospitals and emergency sites.
7. Assure the availability of biological, chemical, and radiological decontamination, if indicated.
8. Assist in the provision of medical services in emergency shelters utilizing volunteers, students, and health department staff members.
9. Provide emergency rodent/insect control to prevent the spread of disease.
10. Develop policies to address emerging health issues as appropriate.
11. Develop a system to provide death certificates in a timely manner.
12. Assure the maintenance of medical records for services provided during mass prophylaxis/immunization clinics and in Neighborhood Emergency Help Centers; and
13. Provide a MCHD Public Information Officer to coordinate with ESF 15, Public Information, to assure timely and accurate information regarding health in the community.

B. Director, Wishard Ambulance Service (WAS) and Indianapolis Area Fire Departments

The Director of the Wishard Ambulance Service will assure the availability of emergency medical services and transportation to medical facilities or emergency shelters. Under ESF 8 WAS shall:

1. Provide first aid, triage, and the initiation of life saving measures at the site of the disaster.
2. Plan and implement first aid station sites.
3. Assist in the storage, distribution, and redistribution of medical supplies and drugs to first aid sites, emergency shelters, and established hospital facilities as required.
4. Assure that appropriately trained medical personnel exist to respond to emergency and disaster situations.
5. Assure communication and coordination of services among Marion County hospitals and first responders.
6. Provide chemoprophylaxis to first responders and their family members in the event of threat of an infectious disease.
7. Assist in Neighborhood Emergency Help Centers and/or Alternate Care Centers providing pre-hospital triage and limited health care in the event of an infectious disease outbreak.

C. Marion County Coroner

The Marion County Coroner oversees the appropriate care, handling and disposition of disaster caused fatalities.

Under ESF 8 the coroner's office shall:

1. Provide additional morgue sites for body identification, record maintenance, and storage of personal belongings as needed.
2. Provide emergency transportation, preparation, and burial of victims.
3. Notify next of kin as required.

D. Marion County Hospitals and Health Care Facilities

This group comprised of representatives from each Marion County hospital and selected health care providers shall assure emergency and routine medical services are available to all during a disaster. Under ESF 8, this group shall:

1. Establish and encourage the adoption of a uniform emergency incident command system by all hospitals, better enabling personnel to assist in any facility.
 2. Provide continuing medical care for those who were ill prior to the disaster as well as those who become ill or injured during the accident.
 3. Provide emergency medical supplies, power, water, sewage disposal, and other essential services to establish hospital facilities should these services be interrupted or curtailed.
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4. Provide services for displaced or transported hospital and nursing home patients as needed.
5. Assure adequate supplies for medical facilities to meet the medical needs of disaster victims.
6. Assure adequate supplies of food and water for victims and health care personnel in medical facilities.
7. Train additional personnel that might be needed during the disaster to assure proper response to casualties.
8. Provide liaison with the Rapid Impact Assessment Teams for health care facilities, medical requirements, water, sewage, and solid waste.
9. Coordinate the evacuation of health care facilities.
10. Provide chemoprophylaxis to employees and their families in the event or threat of an infectious disease outbreak.
11. Assess the capacity of Marion County hospitals to respond to an emergency or infectious disease outbreak.
12. Identify actions to be taken by local hospitals and health care facilities to create more bed and patient care capacity during an emergency or infectious disease outbreak.
13. Activate the Modular Emergency Medical System (MEMS) as needed. This includes the establishment of neighborhood help centers (NEHCs) for the ambulatory and worried well and the acute cares centers (ACCs) to supplement existing primary care facilities. NOTE: This system exists outside the established hospital system and is activated only in the event the hospital system is overwhelmed or rendered useless.

E. Indianapolis Crisis Assistance Response Team

This team facilitates and oversees the variety of appropriate and necessary crisis counseling services that are made available to disaster victims and their families in the short-term time frame following a disaster.

ICART is composed of local volunteers currently employed as licensed and credentialed mental health professionals. ICART team members include professionals from Brooke's Place for Grieving Young people, CISD Indiana, Community Hospitals of Indianapolis, Lawrence Township Schools Crisis Assistance Team, the Marion County Sheriff's Department Victim Assistance staff, the Greater Indianapolis American Red Cross chapter and several other individuals and organizations.

ICART's core members have successfully completed the extensive training required by the National Office of Victim Assistance (NOVA). They are certified as a national response team under their organization.

Locally, ICART is closely affiliated with the Marion County Mental Health Association, which provides valuable executive, logistical and administrative support at no charge to the ICART.

Under ESF 8, the ICART shall:

1. Provide or facilitate requests for delivery of Critical Incident Stress Debriefing (CISD) sessions for
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emergency responders at confidential locations, times and dates.

2. Promote the availability of no cost (or very low cost) disaster crisis counseling for victims and their families in the immediate aftermath of a disaster.
3. Serve as the clearinghouse to receive the eventual referrals from visiting Red Cross Disaster Mental Health providers upon the conclusion of their tours of duty.
4. Work in cooperation with other mental health agencies and organizations at the County, State and Federal levels in all of the above listed.

F. Indianapolis Medical Society

(Supporting entities: IU School of Medicine, IU School of Nursing, Marion College School of Nursing, University of Indianapolis School of Nursing, Butler University College of Pharmacy and Health Sciences, The American Red Cross, and other health related organizations).

This group will assist in the coordination and recruitment of volunteers from local medical professionals. These volunteers may include licensed and board certified surgeons, nephrologists, dermatologists, physicians, pathologists, pediatricians, ophthalmologists, optometrists, psychiatrists, pharmacists, dentists, physician's assistants, registered nurses, licensed practical nurses, physical, respiratory and occupational therapists, certified x ray technicians and other persons in allied health services such as social workers with Master's level credentials. Hospital administrators may also be asked to assist in specific tasks if necessary.

Local medical, nursing and related schools and any local hospitals with emergency medical technicians or paramedic training classes might be asked to provide qualified volunteers who have completed sufficient levels of medical training. Some advanced students may be asked to assist in such tasks as the operation of the NEHCs, assisting with direct patient care (with the proper oversight) or possibly mass prophylaxis/immunization efforts and patient follow-up.

Under ESF 8 the IMS shall:

1. Assist local government's emergency managers in the design and implementation of a plan to recruit and train appropriately qualified volunteers before, during and after disasters. This training should include sufficient rotations in both pre-hospital and emergency medicine coursework.
2. Screen each volunteer medical professional to ensure they possess adequate levels of training and the proper credentials to legally and safely assist disaster victims in both the pre hospital and emergency room environments.

Comprehensive Emergency Management Plan (CEMP)

Appendices

D-ESF Descriptions

ESF 9 Urban Search & Rescue

SEARCH AND RESCUE (ESF 9)

PRIMARY AGENCY: Indianapolis Metropolitan Police/Indianapolis Fire Departments
SUPPORTING AGENCIES: Indiana Task Force 1
Jurisdictional Fire Departments
Jurisdictional Law Enforcement Agencies
Department of Public Works
Marion County Emergency Management Division
Department of Natural Resources
Indiana Department of Homeland Security

I. INTRODUCTION

A. Purpose

The Search and Rescue, ESF 9, provides information and procedures to help facilitate search and rescue procedures for both urban search and rescue of a collapsed structure and search and rescue for missing and or lost persons.

B. Scope

Search and Rescue Emergency Support Function is utilized to provide local government with specialized lifesaving assistance in case of a major disaster, emergency, and / or lost or missing person. The City of Indianapolis maintains a number of assets that can be utilized to fulfill a number of different search and rescue functions to include locating lost or disoriented individuals, house-to-house searches for individuals who may be trapped after a major disaster, and confined space rescue of individuals due to a significant structural collapse. Lost or missing person search and rescue operations will be the responsibility of the jurisdictional law enforcement agency until it is determined that a criminal element is absent. Urban search and rescue operations will be the responsibility of the jurisdictional fire department. Both search and rescue and urban search and rescue will operate under a unified command system so that the resources of law enforcement agencies and fire service agencies can be utilized to the fullest potential.

C. Definitions

1. Search: All activities directed toward discovering the location of an individual or individuals missing or reported missing, in jeopardy, or possible jeopardy, of life and limb.

2. Rescue: All activities directed toward and requiring the use of organized and trained personnel to locate and extricate persons trapped in damaged buildings, shelters, vehicles and other enclosures, or from contaminated areas.
3. Search and Rescue (SAR): The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or killed.
4. Urban Search and Rescue: A SAR unit organized, equipped, and trained to locate persons trapped in the rubble of structures of any size or construction. In addition to the equipment and skills necessary for light rescue, they must have the ability to determine heavy equipment requirements of a rescue situation and supervise the operation of such equipment. The unit must have a sound working knowledge of structural engineering or immediate access to a technical specialist with such knowledge.

II. ORGANIZATION

A. Urban Search and Rescue

1. Indianapolis Fire Department

IFD has stations 1 and 5 which are fully trained to respond to structural collapse and below grade trench rescue or confined space rescue. In addition, Station 29 is also capable of doing disaster search where multiple structures of single story structures that have incurred some structural damage.

2. Franklin Township Fire Department

Franklin Township has Tactical Support Unit 554 that may respond to Structural Collapse Rescue.

3. Indiana Task Force 1

The City may also call upon Indiana Task Force 1 which is a FEMA USAR task force that specializes in “heavy” collapsed structure urban search and rescue operations; e.g. situations where the density and/or amount of rubble or the conditions of the structural collapse do not lend themselves to search and rescue operations with equipment normal to fire/rescue operations. Indiana Task Force 1 is one of 28 US&R Task Forces, which are FEMA-certified and funded by FEMA to conduct USAR operations anywhere across the country.

B. Search and Rescue

1. Indianapolis Metropolitan Police Department

The Indianapolis Metropolitan Police Department has a number of resources that can be dedicated to the location of lost and / or missing persons. Generally, IMPD will provide missing person detectives to lead the investigation. IMPD may also provide air support in the form of one of their helicopters to conduct aerial searches. IMPD may also support searches with the use of a bloodhound K-9 or other specially trained search dogs who are trained in scent discrimination. Other law enforcement manpower from IMPD may be requested to assist in a search as necessary.

3. Indianapolis Fire Department

IFD maintains a search and rescue team that is operated out of Station 29. This team is on duty 24 / 7. The team is trained extensively in ground search techniques and is specially equipped with night-vision goggles, land navigation equipment, and personal protective equipment specific to search and rescue.

III. CONCEPT OF OPERATIONS

A. Urban Search and Rescue

1. Jurisdictional Fire Departments

Urban search and rescue operations will be conducted in the event of collapsed structures resulting from fire, earthquake, tornado, or other incident. County fire departments have varying capabilities to effectively respond to the onset of a major structural collapse in their jurisdiction. The jurisdictional fire department will initiate the National Incident Management System upon arrival to the scene.

2. Supporting Elements

The jurisdictional fire department will call for technical assistance in USAR when needed. Structural collapse may call for the needs of heavy equipment that may be provided by the Department of Public Works, INTF-1, or may even require a private contractor. A Indiana Task Force - 1 call-up will be initiated through Indianapolis Fire Communications under existing protocols, and fire departments will be polled to determine how many personnel can be released for USAR operations. Task Force members will report to the Lanagan Center equipment cache and staging site, located at the Indianapolis International Airport, where the team positions will be filled with qualified personnel and where pre-deployment tasks will be conducted. At the same time, the Task Force equipment cache will be loaded for transport to the rescue site and transportation arrangements for moving Task Force personnel en masse to the site will be finalized. Additionally, a command liaison team consisting of a Task Force Leader and a Plans/Operations Manager will respond to the rescue site to coordinate with the On-Scene Incident Commander. Additionally, a Search and Reconnaissance team (Search and Recon) consisting of various search, rescue, technical, and medical specialists may also be deployed to conduct initial safety assessments and search operations. An Indiana Task Force 1 member will be detailed to coordinate with each shift of the Emergency Operations Center Operations Section and may be requested to be present in the EOC. Indiana Task Force -1 estimates that from activation to on-scene response will be approximately 2 hours.

Law enforcement may assist with perimeter security and may also support information gathering operations in large incidents by through the use of missing person detectives. The detectives can conduct investigations in an attempt to identify who is missing and identifying their last known point. This may be useful to the overall operation in identifying areas to search and to increase the level of the probability of detection. Other city agencies may also support operations by providing structural and building engineer expertise, debris removal, and medical aid. If situation warrants extended operations, additional FEMA USAR Task Forces may be called in from around the Country to assist in disaster operations. The nearest FEMA USAR Task Forces to Marion County are located in Dayton, OH and Memphis, TN and the next two closest are in Missouri and Nebraska.

3. Coordination

The Chief of the Indianapolis Fire Department is responsible for coordinating all disaster related Urban Search

and Rescue responses. Each fire service will maintain authority within its own jurisdiction. Emergency / disaster Urban Search and Rescue coordination may be directed from the County Emergency Operations Center by the Fire Chief or his representative, in coordination with the on-scene command post(s). Routine operations will be handled by standard procedures. Other local support and State and Federal support will be called upon as needed with requests channeled through the County Emergency Operations Center.

B. Search and Rescue

1. Jurisdictional Law Enforcement Agency

The jurisdictional law enforcement agency will respond to a call for a lost or missing person. The responding officer will conduct a cursory search and investigation and determine whether a missing person detective needs to be involved. Once the detectives are on scene, the detectives will assess the situation and determine if a lost / missing person search is necessary. If so, the detective will act as the incident commander and request additional search and rescue resources as necessary.

2. Jurisdictional Fire Department

The jurisdictional fire departments may be notified of the search and rescue operations by the law enforcement agency through via IMC and Fire Communications. The fire department may elect to support the search with manpower and logistics.

3. Indianapolis Fire Department Tactical 29

The missing person detectives on scene are eligible to request the assistance of IFD Tactical 29 through IMC and Fire Communications to support the search and rescue operation. IFD 29 will respond to the scene and fall into a unified command with the law enforcement agency and assist in the search and rescue operations.

4. Supporting Elements

Other supporting resources may be initiated by the incident commander to further assist in the search if it is deemed necessary to include, but not limited to an activation of the Marion County Emergency Operations Center, air support, and K-9 Support.

5. Coordination

The Chief of the Indianapolis Metropolitan Police Department is responsible for coordinating all lost / missing person Search and Rescue responses within the County Emergency Operations Center. Each law enforcement agency will maintain authority within its own jurisdiction. Lost or missing person Search and Rescue resource support coordination may be directed from the County Emergency Operations Center by the Police Chief or his representative, in coordination with the on-scene command post(s). Routine operations will be handled by standard procedures. Other local support and State and Federal support will be called upon as needed with requests channeled through the County Emergency Operations Center.

IV. TASKS AND ASSIGNMENTS

A. Indianapolis Fire Department

1. Provides initial response to heavy collapsed structure rescue.
2. Provides initial response to multiple collapsed structures requiring search and rescue operations.
3. Provides initial response for lost or missing persons to work in conjunction with local law enforcement.
4. Provides an EOC Search and Rescue Coordinator in the EOC for County level coordination of Search and Rescue efforts.
5. Initiates the request for Indiana Task Force 1 activation through Indianapolis Fire Communications.
6. Coordinates with State and Federal level agencies to request additional Search and Rescue support.

B. Jurisdictional Chief Officer

1. Determines the need for heavy collapsed structure rescue support.
2. May initiate the request for the Indiana Task Force 1 activation through Indianapolis Fire Communications.
3. Designates the appropriate staging area for Task Force operations.

C. Indianapolis Fire Communications

1. Initiates the initial response of the Indianapolis Fire Department.
2. Initiates the Task Force call-up according to established procedures.
3. Supplies Task Force Leadership with contact and staging area information.

D. Indiana Task Force 1

1. Task Force Leaders assess the situation
2. Task Force assembles at Lanagan Center for team assignments, medical screening and equipment loading.
3. Initial Command Liaison and Search and Recon teams are dispatched as necessary.
4. Task Force liaisons coordinate with the County Emergency Operations Center.
5. Task Force Leaders consult with jurisdictional Chief Officer concerning whether additional USAR support is required and relays this information to the Search and Rescue coordinator.

E. Jurisdictional Law Enforcement Agencies

1. Provides law enforcement and security functions at search and rescue incident sites.
2. Conducts missing person investigations as required.
3. Maintains perimeter areas and search teams if capable.

F. Department of Public Works

1. Provides heavy equipment support if necessary.
2. Provides machinery and tools if needed.

G. Marion County Emergency Management Division

1. Provides resource support as necessary.
2. Functions as a liaison between all levels of government to support operations.
3. Functions as a liaison between local governmental agencies.
4. Maintains the County EOC to support rescue operations.

H. Department of Natural Resources

1. Provides resources to assist with operations in rural areas or on or across water.
2. Assists with Search and Rescue operations within State property.
3. Provides K-9 support as needed and capable.

I. Indiana Department of Homeland Security

1. Provides resource support as necessary to include K-9 support, heavy equipment, and manpower as necessary.
2. Acts as a liaison with Federal level government to support operations.

J. Emergency Support Function Coordinator (USAR)

1. The Emergency Support Function Coordinator is appointed by the Indianapolis Fire Chief as his representative in the Emergency Operations Center. The coordinator will:
 - a. Coordinate USAR response to address the needs at the emergency scene(s) and assure protection to the rest of Marion County.
 - b. Analyze USAR service resource needs and request assistance.
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- c. Provide input into the emergency / disaster Incident Action Plan.
- d. Provide information and coordination regarding the status of USAR operations to other Emergency Support Function Coordinators.
- e. Prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the incident record.

K. Emergency Support Function Coordinator (Lost / Missing Person SAR)

1. The Emergency Support Function Coordinator is appointed by the Indianapolis Police Chief as his representative in the Emergency Operations Center. The coordinator will:
 - a. Coordinate search and rescue service response to address the needs at the emergency scene and assure protection to the rest of Marion County.
 - b. Analyze search and rescue service resource needs and request assistance.
 - c. Provide input into the emergency / disaster Incident Action Plan.
 - d. Provide information and coordination regarding the status of search and rescue operations to other Emergency Support Function Coordinators.
 - e. Prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the incident record.

J. Resources

The Indianapolis Fire Department maintains Station 29, which has a multitude of tools for locating lost or missing persons to include but not limited to the following:

1. Thermal imaging equipment
2. Mapping software to assist in the probability of detection and defining the search area.
3. Emergency Medical equipment and personnel.
4. Communication Equipment.
5. Land Navigation Equipment.
6. Missing person investigators.
7. Ground Search Teams.

8. Mobile Command Vehicle.
9. Light rescue tools and equipment.

The Indianapolis Fire Department maintains Station's, 1 and 5 which maintains the following equipment and capabilities to include, but not limited to:

1. Confined space rescue capabilities.
2. Rope rescue capabilities.
3. Heavy vehicle extrication tools and capabilities.
4. Emergency medical equipment and personnel.
5. Communication equipment.

Indiana Task Force 1 maintains the most tools and equipment and the most specialized personnel for heavy structural collapse to include but not limited to the following:

1. Confined space rescue capabilities.
2. Rope rescue capabilities.
3. Heavy vehicle extrication capabilities.
4. K-9 Search and rescue dogs.
5. Emergency medical equipment and personnel.
6. Communication equipment.
7. Hazmat equipment and technicians

The task force is self-sustaining for the first 72 hours.

Comprehensive Emergency Management Plan (CEMP)

Appendices

D-ESF Descriptions

ESF 10 HazMat

HAZARDOUS MATERIALS (ESF 10)

PRIMARY AGENCY: Indianapolis Fire Department
SUPPORT AGENCIES: Marion County Health Department, Water Quality and Hazardous Materials Management
Marion County Emergency Management Division
Office of Environmental Services, Department of Public Works, City of Indianapolis
Indiana Poison Center
Indiana Department of Environmental Management, Environmental Response
Indiana State Fire Marshall's Office, Hazardous Materials Response Division
Indiana State Department of Health
Indianapolis Metropolitan Police Department
Marion County Sheriff's Department
Indiana State Police
Indiana Department of Natural Resources
Fire Communications
53rd Civil Support Team

INTRODUCTION

A. Purpose

The purpose of this Hazardous Materials, ESF 10, is to provide guidance for county operations in response to emergencies resulting from the manufacture, use, storage, and transfer of hazardous materials in and through Marion County; to describe the specific roles and responsibilities of first responders utilizing a standardized Incident Command System; and, to coordinate the emergency response capabilities of local, state, and federal agencies, adjacent jurisdictions, private industry and volunteers.

B. Scope

The HAZMAT ESF provides for a coordinated, effective, and efficient response to discharges and releases of hazardous materials by placing human, financial, and material resources into action in the impacted area. This ESF establishes lead coordination roles and division and specification of responsibilities among Federal, State and local agencies that may be brought to bear in response actions. This ESF is applicable to all organizations with responsibilities and assets to support the local response to actual and potential discharges and releases of hazardous materials.

II. POLICIES

ESF 10 provides for a coordinated, effective, and efficient response to discharges and releases of hazardous materials

by placing human, financial, and material resources into action in the impacted area. This ESF establishes lead coordination roles and responsibilities among agencies that may be brought to bear in response actions. This ESF is applicable to all organizations with responsibilities and assets to support the local response to actual and potential discharges and releases of hazardous materials.

ESF 10 is responsible for response to an actual or potential release of hazardous materials. Hazardous materials incidents may be defined as one or more materials as defined in the Code of Federal Regulations, Title 49, Parts 100 through 199; 1998 Indiana Fire Code 675 IAC 22-2.2 Article 2; and/or certain other materials that may be leaking, spilled, burning or have a potential release thereof, that may endanger life, property and/or the environment. These hazardous materials include: explosives, gases, flammable liquids, flammable solids, spontaneously combustible materials, and materials dangerous when wet, oxidizers and organic peroxides, radioactive materials, or miscellaneous hazards including unknowns whether in usable or waste condition. More in-depth and specific information on a Hazardous Materials response can be found in the Marion County Local Emergency Planning Committee HAZMAT Annex.

III. ORGANIZATION

A. General

Marion County has an abundant amount of HAZMAT response resources from which to glean from. Primarily, the fire service organizations are the lead agencies in hazardous material incidents. There are multiple fire agencies in Marion County that provide first response and supporting response resources to a HAZMAT incident. Several of those agencies have responders that serve a dual responsibility of fire / rescue and HAZMAT response as a dedicated technical team. The fire services are augmented by several supporting agencies to effect the mitigation of a hazardous material incident.

B. Coordination

Although, there are multiple fire agencies with HAZMAT teams, the Indianapolis Fire Department is dedicated as the primary coordinating agency in the event of major emergency or disaster. The Chief of the Indianapolis Fire Department is responsible for coordinating all disaster related HAZMAT responses; however, each fire service will maintain authority within its own jurisdiction. Emergency / disaster HAZMAT coordination may be directed from the County Emergency Operations Center by the Fire Chief or his representative, in coordination with the on-scene command post(s). Routine operations will be handled by standard procedures. Other local support and State and Federal support will be called upon as needed with requests channeled through the County Emergency Operations Center.

C. Resources

The following is a categorized list of resources found within specific agencies that may play a role in hazardous materials incidents:

Hazardous Materials Technician Teams:

Pike Township Fire Dept
Indianapolis Fire Dept*
Wayne Township Fire Dept

City of Lawrence Fire Dept

* Indianapolis Fire Dept has 3 HAZMAT Technician Teams

Other Marion County Hazardous Materials Supporting Agencies:

City of Lawrence Fire Dept
Decatur Township Fire Dept
Perry Township Fire Dept
Franklin Lawrence Fire Dept Township Fire Dept
Indianapolis Airport Fire Dept
Beech Grove Fire Dept
Lawrence Township Fire Dept
Speedway Fire Dept
Marion County Health Department
Marion County Emergency Management Division
Department of Public Works – Office of Environmental Services

District V Supporting HAZMAT Team

Greenwood Fire Dept
City of Franklin
Hamilton County
Task Force

Other Supporting State Agencies include:

Indiana State Department of Health
Indiana Department of Environmental Management
Indiana Department of Homeland Security
Indiana State Fire Marshall's Office

Generally, participating fire departments carry varying quantities of foam that is available within the county. The Indianapolis International Airport Fire Department will respond a crash truck to aid any department in the county.

Decontamination Capabilities and Teams:

The Indianapolis International Airport Fire Department houses a decontamination trailer. The trailer, with a minimum of two hazardous materials technician level trained personnel, can be dispatched to any incident in the county needing decontamination of large numbers of people. The trailer also has the ability to provide warm water for the decontamination process.

The Indianapolis Fire Dept. operates a decontamination team (Tactical 19) which responds to hazardous material incidents and any run necessary for decontamination purposes.

Marion County HAZMAT Decontamination Team

Task Force 19
Task Force 31
Pike 113
Airport 991
Mass Decontamination

IV. CONCEPT OF OPERATIONS

A. General

All Marion County resident jurisdictional fire departments serve under their respective standard operating procedures. As part of a countywide Mutual Aid Agreement, all Hazardous Materials Technician Teams will respond as requested by the Incident Commander. The Incident Commander of the jurisdictional fire department is responsible for the safety and accountability of all personnel operating on the incident. Furthermore, the Incident Commander will ensure that any response to a Hazardous Materials Incident will be done so as prescribed in the National Incident Management System (NIMS). More detailed information regarding the standard operating procedure for hazardous materials incidents may be found in the LEPC Hazardous Materials Annex.

The Marion County Fire Chiefs' Association developed a District V Hazardous Materials Training and Advisory Council to standardize training and equipment choices for all Hazardous Materials Technician Teams.

Additional assistance in response to a hazardous materials incident is available from several state agencies including Indiana State Fire Marshall's Office, Indiana State Department of Health, and Indiana Department of Environmental Management. The decision to contact additional resources is the responsibility of the Incident Commander.

1. The designated local incident command agency for hazardous materials incidents will be the fire department or district within whose jurisdiction the incident occurs.
2. The incident commander will establish a Unified Command System if more than one level of government is involved. A representative of each level shall be designated an On-Scene Coordinator and will report to the Command Post to work with the Incident Commander.
3. Command will remain with the designated incident command agency until emergency operations, including stabilization and control is completed unless:
 - a. Local resources are overwhelmed and the Incident Commander request one of the other On-Scene Coordinators to assume control.
 - b. The incident occurs in areas of state or federal jurisdiction.

B. Direction and Control

1. On-Scene Operations - On-scene emergency response activities will be directed from an Incident Command Post which will be established as soon as possible by the initial responders.
 2. County Emergency Operations - Overall coordination of a major incident or disaster will be supported from the County Emergency Operations Center when activated.
-

C. Executive Action

1. The local Fire Chief or designee is responsible for emergency operations relating to most hazardous materials incidents. The Fire Chief or his designee may request the activation of the County EOC.
2. Local law enforcement officers are responsible for emergency operations relating to crimes involving hazardous materials, including drug labs.
3. The Mayor of Indianapolis may declare an emergency to access state and federal assistance should a major emergency result for a hazardous materials incident.

V. **RESPONSIBILITIES**

A. Chief, Jurisdictional Authority

The jurisdictional fire department chief or his appointee will be the designated incident commander in a hazardous materials emergency, except in incidents involving a known or suspected explosive device. The jurisdictional fire department Chief or his appointee will initiate the National Incident Management System and request and coordinate additional resources through the County Emergency Operations Center as necessary to mitigate the incident.

B. Primary Agency Fire Chief

Responsible for coordinating all emergency Hazardous Material Incident responses. However, each fire organization will maintain authority within its own jurisdiction. Emergency / disaster HAZMAT operations support will be directed from the County Emergency Operations Center by the Indianapolis Fire Chief or his designated Emergency Support Function Coordinator. The Indianapolis Fire Chief is also responsible for participating in the Mayor's Policy Group to advise on hazardous Material operations topics.

C. Emergency Support Function Coordinator

The Emergency Support Function Coordinator is appointed by the Indianapolis Fire. Chief as his representative in the Emergency Operations Center. The coordinator will:

1. Coordinate HAZMAT service response to address the needs at the emergency scene(s) and assure protection to the rest of Marion County.
 2. Analyze HAZMAT service resource needs and request assistance.
 3. Provide input into the emergency / disaster Incident Action Plan.
 4. Provide information and coordination regarding the status of HAZMAT operations to other Emergency Support Function Coordinators.
 5. Prepare reports required to document decisions made, actions taken, and financial costs incurred. These
-

documents will become part of the incident record.

VI. SUPPORTING AGENCY TASKS

A. Indianapolis Fire Communications

Indianapolis Fire Communications will activate Hazardous Materials resources in accordance with policies established by the Marion County Fire Chiefs' Association and its member agencies. If the hazardous materials incident demands large amounts of resources and multi-agency mutual aid, the Countywide Emergency Operations Center (EOC) will be activated. Indianapolis Fire Communications will supply personnel support as needed to assist in the communications of the incident.

Marion County Health Department, Water Quality and Hazardous Materials Management

The Marion County Health Department will provide responders to hazardous material releases to assist in identifying released materials; recommend containment and cleanup procedures; conduct air monitoring as required; provide advice to Incident Command on protective actions and decontamination; and conduct on-site monitoring of clean-up efforts.

B. Marion County Emergency Management Division

The Emergency Management Division will provide a responder to assist/advise with incidents involving the possibility of mass casualties, incidents in conjunction with a national or natural disaster, or incidents requiring the relocation or evacuation of large numbers of people. The MCEMD will also provide robot support for incidents involving known or suspected explosive devices and incidents potentially involving Weapons of Mass Destruction. If it is requested or necessary, the Emergency Management Division will also activate the County Emergency Operations Center to support the response the incident. Additionally, the Emergency Management Division may activate the Emergency Alert System (EAS) to advise the public of necessary protective measures that may need to be taken.

C. Office of Environmental Services, Department of Public Works, City of Indianapolis

DPW will provide personnel to advise and assist with monitoring and sampling of sanitary and storm sewer systems. DPW will also respond to spills to the City right-of-way and can provide sand and barricades for the clean up of spills. Environmental Services personnel also oversee the use of the DPW Spill Response Contract.

D. Indiana Poison Center

The Poison Center will provide information concerning symptoms, recommended medical treatment, and decontamination procedures for exposure to hazardous materials to on-site responders. The Poison Center will also provide notification of hazardous materials incidents to area hospitals.

E. Indiana Department of Environmental Management, Environmental Response

IDEM will provide responders for technical assistance, enforcement of Indiana codes relating to environmental hazards and to serve as liaison to federal response agencies as requested.

F. State Fire Marshall's Office, Hazardous Materials Response Division

The State Fire Marshall's Office will provide technical assistance and enforcement of Indiana statutes and codes relating to fires, explosions, and storage of hazardous materials as requested.

G. Indiana State Department of Health

ISDH will provide primary state liaison to appropriate federal officials for federal programs involving victim identification, contaminated food and drugs, health, medical and sanitation services, and/or radiological emergency assistance as requested.

H. Marion County Law Enforcement Agencies

The jurisdictional law enforcement agency will act as lead agency in hazardous materials incidents involving a known or suspected explosive device. In hazardous materials incidents not involving explosive devices, law enforcement will provide perimeter/traffic control and conduct evacuation as requested by the Incident Commander.

I. Indiana State Department of Natural Resources

DNR will respond when a NAZMAT incident involves a lake, river, or stream. They will report on fish kills and environmental damage as it pertains to fish and wildlife. DNR will assist in the investigation to identify the location of a pollution source in conjunction with MCHD and IDEM. Once identified, DNR will attempt to claim monetary reimbursement and re-stocking costs in addition to fines and court costs.

K. 53rd Civil Support Team

Generally, participating fire departments carry quantities of foam that is available within the county. The Indianapolis International Airport Fire Department will respond a crash truck to aid and department in the county.

Comprehensive Emergency Management Plan (CEMP)

Appendices

D-ESF Descriptions

ESF 11 Food & Water

FOOD AND WATER (ESF 11)

PRIMARY AGENCY: Marion County Health Department
SUPPORT AGENCIES: Indianapolis Chapter of the American Red Cross
The Salvation Army
Gleaners' Food Bank
Indianapolis Grocers' Association

I. INTRODUCTION

A. Scope:

Following a major disaster, many persons will be left without sound and trusted sources of the basics of life, including food and water. Safe supplies of food and water must be identified and obtained, and subsequently distributed into areas hard hit by major disasters such as a tornado. Fire, flood, hazardous materials accidents, and numerous other events occasionally create conditions, which require immediate relief in the form of safe water and sound food. Needed services include temporary sites for the acquisition of food and water. The purpose of ESF 11 is to coordinate the efforts at providing emergency food, water and ice, coordinate local, state, federal and non-profit agencies that supply these critical resources, to assist those agencies which provide temporary shelters, emergency mass feeding, bulk distribution of relief supplies and the dissemination of disaster welfare information.

B. Purpose:

The purpose of this ESF is to identify food, water, and ice needs in the aftermath of a disaster or emergency; obtain these resources; and transport them to the impact area. Food supplies obtained and distributed by ESF 11, Food and Water will be dispensed to disaster victims through the agencies of ESF 6, Mass Care.

II. POLICIES

The Marion County Health Department shall be the primary agency responsible for coordinating ESF 11 activities in response to a major event that results in a Level III or higher activation of the Emergency Operations center. The Marion County Health Department shall direct and coordinate the efforts of the other relief agencies in the provision of food, water and ice. The Marion County Health Department shall monitor and coordinate the established policies and

relief programs of its support agencies, such as the Salvation Army and the American Red Cross, and support them with additional resources that become available from official sources, such as the State ESF 11 and non-official sources, such as those volunteered or donated through ESF 15.

III. CONCEPT OF OPERATIONS

For situations of a local nature, that do not require the full activation of the Emergency Operations Center, ESF 5 shall monitor the efforts of established support agencies in the provision of food and water to disaster victims. Monitoring may include the full or partial activation of the Marion County Health Department and other support agencies.

Following a major disaster, organized relief may not be available to the impacted population for several days. Therefore, public education emphasizes the need for residents to be self sufficient for at least 72 hours following a major disaster. During this period, feeding operations shall be focused on public evacuation shelters with kitchens, and mobile canteens operated by relief agencies. Mobile canteens shall be assigned to shelters without stand-alone kitchens (if such shelters are used), or to central points within the impacted area that have been deemed accessible. Immediately following a disaster, the Marion County Health Department and ESF11 shall develop an assessment of the need for food, water and ice for distribution. This assessment shall be directed to ESF 5 (Information and Planning) and the Executive Committee. The American Red Cross (ESF 6, Mass Care) shall notify ESF 11 of the condition of its shelters concerning available food and water resources and operability of cooking and refrigeration equipment. Field damage assessment teams shall provide information on the availability and condition of structures and open sites within their surveyed areas for use as satellite distribution centers for food and water. The Director of Emergency Management, assisted by the information and planning decision-making tools of ESF 5, will establish priorities for affected areas. Information will be coordinated via ESF 15 with the State EOC to provide guidance to mutual aid resources, volunteers and drivers bringing donations into the impacted area as to best route, destination, and point-of-contact.

IV. RESPONSIBILITIES

A. Marion County Health Department

1. Define the roles and responsibilities of the respective primary and support agencies.
 2. Ensure that all hospitals, nursing homes, group residences, and similar facilities have adequate food and water.
 3. In coordination with ESF 3, ESF 6, ESF 7 and ESF 16 identify possible locations for food and water distribution sites and on-site feeding centers.
 4. Evaluate sources and condition of food provided by response agencies. Provide basic training to food handling volunteers, monitor food storage, handling and preparation to ensure food safety standards are met.
 5. Evaluate and test drinking water supplies for compliance with applicable standards.
 6. Ensure feeding sites are adequately equipped and that operable toilets and hand washing facilities are available.
 7. Assess the condition of existing food establishments and their food products in the affected area to determine availability of additional food resources for area victims.
 8. Recommend closure of businesses that have potentially contaminated food sources.
 9. Disseminate detailed information to the affected public concerning availability of food and water at distribution and feeding sites, as well as the status of retail food establishments. Provide basic public health instruction concerning food and water safety in the home.
-

10. Coordinate with ESF 3 for the sanitary storage and disposal of food waste and other refuse at distribution and feeding sites.
11. Coordinate with the Red Cross and other supporting agencies to advise the Emergency Management Operations Group concerning the continued need for food and water disaster assistance.

B. American Red Cross

1. Develop programs and materials that instruct the public about the need to be self-sufficient, including food and water, for at least 72 hours following a disaster. Implement a public information campaign.
2. Identify possible locations throughout Marion County and immediately surrounding areas for food and water distribution sites and on-site feeding centers.
3. Designate and procure staging areas, distribution sites, and feeding centers in or near the affected area. Coordinate with ESF 12 for energy and power needs at sites.
4. Coordinate with ESF 13, Law Enforcement for security at staging areas, distribution sites and feeding centers.
5. Coordinate with ESF 1 for transportation to and from distribution and feeding sites for individuals who need assistance. Transport food and water directly to victims who are unable to travel to the sites.
6. Coordinate the initial placement and continued scheduling of staff and volunteers from response agencies.
7. Coordinate disaster food stamp assistance with State and local agencies.

C. Emergency Management Division

1. In cooperation with the Red Cross, identify local, state, federal, and private resources with the ability to supply large amounts of non-perishable food, water, and equipment required to handle the transportation, storage, and distribution of commodities. Where appropriate, complete pre-disaster written agreements with suppliers of goods and services.
2. Assess the food and water supply needs in affected areas for victims and emergency personnel.
3. Assess the adequacy of food and water supplies available to relief agencies to meet the identified needs. If necessary, obtain additional supplies from public and private sources in cooperation with ESF 7.

Comprehensive Emergency Management Plan (CEMP)

Appendices

D-ESF Descriptions

ESF 12 Energy

ENERGY (ESF 12)

PRIMARY AGENCY: Indianapolis Power and Light Company
SUPPORT AGENCIES: Citizens Gas and Coke Utility
Department of Public Works
Indianapolis Fleet Services

I. INTRODUCTION

A. Purpose

1. Emergency Support Function 12, Energy, helps restore Marion County's energy infrastructure following an emergency and/or a major disaster. ESF 12 is an integral part in maintaining continuous and reliable energy supplies.
2. ESF 12 established policies and procedures for the preparedness and prevention of attacks to Marion County's energy infrastructure and the response and recovery from shortages and disruptions in the supply and delivery of electricity, natural gas, and other forms of energy or fuels that impact large populations in Marion County. ESF12 is responsible for maintaining continuous and reliable energy supplies for Marion County through preventative measures as well as restorative actions.

B. Scope

1. ESF 12 agencies address significant disruptions in the energy infrastructure for any reason, whether caused by the physical disruption in the energy generation, transmission, and distribution infrastructure or an unexpected operational failure which causes an energy shortage or system-wide outage.
2. ESF 12 agencies maintain lists of energy centric critical assets and infrastructures and consistently monitor those resources to identify and correct vulnerabilities to the energy infrastructure.
3. ESF 12 agencies gather, assess, and provide information on energy system damage and estimations on the impact of energy system outages within affected areas. Additionally, ESF 12 agencies provide information concerning the energy restoration process such as projected restoration schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.
4. ESF 12 agencies provide a variety of assets and resources that may be used in a response to any event involving energy or multihazard problems. "Energy" includes the generating, refining, transporting, storage, transmitting, and conserving of electricity, natural gas, or other forms of energy and the building, and

maintaining of the energy infrastructure and/or system components which support that infrastructure; “multihazard” includes, but is not limited to, both naturally occurring incidents such as weather, and man-made incidents such as radiological, chemical and biological materials, weapons of mass destruction (WMD), and terrorism events.

5. ESF 12 agencies address the impact of damage to the energy infrastructure in Marion County while taking into account that other counties may have energy supplies, systems, and components relying on that same infrastructure.

II. POLICIES

The policies and concepts of ESF 12 apply to all agencies assigned as a primary or support agency for Energy. The underlying principles of all agencies include:

- A. The type and focus of ESF 12 support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts.
- B. Activating as needed, in anticipation of, or immediately following, a disaster or emergency or an incident of mass criminal violence.
- C. Supporting energy needs and services without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- D. The Priority of ESF 12 is to save lives, protect property, restore damaged energy infrastructure and components and assist other ESF’s by aiding in the restoration of damaged energy systems.
- E. Assigning staff to ESF12 to work in accordance with their parent agency rules and regulations.
- F. Conflicts between agencies involved with ESF 12 will be reconciled by Marion County Emergency Management.

III. CONCEPT OF OPERATIONS

A. General

1. While some requests are channeled through the Emergency Operations Center to the agency responsible in ESF 12, most requests are handled with the responding utility directly. It is expected that each agency involved will either work directly with the primary agency, Indianapolis Power and Light, or will coordinate their efforts with a liaison in the Emergency Operations Center.
 2. Recovery efforts will be initiated through each individual agency. All agencies responsible for recovery efforts will be expected to update a liaison in the Emergency Operations Center periodically.
-

3. Collectively, the primary and support agencies that compromise ESF 12 serve as the focal point for reports of damage to, the requirements for system design and the operation of, and the procedures for the preparedness, prevention, recovery and restoration of the energy infrastructure in Marion County.

IV. ORGANIZATION

A. Response Structure

1. Following activation, the primary agency along with Marion County Emergency Management will convene to evaluate the situation and implement plans established and respond accordingly.
2. Primary and support agencies are available on a 24-hour basis for the duration of the emergency response period.
3. Marion County Emergency Management will be responsible for contacting the primary agency upon activation. Updated reports from both, primary and support agencies, must be communicated with a liaison within the Emergency Operation Center. This will insure response activities and resources are not wasted.
4. Marion County Emergency Management will be responsible for contacting any support agency, not already responding, under ESF 14 at the time in which they are needed.

V. ACTIONS

A. Initial

Marion County Emergency Management and Indianapolis Power and Light

1. Assess the disaster situation and forecast response needs;
2. Coordinate resource requests from first responding agencies;
3. Establish communication with support agencies.

B. Ongoing

Marion County Emergency Management, Indianapolis Power and Light, and Citizens Gas & Coke Utility

1. Assess the disaster situation and determine the adequacy of response and recovery activities;
2. Provide reports to the Emergency Operation Center;
3. Anticipate future requirements.

VI. RESPONSIBILITIES

A. ESF Coordinator (Marion County Emergency Management):

1. Activates primary agency.
2. Provides guidance on the impact of the disaster.
3. Plans and supports regular meetings with and between the primary and support agencies related to preparedness, response and recovery activities.
4. Ensures primary and support agencies are informed and involved in all meetings related to ESF 12 activities.
5. Provides damage assessment reporting to any ESF 12 requesting agency.

B. Primary Agency (Indianapolis Power and Light)

1. Provides leadership in coordinating and integrating overall efforts associated with Energy.
2. Save lives, protect property, restore damaged electrical systems and components and assist other ESF's by aiding in the restoration of damaged energy systems.
3. Develops and maintains emergency plans directing Marion County's response to various predetermined situations involving electrical system problems affecting the safety, health and welfare of the community.
4. Upon full activation of the Emergency Operations Center, IPL will send a representative to act as a liaison.
5. Maintain an inventory of procedures and points-of-contact for obtaining specialized equipment and labor, fuel and transportation, and other resources.
6. Provide periodic reports to the Emergency Operations Center concerning the energy restoration process such as projected restoration schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.
7. When unsafe conditions force an agency to request IPL to de-energize an area or a specific residence, IPL will de-energize the power at that time, but will require the agency that requested the action to be a part of the decision to restore such power.
8. Public announcements on energy conservation, outages, and other energy issues will be coordinated with ESF 15, Public Information and the Joint Information Center in the Emergency Operations Center.

C. Support Agencies

1. Citizens Gas and Coke
 - a. Save lives, protect property, restore natural gas, manufactured gas, steam and/or chilled water systems
-

and assist other ESF's by aiding in the restoration of damaged energy systems.

- b. Develops and maintains emergency plans directing Marion County's response to various predetermined situations involving natural gas, manufactured gas, steam and/or chilled water system problems affecting the safety, health and welfare of the community.
- c. Provide periodic reports to the Emergency Operations Center concerning the energy restoration process such as projected restoration schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.
- d. Maintain an inventory of procedures and points-of-contact for obtaining specialized equipment and labor, fuel and transportation, and other resources.
- e. Public announcements on energy conservation, outages, and other energy issues will be coordinated with ESF 15, Public Information and the Joint Information Center in the Emergency Operations Center.

D. Department of Public Works

- a. Remove debris from roadways not to complicate expedient energy restoration efforts.

E. Indianapolis Fleet Services

- a. Maintain resources for fuel efforts.

Comprehensive Emergency Management Plan (CEMP)

Appendices

D-ESF Descriptions

ESF 13 Law Enforcement

LAW ENFORCEMENT (ESF 13)

PRIMARY AGENCY: Indianapolis Metropolitan Police Department
SUPPORT AGENCIES: Marion County Sheriff's Department
Municipal Police Departments
Indiana State Police
Indiana National Guard

I. PURPOSE

ESF 13, Law Enforcement integrates Marion County public safety and security capabilities and resources to support the full range of incident management activities associated with preventing or minimizing deaths, injuries, and property damage by controlling criminal activity, providing traffic and crowd control, and coordinating evacuation efforts in Marion County following an emergency and/or major disaster.

II. SCOPE

ESF 13 provides assets and capabilities needed in support of incident management, force and critical infrastructure protection, and public safety. ESF 13 would most likely be activated in large-scale events requiring extensive measures to provide public safety and security. Activities credentialing and access control measures, guarding essential facilities, utilities, and supplies, providing security for the local or Strategic National Stockpile, assisting with reconnaissance and surveillance, and providing safety and security training for responders.

III. POLICIES

- A. The originating agency facilitates coordination among supporting agencies to ensure that the ESF 13 communication and coordination process is consistent with the stated incident management missions and objectives.
- B. When activated, ESF 13 coordinates the implementation of units/groups that are appropriate for the situation and provides protection and security personnel and resources to support incident operations.
- C. ESF 13 directions to deployed public safety and security personnel must include specific guidance regarding tactical operational objectives, use of force, and arrest procedures.

IV. CONCEPT OF OPERATIONS:

- A. General
-

1. ESF 13 is activated when public safety and security capabilities and resources are needed to support incident operations.
2. When activated, the originating agency assesses public safety and security needs and responds to requests for resources from the support agencies and maintains communication with support agencies to determine capabilities, assess resource availability, and track deployed resources.
3. Depending upon the magnitude of the emergency situation and the possibility of federal jurisdiction over a crime scene, multiple law enforcement agencies may need to combine manpower and resources. Combined response will utilize the NIMS structure for incident management. Representatives from other law enforcement agencies in Marion County, including the Indiana State Police and all federal law enforcement authorities, will be encouraged to assign a representative from that agency to be present in the Emergency Operations Center (EOC) or command post during the execution of the emergency plan.
4. Detailed logs must be kept maintaining a chronological listing of events and responses as they transpire and persons who are contacted at various times to provide specific assistance. This will be important in cases where law enforcement authority might be relinquished due to jurisdictional responsibilities, such as the FBI assuming responsibility for a criminal investigation once a sufficient number of FBI personnel have arrived at the disaster scene.

V. ACTIONS

A. Initial

1. When activated, the originating agency deploys an on-call representative to the Emergency Operations Center.
2. The originating agency representative assesses the need for additional resource support.
3. Coordinates the overall, countywide law enforcement response, considering the principle of "concurrent jurisdiction".
4. Determines which law enforcement functional groups should be notified or mobilized according to the situation.
5. Gathers and analyzes information about the status of law enforcement services, resources, and facilities during and after a major incident.
6. Identifies and mobilizes law enforcement resources in support of field incident commanders.
7. In cooperation with ESF 7, enters into contracts with private vendors as necessary to provide needed equipment, supplies, labor, and services as required.

B. Law Enforcement

1. Enforces normal laws as well as any special restrictions enacted as a result of the emergency.
 2. Rescues victims and secures crime scenes.
-

3. Adjusts resource deployments to provide maximum long-term coverage.
4. Requests mutual aid and other resources necessary to conduct law enforcement operations.
5. Coordinates with other ESFs such as Fire and Public Works to be facilitate response and recovery operations.

C. Traffic Control

1. Provides resources to control specific predetermined intersections where automatic traffic control has failed.
2. Facilitates traffic flow to and from disaster sites.
3. Coordinates with other ESFs to facilitate response and recovery operations.
4. Requests mutual aid and other resources as necessary to conduct traffic control operations.

D. Site Security and Perimeter Security

1. Provides resources to establish and maintain a secure perimeter around incident scenes, critical facilities, shelters, feeding sites, and collection centers as required.
2. Provides protection for groups of civilians or emergency responders as necessary.
3. Requests mutual aid and other resources as necessary to conduct site and perimeter security operations.

E. Evacuations

1. Provides resources to control the evacuation perimeter as directed.
2. In combination with other communications methods, alerts and warns affected populations using public address systems on patrol cars and door-to-door notifications as necessary.
3. Establishes staging areas for evacuees to meet public transportation if private vehicles are not available.
4. Control evacuations involving penal institutions.
5. Request mutual aid and other resources as necessary to conduct evacuation operations.

Comprehensive Emergency Management Plan (CEMP)

Appendices

D-ESF Descriptions

ESF 14 Business & Industry

BUSINESS AND INDUSTRY (ESF 14)

PRIMARY AGENCY: Business Owners and Managers Association (BOMA)

SUPPORT AGENCIES: Mayor's Office
Indianapolis Marion County Public Library
WCTY Channel 16
Midwest Business Contingency Planners Group
American Red Cross Greater Indianapolis Chapter
US Small Business Administration
Indiana Department of Insurance
Indiana Department of Revenue
State Attorney General's Office
Indianapolis Chamber of Commerce
Indianapolis Downtown Inc.

I. INTRODUCTION

A. Purpose

ESF 14, Business and Industry, provides a network of partnerships between local government and private industry and businesses. It provides a network to assist businesses affected by a disaster to facilitate a rapid economic recovery to an impacted area. While some businesses within the disaster area may be more heavily damaged than others, many businesses outside the disaster area often voice their desires to assist local emergency responders and smaller businesses with limited resources. ESF 14 seeks to capture, harness and categorize these philanthropic desires in a formal network. This network is intended to be active before, during and after disasters. Before disasters, the network will solicit interest and form a web site, which will promote the central need for all sized businesses to prepare a simple and effective disaster and business contingency plan. Training opportunities and other forms of assistance can be scheduled and promoted which will reinforce this need.

B. Scope

The policies and concepts apply to entities whose mission is to assist the private sector in economic recovery and stabilization. Based on an assessment of impacted areas, the types and focus of support vary depending on the magnitude and type of incident and the potential for long-term and severe consequences.

II. CONCEPT OF OPERATIONS

A. General

Solicit interested volunteers from local for profit and not-for-profit organizations. The Business Owners and Managers Association, Indianapolis Chamber of Commerce and other leaders in the community should be included, as well as groups such as the Midwest Business Contingency Planners, Inc. Government representatives from agencies such as the US Small Business Administration and the Internal Revenue Service also have extensive programs for small businesses impacted by disasters. Other related information from the Federal Emergency Management Agency and the American Red Cross is readily available for distribution. Local trade and labor union organizations may also have an interest in participating and may likely be able to make significant contributions of labor and expertise.

1. Secure the assistance of the Indianapolis Marion County Central Library staff to provide a readily available platform to launch and maintain this educational campaign.
 2. Survey these volunteers for their interest and availability to local emergency responders, businesses impacted by disasters, or both. Create and maintain a secure web site that facilitates rapid and effective notification, and gathering of this data for future use.
 3. Conduct classes and other forms of outreach to local businesses that use the existing information. Many library locations throughout the county would provide excellent no cost facilities for these efforts.
 4. Participate in or observe frequent tabletop exercises hosted by local government and related public safety agencies. These low-stress, guided discussions divide participants into specific groups by function and expertise. Hypothetical problem solving efforts follow, which is the purpose of the overall efforts. Finally, the proposed solutions are shared with the entire assembly, which allows for rapid and accurate cross-pollination of ideas and information.
 5. Allow any interested observers from the private sector to participate in ride along programs with local emergency responders. This will increase their knowledge base and overall awareness levels of public safety and serves to maintain their interest levels. Including any of these individuals or groups in other related planning, training and full-scale disaster exercises is another potential recruitment and program development tool.
 6. Coordinate all educational and promotional efforts with WCTY 16, the local cable access channel. WCTY offers repetitive broadcasts at a variety of times and also features an available call in format. Occasional updates of this campaign's overall progress could serve as potential programming options.
 7. Provide basic safety training for any and all volunteers on disaster response protocols. This training is currently involved in the form of the Community Emergency Response Team program, known as CERT. CERT is a 21 hour course, accredited by the federal and state emergency management agencies and provided free of charge by the Indianapolis Marion County Emergency Management Agency. CERT clearly outlines what ordinary civilians should and should NOT try to do while in a disaster area, and provides them with the basic knowledge of the standard safety equipment required to effectively assist victims and emergency responders.
 8. Form a volunteer corps of other local individuals who will monitor local commerce activity in and around
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disaster areas for price gouging and other unfair business practices. These individuals would then document these activities to the appropriate authorities for further action.

9. Assess the socio-economic consequences at the regional and local level and determine when the impacts of the incident warrant local, State, and /or Federal intervention in long term recovery efforts.
10. Work with regional, local, State, and Federal agencies to conduct comprehensive market disruption and loss analysis and develop a market-based comprehensive long-term socio-economic recovery plan;
11. Identify appropriate regional, local, State, and Federal programs and agencies to support implementation of the long-term recovery plan, assure its coordination, and identify gaps in related support programs.
12. Avoid duplication of assistance, identify and address policy and program issues.
13. Determine and identify responsibilities for recovery activities and provide a vehicle for maintaining coordination among interested parties to assure follow through of recovery and hazard mitigation efforts.

B. Organization

1. ESF representatives participate in pre-incident meetings and pre-and post- incident coordinating activities. When necessary, primary and support agencies provide representatives to the Emergency Operations Center.
2. The ESF 14 Coordinator and the primary agency meet to determine the need to activate ESF 14 elements when the nature of the incident is likely to require long-term recovery assistance.

C. Actions

1. Long-term Pre-incident Planning and Operations
 - a. Meets regularly to ensure procedures and program/contact information are up to date, discuss lessons learned from incidents and exercises and explore ways to leverage available resources by creatively packaging Federal and other assistance.
 - b. Develop coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.
 - c. Establish procedures for integration of pre-incident planning and risk assessment with post-incident recovery and mitigation efforts.
 - d. Develop an information sharing network for local businesses to assist in planning, mitigation, and response activities.
 - e. Assist in identifying critical employees from participating businesses that can be credentialed post-event to assist in business recovery
 - f. Develop and adopt a credentialing system to allow critical stakeholders access to facilities to maintain
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continuity of operations and assist in business recovery

2. Immediately Prior to Incident (where notice is available)
 - a. In coordination with other ESF's as appropriate, uses predictive modeling to ascertain vulnerable critical facilities as a basis for identifying recovery priorities.
 - b. Provides early identification of projects to be quickly implemented to minimize loss.
 - c. Assist in the assignment of Preliminary Damage Assessment teams with regional, local, State and Federal agencies to identify and document economic impact and losses
3. Post-Event Planning and Operations
 - a. Gathers reports from agencies assessing the scope and magnitude of the socio-economic impacts to the region.
 - b. Coordinates identification of appropriate programs to support long-term recovery plans.
 - c. Coordinates implementation of the recommendations for long term recovery with appropriate agencies if recommendations include program waivers, supplemental funding, and/or legislative initiatives.
 - d. Coordinates credentialing of critical stakeholders to allow access to facilities to assist in business recovery and damage assessments.
 - e. Within the affected area, coordinates assessment and recalibration of existing risk analysis, evacuation plans, and modeling for use by all ESF's

III. ORGANIZATION

A. General

1. Convenes meetings pre-and post- incident to implement ESF.
2. Reviews and updates ESF 14 operational plans and procedures.
3. Represents ESF 14 at planning meetings.
4. Serves as ESF representative in Emergency Operations Center.

B. Primary Entity

1. Lead planning efforts in areas of expertise.
2. Lead post-incident assistance efforts.
3. Identify areas of collaboration with support agencies entities to assist in assistance delivery, issue resolution, and planning.

C. Support Entities

1. Participate in planning efforts in areas of expertise.
2. Provide program assistance and expertise as appropriate in coordination with ESF.

Comprehensive Emergency Management Plan (CEMP)

Appendices

D-ESF Descriptions

ESF 15 Public Information Officers

PUBLIC INFORMATION (ESF 15)

Primary Agency: Mayor's Office
Support Agencies: Appropriate Local Hospitals
Department of Public Works
Mayor's Office of Neighborhood Services (Department of Metropolitan Development)
Indianapolis Metropolitan Police Department
Indianapolis Fire Department
Other local law enforcement agencies
Other local fire departments
Marion County Sheriff's Department
Marion County Health Department
Local Media Organizations (PIO)
Wishard Hospital
WCTY Channel 16
Information Services Agency (indygov.org)

I. Introduction

A. Purpose

Emergency Support Function 15, Public Information, ensures that sufficient assets are deployed to the field during an Incident of National Significance to provide accurate, coordinated, and timely information to affected people and groups, including government, media, private sector, and the local populace. Disseminating critical information and working closely with State and local agencies in support to efforts prior to, during, or after an Incident of National Significance.

B. Scope

ESF 15, Public Information is structured to provide support for the changing requirements of domestic incident management to include, preparedness, prevention, response, recovery, and mitigation actions.

Activities that fall within the scope of this function include:

1. Serving as sole source for news and information about the incident and incident management.
2. Serving as the sole contact point for news and media organizations.

3. Providing a structured method for receiving and delivering emergency public information to the public and for coordination of information through official representatives.

ESF 15 is a component of the National Response Plan Supplement for Incident Command (NRP-IC). It is organized into the following functional components: Public Affairs, Community Relations, Congressional Affairs, State, and Local Coordination Affairs. During the inevitable non-stop media coverage encountered on every disaster, local public information officers in the impacted area will likely need additional assistance and resources from their neighboring colleagues.

II. Policies

- A. Any and all media requests for interviews or information should be referred to ESF 15 without exception. This prevents needless confusion and potentially erroneous information from being improperly released and reported.
- B. ESF 15 must remain in close coordination with Federal, State, Local and tribal officials to determine the potential needs for information support and to track the status of response and recovery activities.
- C. This policy automatically covers every public agency in Marion County. This policy is strongly suggested for private agency in Marion County. It prevents needless confusion and potentially erroneous information from being improperly released and reported. It also is allowed under the Mayor's authority as chief emergency management official for Marion County.

III. Concept of Operations

- A. Notification Procedure Responsibilities

Marion County Emergency Management will be responsible for contacting the primary agency upon activation

- B. Activation of ESF 15

Locally, full time public information officers (PIOs) are frequently appointed by the respective organizations. PIOs ensure that information deemed accurate and appropriate is clearly provided to the media and the general public in a fair, well-coordinated, and professional manner.

This emergency plan does not necessarily need to be activated for every incident or emergency.

1. *“Minor” emergencies*

For every incident that occurs within Marion County, a PIO is designated. During “minor” emergencies (i.e. building fires, gas leaks, snowstorms, etc.), the PIO for the responding department is generally the media and public contact. If there are multiple responding departments, the Mayor will designate one of the departments PIOs as the primary PIO. All media requests should be forwarded to that PIO, and he or she will determine the appropriate manner of dissemination. This is done on a day-to-day basis throughout city/county government. Neither the full ESF, nor the Joint Information Center, need be activated.

2. Major emergencies

When a major or catastrophic incident occurs (i.e. major tornadoes, earthquakes, biohazard, manmade disaster, etc.), ESF 15 may be activated and an ESF 15 leader designated. This also can trigger activation of the Joint Information Center, which is operated by ESF 15 and the ESF leader. Generally, the Mayor will designate the ESF 15 leader.

3. Multi-jurisdictional emergencies

The Mayor of Indianapolis is the county executive of Marion County and, along with the Public Safety Director, is solely responsible for emergency management countywide. When a major or catastrophic incident occurs that affects multiple jurisdictions within Marion County, ESF 15 may be activated and an ESF leader designated. This also will trigger activation of the Joint Information Center. The ESF leader will make every attempt to coordinate and communicate with appropriate PIOs in the affected counties.

4. Multi-county emergencies

When a major or catastrophic incident occurs that affects multiple counties, ESF 15 may be activated and an ESF leader designated. This also will trigger activation of the Joint Information Center. The ESF leader will make every attempt to coordinate and communicate with appropriate PIOs in the affected counties.

C. Joint Information Center (JIC)

1. Definition

The Joint Information Center is the mechanism used to consolidate all public information functions in Marion County under one unit in the event of a major catastrophe. The Joint Information Center will be the sole source of information for dissemination to the media and the public. The Joint Information Center provides the Incident Commanders, the Emergency Operations Center and elected officials a single vehicle to disseminate information.

2. Activation

The Joint Information Center may be activated by the Mayor or Public Safety Director in the following circumstances:

- a. When the full Emergency Operations Center is activated under Levels I, II, III, or IV emergency.
- b. When ESF 15 is activated
- c. When the Mayor or Public Safety Director determines that the circumstances surrounding an incident necessitate quick, accurate, and uniform response to the media and outreach to the public.
- d. In response to other incidents, as determined by the Mayor or Public Safety Director.

Once activated, this plan will be followed and all public information, without exception will be

disseminated through the JIC.

3. *JIC Leader*

The Joint Information Center is operated by ESF 15 and the ESF 15 leader. For major emergencies and catastrophic situations that necessitate the activation of ESF 15, the Mayor will designate an ESF 15 leader.

4. *Location*

The JIC generally will be located at the city's EOC.

- a. *Media briefings.* The ESF will designate a location at the EOC for media briefings and will setup and maintain this area. This will generally be the first floor garage. Accommodations will be made for television crews and news trucks and must be approved by the ESF leader.
- b. *Alternate location.* In some instances, it may be appropriate and advantageous for the JIC to co-locate with the incident command site. This would be necessary if the key decision-makers, ESF leaders and those with access to the best information are also on site. If neither is possible, the JIC will locate an appropriate location.

5. *Media Access to JIC*

Due to the operation requirements and limited space within the EOC, media representatives will not be allowed beyond the first floor garage area. At the discretion of the ESF leader, media representatives may be permitted beyond the first floor on a very limited basis, during non-critical periods of the response operation.

Media representatives may be required to display their press identification badges to obtain entry to the media briefing area and be required to be worn at all times. Media representatives may be required to sign in and out when entering and leaving the EOC.

IV. Actions

A. Initial

1. Formally establish and announce the activation of the ESF and JIC under the Incident Commander with their approval for every emergency situation as necessary.
 2. Inform Incident Commander and appropriate personnel of JIC location
 3. Obtain "mobile equipment" – laptop, fax machine, cell phone, radio, media guide, updated fax list, updated PIO list for Marion County.
 4. Identify and contact the PIOs of affected agencies, municipalities or organizations, and announce the activation of the JIC and ESF.
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5. Check in with support staff upon arrival at the scene or the EOC.
6. Report to the EOC manager or Incident Commander immediately.
7. Obtain an updated situation report.
8. Review position responsibility checklist, as necessary.
9. Determine any logistics needed for establishing a workstation or location and set up operations quickly.
10. Establish any needed procedures to access email, faxes, satellite, cellular, or landline telephones.
11. Get an updated briefing on available on-site communication capacities and any possible restrictions.
12. Meet with the Communications ESF leader as necessary, and make any special requests or needs known.
13. Clarify any questions or concerns regarding your specific information dissemination authority in relation to other personnel working in public information.
14. Publish a 24/7 staffing schedule and ask for help before it's needed.
15. Assign arriving PIO personnel to specific functions as necessary.

B. Ongoing

1. Determine if there are any immediate messages concerning public safety that must be communicated to the public via the media (i.e. evacuation, warnings, etc.).
 2. Check with Incident Commander or EOC Manager regularly throughout your shift
 3. A PIO or designee from each city-county department should be assigned the responsibility of cataloging the prospective and potential impact of the disaster across his or her respective department or organization.
 4. Establish modes of communication. ESF 15 will determine the best, most appropriate and most feasible to communicate with the public. Options should include:
 - a. *Emergency Alert System.* This system, designed in conjunction with the Indianapolis Broadcasters Association, gives the Mayor access to the Emergency Broadcast System. In major catastrophe, the Mayor can authorize a message that instantly is transmitted to all radio and television stations in Marion County. The system is operated in conjunction with Emmis Communications' WIBS Radio, 1070AM.
 - b. *Media hotline.* The media will be given a specific phone number for all media calls.
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All personnel and PIOs should direct the media to this phone number. This phone will be staffed by a PIO 24/7 until the initial emergency is over. The ESF will assign various agency PIOs to work this line on a rotating basis until the emergency is over. This line will be available to updates only. All major announcements should be made during regular media briefings.

- c. *Press briefings.* Regular press briefings can be scheduled to deliver information to the media. The ESF leader will coordinate the speakers for each briefing.
 - d. *Website.* Establish or facilitate the creation of an emergency information website and ensure its ongoing revision for the latest disaster-related information.
 - e. *Periodic updates.* The goal of the ESF should be to relay information to the media mainly through the regular briefings. However, there may be opportunities for mini-briefings discussing specific issues or breaking updates. The ESF leader will determine the spokesperson for these briefings.
 - f. *Press releases.* When appropriate, the ESF will produce press releases detailing pertinent facts and updates.
 - g. *Emergency Management Notification System.* This system exists year-round to inform citizens about various updates and information on the county's emergency management preparedness. When the JIC is activated, this system will be utilized to disseminate the latest information.
 - h. *Mayor's Action Center.* The Mayor's Action Center will be mobilized as a temporary, non-emergency hotline for the public to call for information. The JIC will send information to the MAC administrator, a member of the ESF, for dissemination.
 - i. *2-1-1.* Run by the Information and Referral Network, this call center can serve as another resource to receive and disseminate public information.
 - j. *WCTY.* When possible, the ESF will utilize WCTY to disseminate public information.
 - k. *Special needs populations.* A specific protocol will be designed to communicate with persons with special needs, particularly residents with visual or hearing impairments.
 - l. *Multi-lingual populations.* A specific protocol will be designed to communicate with persons who do not speak English as his or her primary language.
5. Remember to document your actions, decisions and communications in a complete and accurate manner.
 6. Inform media as to which sites are restricted and off-limits to all except emergency personnel.
 7. Interact with other branches frequently to provide and obtain relevant information about the disaster
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8. Coordinate with information and planning staff to determine any special areas of public interest or request for specific information.
9. Remind all personnel to refer any and all media requests to the ESF leader.
10. Reinforce the need throughout the response organization to verify raw data in any form prior to officially labeling it intelligence and/or information.
11. Set up a formal schedule for press briefings and conferences.
12. Determine which media outlets are functioning and to what extent.
13. Monitor broadcast media regularly. Use it to develop follow-up releases and assist in rumor control.
14. Maintain up-to-date visual aids to reinforce the information to the media. (Remember, GIS mapping may be available upon request).
15. Determine any long-term needs of the ESF (meals, hygiene, medications, etc.).
16. Facilitate arrangements for media visits and tours.
17. Establish rumor control division and determine a means of squelching any false or misleading rumors in circulation.

V. Responsibilities

A. ESF Coordinator (Mayor's designee)

1. In some instances, the ESF leader may designate an on-site coordinator to manage media relations and activity at the site(s) of the incident.
 2. Coordinate (as necessary) the information's accuracy, reliability, consistency and the timeliness of its release.
 3. Supervise the activities of all public information officers in Marion County.
 4. Ensure that all information released is done so in a fair and equitable manner, using advance notice and scheduling whenever practical or possible.
 5. Review and coordinate all specific information details with the Incident Commander prior to its release to the media and other agencies.
 6. Facilitate the establishment and operation of rumor control centers to reduce confusion and maintain all facts in a complete and accurate message at all times.
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B. On-site coordinator

1. In some instances, the ESF leader may designate an on-site coordinator to manage media relations and activity at the site(s) of the incident.
2. The on-site coordinator reports directly and solely to the ESF leader. All on-site activity and contacts with the media must be approved by the ESF leader and the Incident Commander. Accommodations will be made for television crews and news trucks and must be approved by the ESF leader.

C. Primary Agency (Mayor's Office)

1. The Mayor or his or her designee is responsible for designating the ESF 15 leader.

D. Support Agencies

1. Appropriate Local Hospitals
 - a. Each hospital PIO is responsible for reporting information, breaking news or other developments to the Wishard Hospital PIO for coordinated dissemination to the public.
 2. Department of Public Works
 3. Indianapolis Metropolitan Police Department (IMPD)
 - a. For incidents involving IMPD and one or more city, town or county law enforcement agencies, the IMPD PIO will contact the designated PIOs of those respective departments, coordinate their entire ongoing PIO efforts and report to the ESF leader.
 4. Indianapolis Fire Department (IFD)
 - a. For incidents involving IFD and one or more Excluded City fire departments, the IFD PIUO will contact the designated PIOs of those respective departments, coordinate their ongoing efforts and report to the ESF leader.
 5. Other local law enforcement agencies
 - a. Each law enforcement agency PIO is responsible for reporting information, breaking news or other developments to the IMPD PIO for coordinated dissemination to the public.
 6. Other local fire departments
 - a. Each law enforcement agency PIO is responsible for reporting information, breaking news or other developments to the IFD PIO for coordinated dissemination to the public.
 7. Marion County Sheriff's Departments
 - a. The Sheriff's PIO is responsible for reporting information, breaking news or other developments to the
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IMPD PIO for coordinated dissemination to the public.

8. Marion County Health Department
9. Local Media Organizations
10. Wishard Hospital
 - a. For incidents involving more than one area hospital, the Wishard PIO contacts the designated PIOs of those respective hospitals, coordinate their ongoing effort and report to the ESF leader.
11. WCTY Channel 16
 - a. WCTY is responsible for providing any communications, television or production support during an emergency.
12. Information Services Agency (ISA)
 - a. ISA, which runs www.IndyGov.org, is responsible for providing any web or internet during an emergency.

VI. Training

All personnel tasked with implementing this plan should be well-versed with the plan and enroll in emergency response training, when necessary.

Comprehensive Emergency Management Plan (CEMP)

Appendices

D-ESF Descriptions

ESF 16 Volunteer & Donations

VOLUNTEER AND DONATIONS MANAGEMENT (ESF 16)

Primary Agency: Marion County Voluntary Organizations Active in Disaster

Support agencies: American Red Cross of Greater Indianapolis (ARCGI)
Emergency and Rescue Support Services (EARSS)
Salvation Army
Private Non-Profit Relief Organizations
Information & Referral Network
Gleaner's Food Bank

I. Introduction

A. Purpose

Emergency Support Function, ESF16, Volunteer and Donations Management develops and supports the framework within the emergency management organization to identify, quantify, and receive and distribute volunteer goods, personnel, and services.

B. Scope

1. ESF 16 is responsible for managing spontaneous volunteers and donations following a major disaster. Recent history has shown that the uncontrolled influx of people and goods create several problems for the response and recovery community. Improperly donated goods and uncoordinated volunteers are just a few problems that unnecessarily detract the attention and efforts of emergency management and response resources.
2. ESF 16 pre-identifies volunteer groups and resources to be used during and following a major disaster. Each person and/or resource will be logged into a database and tracked for future deployment. Individual volunteers not already affiliated with a voluntary agency will be encouraged to do so.
3. ESF 16 agencies provide a variety of assets and resources that may be used in a response to any event involving volunteers and donations.

II. Policies

The policies and concepts of ESF 16 apply to all agencies assigned as a primary or support agency for Volunteer and Donations Management. The underlying principles of all agencies include:

- A. The type and focus of ESF 16 support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts.
- B. Activating as needed, in anticipation of, or immediately following, a disaster or emergency.
- C. Supporting needs without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- D. The Priority of ESF 16 is to manage spontaneous volunteers and donations thus allowing emergency responders and support agencies to focus on the response task at hand.
- E. Assigning staff to ESF 16 to work in accordance with their parent agency rules and regulations.
- F. Conflicts between agencies involved with ESF 16 will be reconciled by Marion County Emergency Management.

III. Concept of Operations

A. General

1. Prior to and following a disaster, volunteers will be directed to call the Marion County EOC or use the internet to access www.earss.com website. Instructions will be given for participation in volunteer and donation activities in such a way to ensure a positive impact on the disaster. Volunteers will be encouraged to enter a pledge of goods or services they would like to make available to the response and recovery efforts. Each pledging individual or organization will be contacted within 24 hours to confirm the pledge and therefore provide positive reinforcement.
 2. Once needs are identified, matches will be made with individual's pledged goods or services. The individual's pledges that were matched will then be contacted with further instructions and/or destinations. No donations will be accepted until matched with a need. This process will ensure the donor that all goods and services pledged will only be used in support of the designated disaster.
 3. Any agency accepting donations will be responsible for screening donated in-kind goods and services at their respective Disaster Operations Center. Needed donations will be directed to the appropriate volunteer agency for disposition. That agency then becomes the recipient rather than accepting it for the government. The record keeping and final disposition belongs to that agency. Goods and services offer which may be useful for government relief operations will be coordinated with the ESF 5 function.
 4. All efforts will be made to honor donor intent if donations are made for a specific use and/or agency. Full disclosure will be made to the donor as to the disposition of the gift. Agencies in receipt of improper donated items will make practical disposition of these items to other non-profit agencies in the community when it is impractical to return these items to the donor.
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5. Throughout the disaster response operation, MCVOAD personnel will coordinate with the Joint Information Center to disseminate information to the public, via the media and any other means available, regarding general information and current pledges needed for the response effort. Cash donations will be encouraged. Voluntary organizations will often spend the money in the local disaster area, thus helping the local economy get back on its feet. Identifying specific needs through their disaster casework with victims, voluntary agencies can help meet people's needs more precisely with cash donations. Cash donations to recognized relief organizations are also tax deductible.
6. The MCVOAD and the ARCGI will develop procedures for reception, orientation and assignment of spontaneous volunteers. As is appropriate, spontaneous volunteers will be either grouped into managed teams and then deployed accordingly to previously identify needs, or encouraged to affiliate with an existing voluntary agency. These volunteers will also be encouraged to affiliate with an existing voluntary agency in order to become more effective for future disaster response operations.
7. The MCVOAD EOC representative will encourage callers with internet access to pledge their service offering at www.earss.com. For callers without internet access, the representative will enter the volunteer pledge into the website on behalf of the caller. The Information & Referral Network, (317) 926-4357, will respond to spontaneous volunteers by directing them to the www.earss.com. In addition, since they are more inclined to receive calls requesting help, the request for assistance data will be extracted and imported into the database behind the www.earss.com website. This will enable rapid matching of pledges with needs.

B. Organization

1. Response Structure

- a. Following activation, the primary agency along with Marion County Emergency Management will convene to evaluate the situation and implement plans established and respond accordingly.
- b. Primary and support agencies are available on a 24-hour basis for the duration of the emergency response period.

C. Notification Procedure Responsibilities

1. Marion County Emergency Management will be responsible for contacting the primary agency upon activation. Updated reports from both, primary and support agencies, must be communicated with a liaison within the Emergency Operation Center. This will insure response activities and resources are not wasted.
2. A designated representative from the primary agency will be responsible for relaying the activation status to other support agencies. Thus allowing time for each agency to prepare for deployment.

D. Actions

1. Marion County Emergency Management and MCVOAD
 - a. Assess the disaster situation and forecast response needs;
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- b. Coordinate resource requests from first responding agencies;
- c. Establish communication with support agencies.

E. Ongoing

1. Marion County Emergency Management and MCVOAD
 - a. Assess the disaster situation and determine the adequacy of response and recovery activities;
 - b. Provide reports to Emergency Operation Center;
 - c. Anticipate future requirements.

IV. Responsibilities

A. ESF Coordinator (Marion County Emergency Management)

1. Activates primary agency.
2. Provides guidance on type of operation needed.
3. Plans and supports regular meetings with and between the primary and support agencies related to preparedness, response and recovery activities.
4. Ensures primary and support agencies are informed and involved in all meetings related to ESF 16 activities.

B. Primary Agency (MCVOAD)

1. Provide leadership in coordinating and integrating overall efforts associated with volunteer and donations management.
 2. Coordinate the identification and utilization of volunteered goods, resources and services within the emergency management organization.
 3. Establish procedures for reception, orientation and assignment of local spontaneous volunteers.
 4. Provide a liaison to the Marion County Emergency Management Division for ESF 16.
 5. Inform members of the severity of the impact of the incident, needs identified and actions of “helpers” throughout the response, relief, and recovery process.
 6. Within 48 hours of the disaster, conduct a MCVOAD meeting with all member agencies to evaluate agency involvement.
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C. Support Agencies

All ESF 16 support agencies must ensure that the primary agency or Emergency Operations Center Liaison is aware of the functions and activities of all respective participating entities.

1. EARSS
 - a. Pre-identifies volunteer groups and resources to be used during and following a major disaster.
2. Information & Referral Network
 - a. Receive and redirect into the www.earss.com database calls requesting assistance and volunteer and donation resources.

Comprehensive Emergency Management Plan (CEMP)

Appendices

D-ESF Descriptions

ESF 17 Animal Issues

ANIMAL PROTECTION (ESF 17)

PRIMARY AGENCY: Indianapolis Animal Care and Control (IACC), a Division of the Department of Public Safety in the City of Indianapolis

SUPPORT AGENCIES: Humane Society of Indianapolis
City of Lawrence Animal Control
City of Beech Grove Animal Control
Town of Speedway Animal Control
Central Indiana Veterinary Medicine Association
Indianapolis Zoo
Marion County Health Department
State of Indiana Board of Animal Health

SECONDARY SUPPORT AGENCIES:

Department of Agriculture/Farm Services
Fish and Wildlife Service
Southside Animal Shelter
Purdue Coop Extension
Local animal rescue organizations
Local veterinary offices
Channel 16 (government access media)
City of Indianapolis Department of Public Works
Local Pet Shops (groomers and kennels)

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function 17, Animal Protection, is to provide direction for handling animal issues before, during and after an actual or potential disaster situation and to facilitate the overall animal related activities. Areas of concern include, but are not limited to: animal emergency veterinary care, evacuation, rescue, temporary confinement, shelter sheltering, identification of strays and returns to owners, and field euthanasia. Such coordination may involve diagnosis, treatment and control of animal-borne diseases of public health significance and the disposal of dead animals.

B. Scope

This plan details disaster preparedness activities for both large and small animals. It addresses public awareness policies and strategies as well as contingency plans for a disaster. This plan provides the outline of disaster response and recovery actions.

II. CONCEPT OF OPERATIONS

A. The development of operating procedures for ESF 17 shall be the responsibility of the Indianapolis Animal Care and Control. IACC shall develop plans for assisting local, associate, parallel and volunteer agencies in the performance of duties in advance of, during, and following the occurrence of a disaster. Overall management and coordination of these procedures are the primary responsibilities of IACC. These duties are delineated as follows:

1. Provide and/or facilitate emergency care for animals including: companion animals, exotics, livestock (commercial and privately-owned), zoo animals, and wildlife.
2. Coordinate efforts to shelter and feed animals, and store and distribute food, care, and medical supplies that may arrive via private donor or governmental aid.
3. Coordinate with ESF 15, Public Information, to provide information regarding shelter services, animal identification and returns to owners, and other animal-related issues.
4. Assess needs for coordinated efforts to rescue, impound, treat and euthanize animals including wildlife displaced from their natural habitat.
5. Assist ESF 8 Health and Medical, in activities focused on the prevention and control of animal-borne diseases that have public significance.
6. Investigate animal bites, and attacks in addition to implementing rabies control and quarantine measures as appropriate.
7. Coordinate public information and training efforts to educate animal owners and advocates with respect to disaster response measures, including evacuation and sheltering considerations including first aide and other emergency responses.

The majority of ESF 17's effectiveness will be governed by the careful coordination of all rescue, treatment, and care activities amongst all support agencies to afford efficient service delivery with minimal redundancy. This preplanned coordination of efforts will allow the primary agency the ability to ensure comprehensive animal-related services throughout greater Marion County. As IACC is the largest animal welfare agency in this community and is already tasked with the priority of ensuring public safety, the majority of these efforts will be projected and information disseminated from within its ranks.

The largest concentration of animals identified as most at risk is located within the limits of Center, Lawrence and Wayne Townships. Areas bordering on county lines represent the largest concentrations of livestock while the Indianapolis Zoo (downtown) houses the largest concentration of large and exotic animals. White River borders the property of the Indianapolis Zoo and places its population in greatest risk for flooding due to storm surges.

III. RESPONSIBILITIES

A. Indianapolis Animal Care and Control is designated as the primary agency for ESF 17 and is responsible for the following:

1. Notifying, activating and mobilizing all agencies identified with respect to animal care and control concerns.
2. Coordinating all support agencies in the performance of assigned missions.
3. Coordinating requests for assistance and additional resources necessary during performance of assigned duties.
4. Investigating all animal bites and attacks and transporting injured, at-large and nuisance animals as assigned through the inter-disciplinary coordination of efforts.
5. Assisting the emergency response team with animal-related problems.
6. Coordinating with the City of Indianapolis, Department of Public Works for the immediate disposal of dead animals.
7. Coordinating with ESF 15, Public Information, and ESF 8, Health and Medical, for the release of public information regarding animals and related health issues.
8. Enforcing local animal-related ordinances and regulations (possibly in an amended status).
9. Providing for and managing the proper quarantine procedures for biter animals.
10. Impounding at-large animals.
11. Euthanizing, treating and/or transporting sick/injured animals for vet care.
12. Facilitating the return of wild animals to their natural habitat.
13. Responding to animal-related inquiries.
14. Investigating and responding to animal care and treatment complaints or queries.

B. SUPPORT AGENCIES

Support agencies will be responsible for the following:

1. Notifying, activating, and mobilizing personnel and equipment resources to perform their assigned or
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identified tasks.

2. Identifying, designating, and preparing personnel for staffing of facilities established by ESF 17.
3. Coordinating all actions of the support agency with the ESF 17.
4. Identifying resources and personnel requirements to perform assigned missions which exceed the support agency's capabilities including: Contingency plans for evacuation of animals housed at their proper facilities and the creation of internal animal emergency support function plans for all facilities housing animals, along with outlining euthanasia and disposal designs for extremely large numbers of animals.
5. Monitoring and reporting weather events, which may cause a need for disaster or emergency response for natural resources in, close proximity to their facilities.