

COMPREHENSIVE EMERGENCY OPERATIONS PLAN

The County of Hendricks, Indiana

Including the Cities Within

BASIC PLAN

I. INTRODUCTION

A. Mission

To coordinate and assist all emergency management activities to protect human life, property and the environment of Hendricks County.

B. Purpose

This document establishes a framework for Hendricks County to prepare for, respond to, mitigate the impacts of, and recover from a wide variety of emergencies or disasters. The plan provides for flexibility of direction, coordination and method of operation to enable the community to accomplish the following purposes:

1. Prepare law enforcement personnel, health officials, the media and others for emergencies that may occur in Hendricks County.
2. Ensure an immediate, appropriate coordinated response to any emergency.
3. Minimize loss of life, personal injury, and damage to property resulting from hazardous and emergency conditions.
4. Minimize conditions occasioned by disaster-related shortages of materials or services.
5. Provide relief and promote recovery.

C. Scope

The Comprehensive Emergency Management Plan, Hendricks County, Indiana:

1. Describes emergencies and disasters which may occur in Hendricks County. Provides procedures to disseminate warnings and to determine, assess and report the magnitude of such disasters.

2. Establishes the parameters under which Hendricks County will operate in response to emergencies and disasters by:
 - a. Defining the emergency roles and missions of County departments, divisions and agencies.
 - b. Providing direction for the execution of measures to provide relief and assistance.
3. Establishes a procedure for the employment of county resources. This procedure covers actions to be taken by the designated organization and mobilization of these resources to ensure effective actions before, during and after an emergency.
4. Identifies and designates required actions and functional responsibilities to obtain and implement assistance and relief from the State, Federal, quasi-governmental and private organizations.
5. Outlines the forms of recovery assistance available to individuals, businesses, governments, and the actions required to implement such assistance.

D. Methodology

The Hendricks County Comprehensive Emergency Management Plan (CEMP) is developed on continual basis using information and comments from those agencies, which constitute the emergency response organization. Indiana Code 10-4-1 and Ordinance 2001-18 of the Code of the County of Hendricks require the Emergency Management Department prepare and maintain in current status a county emergency management plan to address the response to emergencies occurring in Hendricks County. This plan shall be the sole emergency management plan for the county and shall be filed in the office of the Hendricks County Clerk. No police or private organizations shall develop emergency operating or disaster plans or procedures that conflict with the County Emergency Management Plan except where specifically authorized by Federal, State or Local Law.

The procedures set forth in the CEMP are to be routinely reviewed and updated. Each Emergency Support Function (ESF) operating procedure, with the exception of ESF-5 Planning and ESF-13 Military Support has been developed with the assistance of ESF teams. These teams were composed of representatives of the primary and support agencies assigned to that ESF. Each agency reviews the ESF to ensure that it is consistent with the latest response capabilities and measures.

Annual reviews are held with participating agencies to update the CEMP and its component Emergency Support Functions.

In an effort to ensure the preparedness of each County agency, each agency of the local government is required to prepare Agency Continuity of Government Plan. These plans include an agency self-assessment of preparedness. This self-assessment assists the use that information to development and implementation of a Long Term Action Plan designed to enhance their emergency preparedness and disaster response capabilities.

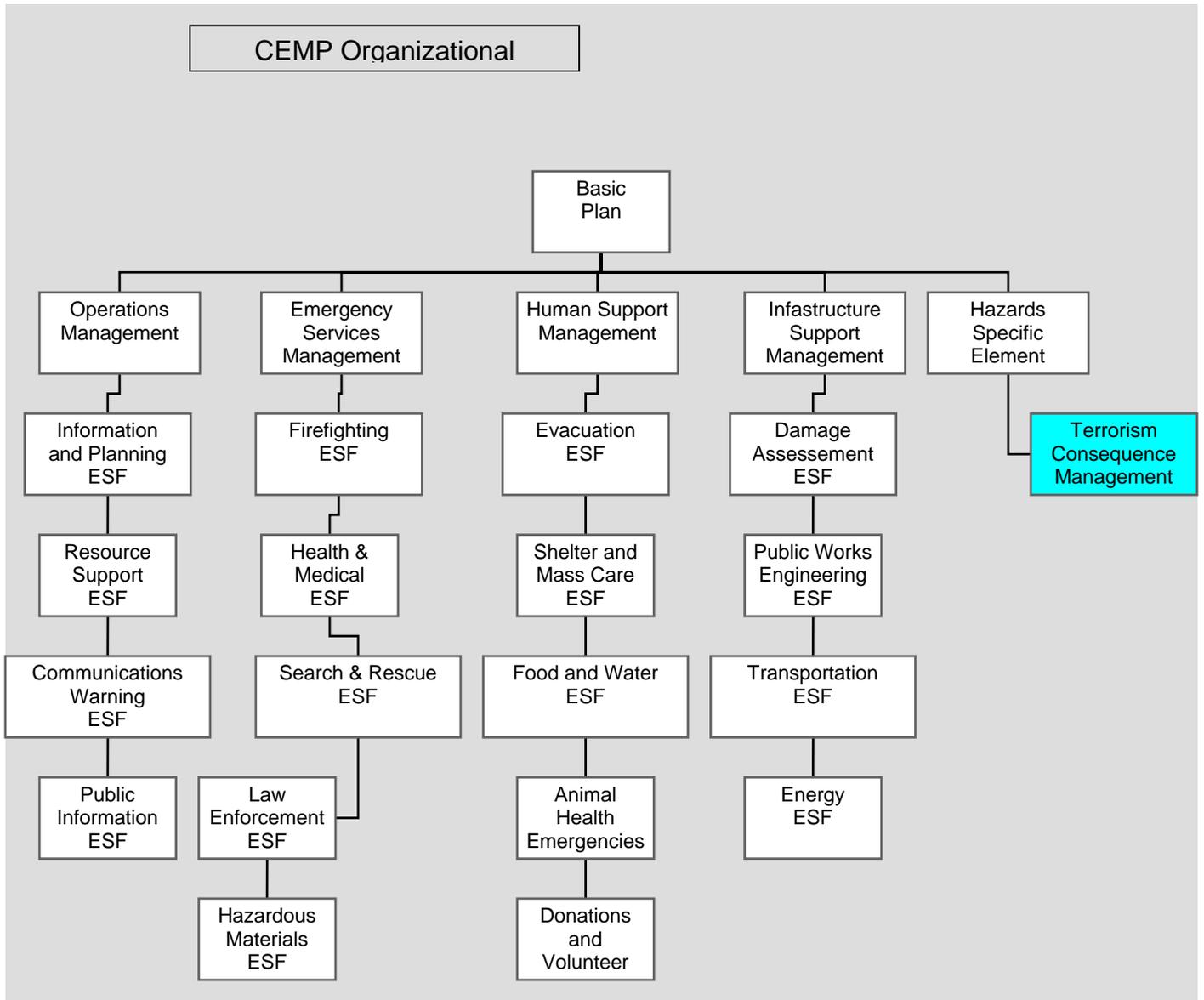
E. ORGANIZATION (See Figure 1)

The Operations Section includes three Emergency Support Functions: Communications and Warning, Information and Planning, and Resource Support.

The Emergency Services Section includes five Emergency Support Functions: Health and Medical, Search and Rescue, Hazardous Material, Firefighting, and Law Enforcement.

The Human Support Section includes four Emergency Support Functions: Shelter and Mass Care, Food and Water, Animal Health and Donation and Volunteer Management.

The Infrastructure Support Section includes four Emergency Support Functions: Public Works and Engineering, Energy, Damage Assessment and Transportation.



Elements of the Comprehensive Management Plan (Figure 1)

II. SITUATION

The analysis of potential hazards is the basic component of any community's comprehensive emergency management plan. A complete understanding of the community's geography, demographics, and land use trends is essential to be able to minimize the possible loss of life, human suffering, and damage to public and private property associated with natural or man-made disasters. The information developed can provide the Hendricks County Emergency Management Agency with a tool, which can be used to identify those hazards, which require an organized response to properly manage related activities, so that needed priorities and actions can be established.

The hazard analysis involves not only identification of the kinds of hazards to which Hendricks County is subjected, but also specific estimates of people and property at risk from a particular hazard. When this measure of vulnerability, reflecting a worst-case situation, is combined with available hazard information, the community can estimate the frequency and extent of damage and the areas and persons affected. This combination of factors is the key to determining if present capabilities are adequate for mitigating, preparing for, and responding to an emergency, and if found inadequate, identifying procedures needed to upgrade these capabilities.

A. Characteristics of Hendricks County

Hendricks County is 420 square miles with twelve (12) townships: Brown, Center, Clay, Eel River, Franklin, Guilford, Liberty, Lincoln, Marion, Middle, Union and Washington. Eleven incorporated cities: Amo, Avon, Brownsburg, Clayton, Coatesville, Danville, Lizton, North Salem, Plainfield, Pittsboro and Stilesville.

Hendricks County is located just west of Indianapolis. Danville is the County Seat. It is bounded on the north by the county of Boone; south by the county Morgan. Guilford and Washington Townships remain rural areas with continuous growth toward urbanization. The population of Hendricks County is 104,093 according to the 2000 census.

One rail lines serve the area; CSX Corporation. Nuclear waste travels through Hendricks County both by rail and truck transport on a regular basis

Marathon, Buckeye and Panhandle Eastern Pipelines operate major petroleum pipelines, which passes through Hendricks County.

Hendricks County has one airport, Gordon Graham Airport. The Indianapolis International Airport is a Class C facility with three runways. It borders just Southwest of Hendricks County. It is served by 21 airlines and handles approximately 7.3 million passengers per year and with 719 takeoffs and landings

per day. It is the third busiest cargo hub in the United States, to which could impose a threat to Hendricks County in the event of an emergency at the facility.

One hospital provides medical care for Hendricks County.

B. Hazards Evaluation and Vulnerability Analysis

The following hazards have the possibility of occurring within Hendricks County because of our infrastructure, climatic patterns and population. Hazards are listed according to the likelihood of their occurrence and/or the seriousness of their effect on the community, as determined by historical record or analysis of the conditions, which might cause them:

Natural

- Tornado (March-July)
- Flood
- Earthquake (New Madrid fault, Wabash Valley fault)
- Winter Storm (December-March)
- Drought/Heat Wave (May-September)
- Wildland Fire (May-October)

System Failure

- Transportation Accident-Aircraft
- Utility Failure

Hazardous Material

- Hazardous Materials Incident-Highway Transport
- Hazardous Materials Incident-Fixed Facility
- Hazardous Materials Incident-Rail Transport
- Hazardous Materials Incident-Pipeline

Nuclear Incident

Biological-Chemical terrorism

Civil Disorder

SEVERE WEATHER

Hendricks County has experienced damage associated with severe thunderstorms, tornadoes, straight-line winds, hail, flooding, severe winter storms, blizzards, and ice storms and lighting strikes. Severe weather can cause home and business structural damage, power loss, street blockages, and local and generalized flooding.

HAZARDOUS MATERIALS INCIDENTS

Most serious hazardous materials incidents occur at fixed facilities within the county. There are more than 78 facilities in the county that stock reportable quantities of substances on the Environmental Protection Agency (EPA) Extreme Hazardous Substance notifications list. These facilities are located throughout the county.

Rail carriers routinely transport Environmental Hazardous Substance (EHS) materials through the county, and especially through the county government seat and other rural areas.

Hazardous materials incidents may cause small to large sections of the county's population to be evacuated or the shelter-in-place. Notification, evacuation, evacuation routes, and transportation can be major problems in the event a large segment of the population must be relocated.

Hazardous materials carriers frequently travel along the major roads through the county. At present, there is no estimate of the amount of hazardous materials traffic, which traverses the county; however, incidents of EHS escaping from their transporters are relatively few.

A number of petroleum pipelines transport a variety of products through the southwest, northwest and north/northeast portions of the county. Products transported are fuels and flammable gases. There has not been a major pipeline explosion in Hendricks County in years.

AIRCRAFT ACCIDENTS

In addition to the Gordon Graham Airport in Hendricks County, there is one other airport with close enough proximity to affect the county. This is the Indianapolis International Airport.

The majority of standard instrument approaches to the Indianapolis International Airport bring traffic across the county at distances of five, ten, and fifteen miles from the airport. These patterns cover the Southeast and Northwest portion geographical area of the county. Straight-in approaches bring aircraft traffic over

the Plainfield area. Air cargo operations depart and arrive mainly between 10:00 PM and 4:00 am on weekdays.

According to the Airport Authority, the Indianapolis International Airport experience approximately 600 passenger aircraft cycles per day; air cargo operations account for approximately 130 more cycles at night. Additionally, an unknown number of air courier flights take place daily.

FIRES

Hendricks County has a significant number of single story structures, which present special problems during a fire or other emergency on the premises. Railroads and farming land have the potential to be sites of Wildland fires under conditions of drought. This type of fire can be a problem because water supplies in affected areas may not be sufficient to extinguish fires in the same manner as structure fires.

UTILITY FAILURES

Power failures are a possibility; especially in the event severe weather such as high winds or ice storms causes widespread failure of power lines. Cinergy (PSI), Hendricks Power & Light (REMC), and Indianapolis Power and Light have mutual aid agreements with other local and regional power companies to share resources and repair capabilities. Redundancies in the local power distribution systems decrease the likelihood of prolonged power disruptions in the county. Vectren Gas Company provides natural gas products for commercial and residential use throughout the county.

Ameritech and TDS provide local telephone services to the county. Its distribution network is redundant and capable of being re-routed around local failures. The system is capable of being overloaded during an emergency and can also affect cellular phone communications.

The Local Municipalities provides drinking water for most of the county. Indianapolis Water Company provides a very small amount of water supply along with ground water wells.

Comcast and Time Warner provide cable television services to the county. Both cable operators have agreements to provide Emergency Alert System information as necessary on behalf of local government.

CIVIL DISORDER

Although all areas of the county may be subject to civil unrest, the Danville area is the most likely area for acts of civil disorder due to the locations of County and local government offices and being the County Seat.

EARTHQUAKES

Hendricks County is located in a zone, which will experience damage and injuries in the event of a Richter 7.0+ earthquake with an epicenter located in the New Madrid fault, which will have the effect of a Richter 5.5-6.1 earthquake in Indianapolis. While the last major earthquake in the New Madrid fault was in 1811, there have been smaller earthquakes affecting Marion County. In 1895 on the New Madrid fault, and in 1899 and 1987 in the Wabash Valley fault. The best estimates of the Central United States Earthquake Consortium indicated a Richter 7.0+ New Madrid earthquake would result in 157 fatalities, 787 serious casualties, and over 78,000 displaced persons in Marion County. Seismologists at the University of Memphis predict an 86% to 97% chance of a major earthquake occurring in the New Madrid zone within the next 50 years.

TERRORISM-WEAPONS OF MASS DESTRUCTION

There have been over 45 anthrax hoax incidents in Indiana between 1998 and 2000. The attacks on New York City and Washington, D.C. on September 11, 2001 and the subsequent anthrax attacks in New York City and Washington, D.C. on October 11, 2001 brought an increase of response calls to suspicious packages and suspicious powders to approximately 25 a day.

Although the "Cold War" between the United States and the former Soviet Union is over, the threat of the use of weapons of mass destruction against the United States has not diminished. Russia, China, India, and Pakistan have demonstrated the use of nuclear weapons. North Korea, Iraq and Iran have well-developed biological and chemical weapons capabilities. The collapse of the former Soviet Union and its resulting need for foreign capital has increased the likelihood of the illicit sale of nuclear weapons and weapon making technology. Chemical and biological weapons are becoming the "poor man's" weapon of mass destruction with a dramatic increase in chem-bio incidents in the last few years including: 1995 bubonic plague incident in Ohio, 1995 ricin incident in Arkansas, 1997 anthrax incident in Washington, D.C., and the 1998 anthrax incident in Las Vegas. As the two attacks on the World Trade Center and the Oklahoma City bombings have demonstrated, we are not immune to home grown terrorism. Hendricks County is a target because it is the County Seat, and borders the State Capitol.

III. CONCEPT OF OPERATIONS

Local authorities will most likely be the first-responders to an emergency or disaster in Hendricks County. Each agency of local government will address the functions for which it is responsible. This requires each agency to be aware of the functions it will have to perform during a disaster. Agency personnel must be trained in these disaster responses functions, and be available to work prior to, during, and following a disaster.

State and Federal governments will support the efforts of the County when the County is unable to cope with a disaster. Hendricks County will handle most emergencies in accordance with federal, state, and local law.

Specialized assistance for specific needs may be requested from various State and Federal agencies. Procedures for requesting aid from Federal programs are included in the Emergency Operations Center Standard Operating Procedures manual. The Commissioners and Emergency Management Director (EMA) will keep the Indiana State Emergency Management Agency informed of such requests.

Requests for local assistance will be made to the Director of the Emergency Management Agency through the appropriate County/City agency. After an evaluation of the situation has been made by the Emergency Management Director based on agency reports and reports from Damage Assessment Teams with the County, the Commissioners may direct County resources into the affected area and/or declare a State of Local Emergency to exist. The County plan will be implemented, the Emergency Operations Center activated, and County resources made available for special assistance as requested by the Emergency Management Director. The Emergency Operations Center (EOC) staffing assignments shall be as shown in the Emergency Operations SOP. Activation of the EOC will activate the Emergency Preparedness Organization, which is organized using the Emergency Support Function (ESF) concept, mirroring the organization of State and Federal disaster response organizations. State of Emergency cannot be declared for particular areas of the County.

County and local agencies will provide resources to assist these designated areas according to the functional responsibilities outlined in this document and within the Standard Operating Procedure (SOP) of the Countywide Emergency Operating Center. For each emergency support (disaster) function, one agency has primary responsibility and other agencies are assigned supporting roles. The primary agency will provide both resources and leadership relating to that function, with support agencies providing resources as requested by the agency with primary responsibility.

When local resources are determined to be inadequate to cope with the disaster, the Commissioners will request State and/or Federal assistance through the Governor. The Emergency Management Director will coordinate with the Indiana State Emergency Management Agency to assure the most effective management of such assistance.

For planning and preparedness purposes, the Hendricks County Comprehensive Emergency Management Plan addresses emergency preparedness and management as a four phased process; Preparedness, Response, Recovery, and Mitigation. The Annexes of this plan are consistent with those established by the Federal Response Plan and the State of Indiana Comprehensive Emergency Management Plan, and utilize the Emergency Support Function concept of organization and response.

The Commissioners or their authorized designee will initiate, execute, and direct the operation. The Commissioners or his authorized designee will control the operation, either personally and/or through delegation of tasks.

A. Authorities

1. Federal Law

Authority for the creation and responsibilities of state disaster preparedness agencies and recovery efforts is established by P.L. 81-920, the Federal Civil Defense Act of 1950, as amended, the Federal Disaster Relief Act of 1974, as amended, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended.

2. State Law

The Civil Defense and Disaster Law of 1975, as amended (*Ind. Code section 10-4-1, et seq.*) Directs the establishment of county emergency management agencies in each county of the State of Indiana.

The statute establishes a framework for emergency management in the State of Indiana in order to generally provide for the common defense and to protect the public peace health and safety and to preserve the lives and property of the people of the state.

3. Hendricks County

Hendricks County Ordinance 2001-18 establishes the Emergency Management Agency of Public Safety as the Local Emergency Preparedness Agency.

The ordinance sets forth the responsibilities of the Emergency Management Director as the emergency management agency for Hendricks County. The ordinance is attached as Tab "A". The ordinance expressly grants the Commissioners of Hendricks County certain authority and powers during a state of local disaster emergency.

B. Organization

1. Non-Emergency Operations

The executive power of the county government (except as retained by the excluded cities and towns) is vested by the Commissioners of Hendricks County, who are chief executive and administrative officers of the government.

2. Emergency Operations

a. Authorization

The Commissioners of Hendricks County is authorized to activate the Comprehensive Emergency Management Plan, or so much thereof, as is necessary. The Emergency Management Director shall in turn proceed to execute the County Emergency Management Plan.

C. Responsibilities

1. General

Officials at all levels of government share responsibility for the necessary planning needed to minimize losses and provide relief from emergencies. This shared responsibility includes the emergency preparedness and response capabilities of the Federal, State, County government, municipal governments, districts and independent authorities, and volunteer agencies.

Initial response will provide for an immediate reaction to alleviate human suffering, prevent loss of life, protect property, and to return the area to normalcy in the least possible time. Operational plans shall be developed for accomplishment of various program goals and objectives designed to effectively reduce hazards and to bring long-range recovery to distressed areas.

2. Role of Hendricks County

- a. Be prepared to direct and control local response to a majority of emergencies in accordance with local laws and mutual aid arrangements with adjacent communities, special districts and voluntary organizations.
- b. Provide immediate response through local police, fire/rescue and public facilities.
- c. Establish readiness procedures to ensure proper training of personnel and the availability of appropriate personnel and equipment in the time of an emergency.
- d. Request activation of mutual aid arrangements when specific aid coordination in such agreements is required.
- e. Request assistance from other governments, or higher levels of government, State and Federal agencies, through the Indiana State Emergency Management Agency.

3. Specific Responsibilities of the Commissioners of Hendricks County

The following specific responsibilities apply to the Commissioners of Hendricks County as established by Indiana Code Title 10 and of the Ordinance Code Number 2001-18. Expanded functional responsibilities of the Lead agencies are found in the Response Section of this Comprehensive Emergency Management Plan.

- a. During the continuance of a natural disaster emergency, the Commissioners are commanders-in-chief of all the emergency management forces available in the County. The Commissioner may issue executive orders, proclamations and regulations and amend or rescind them in the fulfillment of this responsibility, and such executive orders, proclamations and regulations shall have the force and effect of law during the period for which they are effective. To the greatest extent possible, the Commissioners shall delegate or assign command authority by prior arrangement embodied in the emergency management plan or in appropriate executive orders or regulations, but this shall not restrict his authority to do so by orders issued at the time of and during the disaster emergency.
- b. The Commissioners of Hendricks County is the head of the Emergency Management Director. As such, he/she is head of the

elected and appointed officials that have the executive authority to establish the policies that will direct the Emergency Operations Center and emergency response actions.

c. Declaration; Termination

When the Commissioners of Hendricks County finds that a disaster has occurred or that the occurrence or the threat thereof is imminent, he may declare a state of "Local Disaster Emergency" exists in all or part of the county. He will direct the Emergency Management Director, along with the Office of Counsel, to prepare a "Proclamation of Local Disaster Emergency". The declaration is filed with the Hendricks County Clerk. Should Federal or State assistance become necessary, a Petition by the Governor of the State of Indiana shall be prepared. The state of emergency shall continue until the Commissioners find that the threat or danger has been dealt with to the extent that the emergency conditions no longer exist and he terminates the state of disaster emergency by proclamation; but no state of local emergency may continue for longer than seven days unless renewed by action of the County Commissioners. At the same time as the state of emergency is declared, the Commissioners may convene the County Council in special meeting, at which he shall report to the Council all the facts and circumstances concerning the disaster and his recommendations in connection therewith. The Council by resolution may cancel a state of emergency at any time, whereupon the Commissioners shall issue proclamation ending the state of emergency. All proclamations issued under this subsection shall indicate the nature of the disaster, the area or areas of the County threatened by it and the conditions which have brought it about or which make possible the termination of the state of disaster emergency.

d. Suspend the provisions of any ordinance prescribing procedures for the conduct of County's business or the rules, regulations or orders of any County's agency, if strict compliance with such ordinance, rule, regulation or order would in any way prevent, hinder or delay necessary action in coping with the disaster.

e. Use all available resources of the County government as reasonably necessary to cope with the disaster.

f. Transfer the direction, personnel or functions of County agencies, or units thereof, for performing or facilitating emergency services.

- g. Request the assistance and cooperation of the independent agencies, or such of them as are reasonably necessary to implement the emergency management plan, and, in the event that an independent agency fails or refuses to provide the requested assistance and cooperation or that there is no one available to order such assistance and cooperation, commandeer or utilize such independent agency's personnel and equipment as reasonably necessary to cope with the disaster.
- h. Subject to the provisions of Indiana Code Title 10, commandeer or utilize any private property if he finds this necessary to cope with the disaster.
- i. Direct and compel by any necessary and reasonable force the evacuation of all or part of the population from any stricken or threatened area within the County if they deem this action necessary for the preservation of life or other disaster mitigation, response or recovery.
- j. Prescribe routes, modes of transportation and destinations in connection with an evacuation.
- k. Control ingress to and egress from a disaster area, the movement of persons within the area and the occupancy of premises therein.
- l. Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives and combustibles.
- m. Make provision for the availability and use of temporary emergency housing.
- n. Take or direct measures for limiting or suspending lighting devises and appliances, gas and water mains, electric power distribution and other utility services in the general public interest.
- o. Take or direct measures concerning the conduct of civilians, the movement and cessation of movement of pedestrian and vehicular traffic prior to, during and subsequent to drills and actual or threatened disasters, the calling of public meetings and gatherings and the evacuation and reception of the civilian population, as provided in the emergency management plan.
- p. Authorize the use of forces already activated or mobilized to assist private citizens of the County in cleanup and recovery operations

during a natural disaster when permission to enter onto or into private property has been obtained from the property owner.

- q. Enforce and utilize the provisions of mutual aid plans and interjurisdictional agreements and, in connection therewith:
 - (1) Organize and dispatch Emergency Management support forces, including personnel, supplies and equipment as necessary, to other counties, transfer operational command of such forces to the other jurisdiction and resume operational command of such forces when they are no longer needed outside of the County.
 - (2) Request and assume operational command of Emergency Management support forces, including personnel, supplies and equipment as necessary, dispatched from other jurisdictions into the County and transfer operational command of such forces to the original jurisdiction when they are no longer needed; and loan, lease or transfer, on such terms and conditions as he deems necessary to promote the public welfare and protect the interests of the County, any property of the County government required or useful to effectuate the mutual aid plan or interjurisdictional agreement, and receive and utilize any property of another jurisdiction, by loan, lease or transfer on such terms and conditions as he deems advisable, pursuant to a mutual aid or interjurisdictional agreement.

- r. Waive procedures and formalities otherwise required by the Charter or by law pertaining to:
 - (1) The performance of public work
 - (2) The entering into of contracts
 - (3) The incurring of obligations
 - (4) The employment of permanent and temporary workers
 - (5) The utilization of volunteer workers
 - (6) The rental of equipment

- (7) The purchase and distribution, with or without compensation, of supplies, materials and facilities
- (8) The appropriation and expenditure of public funds

D. Issuance of Executive Orders and Proclamations:

The Commissioners of Hendricks County shall, by proclamation, declare a state of local disaster emergency, which shall activate the Comprehensive Emergency Management Plan and place into operation, the Emergency Operations Center. It will be the authority for the deployment and use of any resources to which the plan applies and for use or distribution of any supplies, equipment, materials or facilities available, and any other provisions of County Codes and regulations relating to disaster emergencies.

E. Increased Readiness Procedures:

The Emergency Management Agency is responsible for monitoring all significant incidents and for placing on alert, those agencies that may be required to assist in the response. To reduce the effects of disasters, a system for reacting to various warnings of impending local disasters and emergencies of regional significance, such as tornadoes is established by Emergency Management Agency. This recognizes certain conditions, which trigger precautionary and response actions, by the either Emergency Management Agency or larger elements of the emergency response organization.

F. Levels of Activation

The Director of the Emergency Management Department has established a graded level of Emergency Operations Center activation based on six (6) levels of notification and activation. The Commissioners, through the Emergency Management Agency may designate what level of activation is required in response to a given situation, and shall ensure all steps for notification and operation are completed for the that level of activation.

1. Special Event:

Normal activation of the EOC for use as a command and control center for special events.

2. Emergency Standby:

Conditions have developed that jeopardize the County, but have not yet caused, and may never cause, adverse effects. Monitor Only.

3. Level I:

Emergency Conditions have occurred and are having a serious, but limited impact on portions of the County. On site Incident Command in effect to stabilize the incident. Monitor and provide resources. No Mutual Aid or state assistance requested.

4. Level II:

Emergency Conditions are having a serious effect on most or the entire County; resources are heavily deployed. Multiple Incident Command sites. No Mutual Aid or state assistance requested.

5. Level III:

Emergency Conditions are having a very serious effect on most or the entire County; resources are fully committed and the incident(s) continue to expand. State assistance is requested.

6. Level IV:

Emergency Conditions are affecting the entire State. Governor's Declaration of Disaster in force.

6. Level V:

Federal Assistance is requested.

IV. Execution

A. Emergency Response Organization

▪ Direction and Control

The Direction and Control of major disaster preparation, response and recovery is centered on the Countywide Emergency Operations Center. The Director of the Emergency Management Agency can activate the Emergency Operations Center, located at 355 S. Washington St. # 208, Danville, Indiana, at any time in response to the approach of severe weather, or in case of a technological accident. When the Director of the Emergency Management Agency is notified that there is a significant threat of any kind to Hendricks County, he may recommend to the Commissioner that the County Emergency Operations Center be activated. The Director may activate the EOC before formal activation by the Commissioners, in

preparation of the formal activation, or at any time, he feels it necessary to do so in response to an approaching or anticipated emergency event.

- a. Hendricks County Emergency Management has a mobile command Emergency Operations Center (EOC) available for activation. The Mobile EOC is utilized and activated for:
 - Special Events
 - When requested by local agencies
 - In the event the primary EOC located at the Hendricks County Government Center is incapacitated.
 - In support of Primary EOC for large-scale events or disasters.

▪ **Operational Organization**

Personnel of the EOC are identified, in order to separate functional areas of responsibility and to take advantage of the spatial arrangements of the physical facilities provided in the Emergency Operations Center.

Each department is specially identified in the accompanying organization rosters. Their principle tasks and actions to be at the different stages of response are also outlined. In addition to the attached group task outlines, each of the principle participants, including the Commissioners of Hendricks County, head of the Hendricks County Chapter of the American Red Cross, are provided with specific outlines of their duties and responsibilities, so that they understand their roles within the EOC and what is expected of them during an emergency.

Provided to the members of the EOC and to other related city and county agencies, are the Emergency Operations Center Standard Operating Procedures. This SOP delineates responsibilities and procedures of persons or agencies that have either the primary responsibility or a supporting role in performing certain acts or functions in response to a disaster or its aftermath.

▪ **Emergency Management Responsibilities**

Commissioners of Hendricks County, Hendricks County Council and the Sheriff of Hendricks County:

Responsibilities:

- a. Authorize acceptable recommendations of Staff Advisory Group and the Operating Group.
- b. Authorize issuance of public evacuation recommendations at appropriate time.
- c. Promulgate emergency policy decisions.
- d. Oversee Response/Recovery" operations.
- e. Issue necessary proclamations and ordinances.

▪ **Advisory Group**

Commissioners of Hendricks County

Director of Emergency Management

Counsel, County of Hendricks

Responsibilities:

- a. Prepare advisory recommendations for Executive Group.
- b. Keep officials and emergency agencies advised of progress and their required preparedness status.

▪ **Operations Group**

The functional organization of the Operations Group is based on the Emergency Support Function (ESF) concept introduced in 1992 by the Federal Response Plan and since incorporated into the State of Indiana Comprehensive Emergency Management Plan. The Indiana Comprehensive Emergency Management Plan encourages Indiana's counties to utilize the ESF concept in the development of their local response plans.

The Federal Response Plan developed a functional grouping of Federal agencies in order to clearly define the roles and responsibilities of these elements of the Federal government in response to a major natural disaster. Each ESF is headed by a primary agency, which is selected based on its authorities, resources and capabilities. Other agencies are designated as support agencies for one or more ESFs based on their resources and capabilities to support their functional area.

The Indiana State Emergency Management Agency rewrote its procedures to implement the ESF concept and developed an emergency response consistent with the Federal Response Plan. In order to be consistent with Federal and State agencies, and to facilitate the coordination of its response to a natural or manmade disaster, the Hendricks County Emergency Management Agency uses the ESF concept for its emergency management operations. The Hendricks County Comprehensive Emergency Management Plan contains the following ESFs, which are organizational components of the Operations Group of the EOC.

▪ **Operations General Responsibilities**

Each member of the Operations Group, as a senior administrator of the local government or other entity, must be prepared to respond to a disaster situation in an orderly, precise manner. As a situation develops prior to the activation of the EOC, the Emergency Management Department will constantly update the EOC staff. Besides the specific actions required by their position, the following general actions will be taken by EOC staff members and other senior administrators whom are not required to report to the EOC.

- a. Special Events
- b. Emergency Standby
- c. Level I
 - (1) Brief Supervisors, emphasize assigned emergency responsibilities
 - (2) Verify personnel assignments
 - (3) Review plans and procedures
- d. Level II
 - (1) Inventory equipment and supplies and prepare facilities
 - (2) Check out communications, internal and external
 - (3) Monitor situation
 - (4) Alert personnel
 - (5) Establish liaison with control
 - (6) Implement personnel standby procedure

- e. Level III
 - (1) Recall critical personnel for emergency response operations.
 - (2) Release non-essential personnel for deployment as emergency management volunteers.
 - (3) Monitor situation
 - (4) Maintain cross-agency coordination
 - (5) Report to Emergency Operations Center or other assigned location.

- f. Level IV
 - (1) Initiate response actions as dictated by existing plans and operating procedures.
 - (2) Identify areas to be evacuated.
 - (3) Coordinate evacuation procedures and the implementation of the County Evacuation Traffic Management Plan.
 - (4) Monitor progress of evacuation and sheltering activities.
 - (5) Prepare and issue necessary public announcements and official announcements, including evacuation orders and Declaration of Local State of Emergency.
 - (6) Coordinate activities with State and other Federal agencies.

- g. Recovery Actions
 - (1) Perform assigned emergency tasks
 - (2) Request additional assistance, as needed
 - (3) Advise all personnel of "All Clear"
 - (4) Report damage estimates
 - (5) Complete all recovery actions
 - (6) Revert to day-to-day operations

- **Emergency Support Functions**

All Emergency Support Functions of this section support the overall effort of the jurisdictions first responders.

Transportation (ESF 1)

Provides overall coordination of transportation assistance to County Departments, other governmental and private agencies, and others requiring transportation assistance in disaster situations.

Functions:

Monitor, prioritize and allocate all available transportation resources.
Coordinate "Special Need" evacuation transportation.
Coordinate the use of privately owned transportation resources.

Primary School District: Avon Community School Corporation

Supporting Districts:

Brownsburg Community School Corporation
Danville Community School Corporation
Mill Creek School Corporation
North West Hendricks School Corporation
Plainfield Community School Corporation

Communications/County Warning Point (ESF 2)

Coordinates telecommunication support necessary to conduct disaster response and relief operations.

Functions:

Maintain communications with State Warning Point, other county and municipal agencies.
Maintain and operate communications equipment necessary to keep public informed.
Serve as single focal point for communications problem/issues impacting on emergency/disaster operations.
Provide support and liaison to Rapid Impact Assessment Teams for communication assessment.

Primary Agency: Hendricks County Dispatch Centers (All)

Support Agencies:

Brownsburg Police Department
Danville Police Department
Hendricks County Sheriffs Department
Avon Police Department
Plainfield Police Department

Public Works and Engineering (ESF 3)

Provides public works and engineering support to assist County agencies and Municipalities in response/recovery operations.

Functions:

Pre-emergency preparation of public buildings and facilities.
Technical Advice and Evaluation.
Debris clearance and disposal.
Temporary constructions of emergency access routes.
Emergency restoration of critical public services.
Restoration of water supply, and wastewater facilities and systems.
Damage Assessment.
Construction management and inspection.
Emergency Demolition and stabilization of damaged structures.
Provide liaison to Rapid Impact Assessment Teams for damage assessment to local roads and bridges.

Primary Agencies: Department of Public Works

Support Agencies:

Parks
Fire Department
Police Department
Hendricks County Health Department
Indiana Department of Environmental Management
U.S. Environmental Protection Agency
Power and Light Company
Water Company
Hendricks Power
PSI
Indiana Gas Company

Firefighting (ESF 4)

To detect and suppress fires resulting from or occurring coincidentally with a disaster.

Functions:

Coordinate all disaster/emergency related firefighting activities within the County Provide liaison with County EOC for search and rescue.

Support Agencies:

Amo Volunteer Fire Department (Mill Creek District # 5)
Brownsburg Fire Territory
Coatesville Volunteer Fire Department (Mill Creek District # 6)
Danville Fire Department
Eel River Township Fire & Rescue
Hazelwood Volunteer Fire Department
Liberty Township Fire Department
Lizton / Union Township Volunteer Fire Department
Pittsboro / Middle Township Fire Department
Plainfield Fire Department
Stilesville Volunteer Fire & Rescue
Washington Township / Avon Fire Department

Information and Planning (ESF 5)

To coordinate the overall information and planning activities at the County Emergency Operations Center and to collect process and disseminate information about a potential or actual event. Due to the limited physical area of the EOC, and the limited staff available for this function, information and planning becomes a shared task of the all agencies.

Functions:

Information processing: Collect, process and disseminate information for operations and reports.

Assign response tasks to individual Emergency Support Functions.

Establish operational and logistical goals and objectives.

Maintain displays of pertinent information (maps, charts, status boards, computerized databases and other electronic information.

Serve as the focal point for the disaster planning and response process.

Develop and disseminate necessary reports for damage assessment.

Maintain Message Control function of the EOC, and track messages, requests, personnel assignments, EOC manpower levels and other EOC functions.

Prepare and coordinate requests to the State EOC

Coordinate assignment and deployment of local personnel to Rapid Impact Assessment Teams

Primary Agency: Hendricks County Emergency Management

Support Agencies:
All other Emergency Support Functions

Mass Care (ESF 6)

Coordinate the efforts to provide sheltering, feeding and emergency first aid following a disaster to all civilian population.

Functions:

Operate Public Shelters.

Provide medical assistance at shelters.

Provide security for shelters and distribution points.

Provide information on the status of victims

Provide food, water, and other essential commodities to victims.

Operate Special Medical Needs Shelters.

Operate Senior Citizen Shelters

Provide liaison with Rapid Impact Assessment Teams for mass care assessment.

Primary Agency: Hendricks County Emergency Management Agency

Primary Supporting Agency: American Red Cross

Support Agencies:

Hendricks County Health Department

Hendricks County Sheriffs Department

Hendricks County School Districts (Shelters)

Hendricks County Parks

Hendricks County Mental Health Association

Indianapolis Crisis Assistance Response Team

CICOA

The Salvation Army

Indiana Volunteer Agencies Active in Disaster (INVOAD)

Hendricks County RACES

IPL, Cinergy (PSI), & Hendricks County Power & Light (REMC)

Military Department of Indiana (National Guard)

Resource Support (ESF 7)

To locate, obtain and provide essential material resources and personnel to the EOC and to County organizations/agencies in emergency operations.

Functions:

Provide the following types of services

Contract Services
Office Equipment/Supplies
Financial Support
Office Space

Primary Agency: Hendricks County Emergency Management

Support Agencies:
County Auditor
Computer Center
Department of Human Resources
Commissioners Office
Planning and Building
Engineering Department
Every City/County Agency

Health and Medical Services (ESF 8)

To provide a coordinated response to public health needs following a disaster.

Functions:
Coordinate emergency medical services.
Coordinate arrival of Disaster Medical Assistance Teams (DMATS).
Plan for and coordinate employment of medical volunteers.
Provide medical care personnel.
Provide victim identification/emergency mortuary services.
Provide health equipment/supplies.
Provide medical staff for special medical needs and public evacuation shelters. Monitor quality of potable water and food supplies, and issues appropriate warnings.
Provide liaison Rapid Impact Assessment Teams for health facilities, medical requirements, water and sewer.

Primary Agency: Hendricks County Health Department

Support Agencies:
Hendricks Community Hospital
Hendricks County Coroner's Office
The American Red Cross
The Hendricks County Mental Health Association
Amo Vol. Fire Department
Washington Twp. /Avon Fire Department
Brownsburg Fire Territory
Liberty Township Fire & Rescue
Danville Fire Department

Eel River Twp. /North Salem Vol. Fire Department
Fire Department of Liberty Twp.
Hazelwood Vol. Fire Department
Lizton Vol. Fire Department
Plainfield Fire Department
Avon School District
Brownsburg School District
Danville School District
Mill Creek School District
Tri-West School District

Urban Search and Rescue (ESF 9)

To locate, extricate, and provide immediate medical treatment to victims trapped in collapsed or severely damaged structures as a result of a disaster.

Functions:

Develop detailed plans for employment of search and rescue assets
Plan for the arrival and employment of FEMA search and rescue teams
Coordinate provision of technical guidance to search and rescue teams

Primary agency: Hendricks County Emergency Management

Support agencies:

Hendricks County Fire Rescue Services
Hendricks County Emergency Management SAR Team

Hazardous Materials (ESF 10)

Note: All Hendricks County Fire Departments Rely Upon IFD for HAZMAT

To respond to an actual or potential release of hazardous materials.

Functions:

Develop and maintain HAZMAT Teams.
Coordinate evacuation of contaminated area.
Plan for reception and employment of additional HAZMAT personnel.

Primary Agency: Indianapolis Fire Department

Support Agencies:

Marion County Health Department
DPW Office of Environmental Services

Municipal Fire Departments
Emergency Management Division

Food and Water (ESF 11)

Identify, secure and arrange for the transportation and distribution of food and water assistance to disaster victims in the impacted areas.

Functions:

Obtain appropriate food supplies.

Arrange transportation.

Coordinate distribution.

Coordinate Disaster Food Stamp assistance with State and local officials.

Ensure that all shelters, hospitals, nursing homes, and similar facilities have sufficient food/water.

Inspect food hygiene at distribution sites and shelters.

Primary Agency: Hendricks County Health Department

Support Agencies:

The American Red Cross

The Salvation Army

Community Action of Greater Indianapolis (Hendricks Co. Community Action)

St Marks Episcopal Church, Plainfield

Gleaners' Food Bank, Indianapolis

Indiana Grocers' Association

Indiana Restaurant Association

Energy (ESF 12)

Plan for and coordinate necessary actions to facilitate the restoration of energy systems following a disaster.

Functions:

Provide emergency power and fuel to support response operations.

Plan for, administer and enforce energy priorities and allocations.

Provide technical assistance involving energy restoration.

Assist utilities and county and municipal agencies in obtaining equipment, labor and transportation to repair and restore energy systems.

Coordinate mutual aid assistance in restoring the energy distribution network.

Provide liaison with Rapid Impact Assessment Teams for energy and power needs.

Primary Agency: Local Energy Providers

Support Agencies:
Department of Public Works
Hendricks Power
Emergency Management Department
IPL/AES
Cinergy/PSI

Military Support (ESF 13)

Coordinates requests for and deployment of military assets in support of all ESFs.

Functions:

Assist in the distribution of food and water.
Provide manpower and equipment support to assist in emergency road clearance and debris removal.
Coordinate medical and other support activities within capabilities.
Assist EOC in coordinating with any Federal Military Forces dispatched to assist in disaster operations.
Provide facilities and/or shelters in the event that American Red Cross shelters become full.
Coordinate with the Fire Departments to provide manpower/equipment to assist in search and rescue operations.

Primary Agency: Military Department of Indiana, Indiana National Guard

Support Agencies:
U.S. Naval Reserve
Civil Air Patrol
Department of Defense

Public Information (ESF 14)

Plan for, coordinate, provide and disseminate information to the public during all phases of disaster operations.

Functions:

Serve as primary coordination point with all media.
Prepare news releases.
Coordinate activities within EOC, including conducting of periodic briefings, special announcements, and detailed status reports.
Serve as coordinator for all press requests for interviews dealing with disaster operations.

Coordinate emergency information broadcast requirements with local television, radio, and cable stations.
Coordinate operation of Citizen-Information-Center.

Primary Agency: Jurisdictional Law Enforcement, Fire Service, and/or Public Works Public information Officer in the immediate disaster area

Support Agencies:

Any Available Public Information Officers from the excluded cities or towns, county, township, or city-county public safety agencies unaffected by the disaster

Primary (or Multiple) affected agency Officials, County and Town (s) Council President's

Hendricks County Sheriffs Department

Indiana State Police

Hendricks County Health Department

Hendricks Community Hospital as well as surrounding Hospitals

Department of Administrations

Department of Public Safety

Department of Public Works

Local Media organizations

Local Emergency Planning Committee

Volunteers and Donations (ESF 15)

To plan, coordinate and operate the county's donation and volunteer operations.

Functions:

Plan for, staff, and operate donation receipt and distribution activities in conjunction with American Red Cross and Mass Care Support Function, (ESF 6).

Primary Agency: Indiana Volunteer Organizations Active in Disasters (INVOAD)

Support Agencies:

Emergency Management Division

Community Centers of Indianapolis

Salvation Army

Private Non-profit Relief Organizations

Indianapolis Chapter of the American Red Cross

Law Enforcement and Security (ESF 16)

Command, control and coordination of law enforcement resources and activities.

Functions:

Plan and coordinate employment of state and federal law enforcement resources.

Man predestinated traffic control points.

Maintain law and order.

Provide security to all other emergency response operations, including field forces and facilities such as shelters, feeding sites, and collection centers.

Assist in the dissemination of evacuation orders of the public and to help proceed evacuation to maintain safety during the process.

Enforce evacuation orders.

Primary Agency: Hendricks County Sheriff's Department

Support Agencies:

Plainfield Police Department

Brownsburg Police Department

Avon Police Department

Danville Police Department

Pittsboro Police Department

Clayton Town Marshall

Amo Town Marshall

Lizton Town Marshall

Coatesville Town Marshall

Indiana State Police

Indiana National Guard

Animal Issues (ESF-17)

Plan, coordinate and direct efforts aimed at identifying the materials and services that may be needed or that may be available during a disaster to care for injured or abandoned animals.

Functions:

Identify local and attainable outside assets that may be needed to help care for animals during a disaster.

Identify animal-oriented organizations and individuals that may be organized to Assist County efforts to respond to the needs of impacted animals and insure safe evacuation.

Develop operating procedures for the utilization of county resources and those that may be available through donation or mutual aid.

Primary Agency: Hendricks County Animal Control

Support Agencies:

Hendricks County Humane Society

Central Indiana Veterinary Medical Association

Hendricks County Health Department

Purdue Co-op Extension

Various small local rescue groups and donors

Business and Industry (ESF-18)

Plan for the flow of information between government emergency management agencies (EOC) and private corporations and business groups in order to facilitate corporate evacuations and re-entries, provide education and training to corporate employees, coordinate the flow of private relief and recovery resources into impacted areas, and to identify potential sources of relief and recovery materials and supplies available through the private sector.

Functions:

Coordinate education and training efforts directed at private sector recovery. Develop and implement procedures that facilitate private sector re-entry and damage assessment, and the collection of private sector damage information in the EOC for use by emergency preparedness officials.

Coordinate private sector response and recovery operations in conjunction with governmental efforts.

Primary Agency: Hendricks County Emergency Management

Primary Supporting Agency: Chamber of Commerce

Support Agencies:

Midwest Contingency Planners

▪ **Mutual Aid Agreement**

- a. Each of the following Primary Emergency Support Function (ESF) has signed the Mutual Aid Agreement to implement planning efforts and to participate in county activities to maintain the overall response capability.

1. Avon Community School Corporation
2. Hendricks County Sheriffs Department
3. Department of Public Works
4. All Jurisdictional Fire Agencies
5. Hendricks County Emergency Management Department

6. Hendricks County Health Department
7. Cinergy/PSI
8. Military District of Indiana- Indiana National Guard
9. All Jurisdictional Law Enforcement
10. Hendricks County Animal Control

▪ **Volunteer and Private Organizations**

Several volunteer organizations have aligned themselves with each other to exchange ideas, supplies, equipment and volunteers in the event of a disaster. The American Red Cross and Salvation Army along with various food banks are dedicated to serving the county when needed.

B. Operations Support

All Operations Support Functions will support the Emergency Support Functions, which coordinate activities of the local Emergency Operations Center.

1. Staffing

The EOC must be adequately staffed, and all identified ESF lead agencies must be represented. Each City and County agency must be prepared to staff the EOC 24 hours per day operations. Duty Officers (as assigned by certain elected and appointed officials) must be identified to the Emergency Management Director, and staff changes must be made known to the EMD as they occur, in order to accurately maintain the EOC call-down system and to allow for limited access to, and security within, the EOC.

2. Communications

The Emergency Operations Center (EOC) serves as the emergency communications center for Hendricks County during a countywide disaster. The EOC's communication facility will support all ESF lead agencies and has the following equipment capabilities:

Telephone and radio communications with emergency response agencies and resources in the City/County.

Link with the State Warning Point and other local emergency management offices and NWS offices in the State.

Weather terminal link with the National Weather Service.

Radio and land lines.

Emergency Management FAX communication link with local and state emergency management facilities.

Emergency Alert System

The County Warning Point (ESF 2: Communications) is responsible for dissemination of severe weather warnings and alerts. Pager, telephone and radio networks, and the Weather Alert Radio System issue warnings to government entities and other related agencies and organizations.

3. MAC-Citizen-Information-Center

A Citizens-Information-Center (CIC) will be operational in the Commissioners Rooms in the Government Center as part of the Operations Group's services. The MAC-CIC responds to general information requests from the public, and refers valid requests or important information to the Operations Group for action or reference. The MAC-CIC will respond to a multitude of calls, hopefully preventing an overload of non-emergency calls to 911.

Trained employees recruited from various City/County departments and agencies will staff the MCA-CIC. The Emergency Management Director will provide a MAC-CIC supervisor for each shift current and updated information. Each workstation will be supplied with a telephone, Message Control Forms, Message Log, and EOC Information Reference.

Operations of the MAC-CIC, including recruitment and training of City/County employees to serve as operators, will be the responsibility of the Emergency Management Director and the Hendricks County Commissioners.

For calls other than general information (e.g., a request for assistance), the operator will make a notation in the MAC-CIC log, fill out a Message Control Form (MCF), and forward it to the EOC Operations Group for action. When a request of an emergency nature is called into the CIC, the supervisor will determine if the call can be handled by MCF, if the call should be transferred to the appropriate ESF, or if the caller should be requested to call back using 9-1-1.

4. EOC Message Control and Information Flow

The Message Control Form (MCF) serves as the primary record and control document for all messages, actions, and agency coordination

related to EOC operations. This form also serves as an audit trail for the post-operation review and critique. A MCF must be completed for incoming messages requiring action to the EOC and MAC-CIC. The form consists of an original and three carbonless copies, (white, yellow, pink, and gold). All copies of the MCF go to the Message Control Desk and are distributed as follows:

The sender retains gold copy.

White, yellow and pink forms go to the Message Control Center.

White (original) remains at the Message Control Desk.

Yellow and pink copies go to the ESF required to take action. The yellow copy is returned to the Message Control Desk with the action taken noted by the ESF after the action is completed. The pink copy is kept by the action ESF.

In order for messages to be properly assigned and acted upon, information must be printed legibly, and boldly enough to register on all copies.

The Message Control Desk is located in the Operations Room, and will be initially staffed by Emergency Management Department Staff as Message Control Administrator. Another person will be assigned as a Message Expeditor. Additional staff will be added in response to workload.

The Message Control Administrator is responsible for assigning a control number to each MCF, logging message information, requesting assignment of action agency, routing messages, and logging information from the yellow copies returned by the action ESF.

If an ESF receives a direct (phone or radio) message from a field unit, outside agency, the MAC-CIC, or other source, the ESF will log that message, and prepare a MCF for the Message Control Desk's information and tracking.

5. Media

The Joint Information Center is comprised of staff from the Public Information Officers of the various agencies staffing the EOC and is responsible for ensuring that the media is informed of all pertinent public information statements originating from the EOC. The Joint Information Center supervises the EOC Media Room, located on the first floor of the Government Center, and acts as liaison between the media and EOC. The Joint Information Center shall coordinate the activities of other

department's Public Information Officers, and all information released to the media.

a. Media access to the EOC

Due to the operational requirements and limited space within the EOC, media representatives will not be allowed beyond the first floor area.

Media representatives, at the discretion of the Commissioners of Hendricks County, may be permitted beyond the first floor on a very limited basis, during non-critical periods of the response operation.

b. Hendricks County Media Plan

In the event that the EOC is activated, the following rules will apply to media relations.

The Joint Information Center will be the sole source of information for dissemination to the media and the public. This is to insure accuracy of reports from the EOC and other elements of the County's response to a disaster. No information will be released without the authorization of the EOC Executive Committee.

As required by the situation, news releases will be provided on a regular schedule, which will be available to media representatives.

Within the EOC, press interviews will be conducted only in designated areas, essentially the Media Briefing Room on the first floor. Requests for interviews should be submitted to the Joint Information Center staff. Every effort will be made to accommodate the media, as the duties and responsibilities of officials being interviewed permits.

Media representatives must display their press identification badges to obtain entry to the media briefing area and these badges must be worn at all times. As space in the media room is limited, a maximum of four persons per media entity will be allowed access to the EOC buildings at any one time. Media representatives must sign-in when entering and sign-out when leaving the EOC.

6. Security

During emergency activation, only authorized personnel will be permitted in the EOC. A security checkpoint will be established in the parking lot of the Government Center. Entry will be restricted to the EOC staff and other authorized personnel. Media representatives with proper identification will be allowed access to the first floor Media Briefing Room or as otherwise permitted, and security escorts may be assigned.

C. Reports and Records

The planning and activation of disaster response requires timely and accurate reporting of information and the maintenance of records on a continuous basis.

1. The Commissioners, represented by the Director of the Emergency Management Agency, is responsible for submitting local government situation reports, damage assessments and other reports and information to the State Emergency Management Agency.
2. Heads of Emergency Support Functions and City/County agencies are responsible for submitting reports to Emergency Management Agency, which will compile information in situation reports and other materials.
3. The Director of the Emergency Management Agency will request reports from relief agencies and other non-government organizations when deemed necessary.
4. Records of expenditures and obligations in emergency operations must be maintained by individual County/City agencies, employing their own record keeping procedures for this purpose.
5. The Emergency Management Director will receive reports and maintain historical files. These files will provide source material for evaluations of emergency procedures.
6. The Office of the Emergency Management will establish procedures for internal reporting and record keeping.

D. Reporting Guidelines

1. Initial Damage Assessment Reports

- a. Initial reports (Preliminary Damage Assessment Reports) are the basis for the Commissioners decisions to declare a state of local

disaster emergency, and for the Governor's decisions to declare a state of emergency and to request a Presidential Disaster Declaration. These reports determine the specific types and extent of assistance made available to the affected area.

- b. These reports determine the specific types and extent of assistance made available to the affected area.
- c. Preliminary and final Damage Assessment Reports will be developed and processed according to the Damage Assessment Standard Operating Procedure.

2. Situation Reports

- a. Update, inform of new developments and provide more complete information than submitted in prior reports, at intervals established by the Commissioners or the Emergency Management Director.
- b. City/County agencies will submit daily reports to the EOC summarizing the emergency response activities of these particular agencies for that day.
- c. Situation reports may also be submitted to report minor emergencies requiring special actions.

3. Post Emergency Reports

- a. City/County agencies will submit post emergency reports to the Emergency Management Agency.
- b. Post-emergency reports will be completed within three weeks following the emergency. They will evaluate:
 - (i). - The effectiveness of warning systems.
 - (ii). - The practical application of emergency plans.
 - (iii). - The effectiveness of communications.
 - (iv). - The use of surplus and excess property, and equipment and facilities obtained under Federal matching fund programs.
 - (v). - The handling of requests for County, State and Federal assistance and the assistance received.

- (vi). - The effectiveness of mutual aid agreements and other understandings with regard to the assistance provided.

E. Administration

1. Agreements and Understandings

- a. Emergency utilization of resources and capabilities of organizations not part of County government will be pre-arranged under agreements or understandings to the maximum extent feasible.
- b. Agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.
- c. Agreements and understandings between elements of the City/County government will be included within the plans of County government. Details of such agreements and understandings which are inappropriate for inclusion in the plan will be set forth in supporting operations procedures, instructions or other directives of the units of government concerned.
- d. Agreements remain in effect until rescinded or modified.
- e. Agreements must state the procedure for payment or reimbursement for personnel services rendered equipment costs and expenditure of material. A clear statement of agreement on this matter is mandatory.

F. Records Preservation and Restoration

All City/County agencies and constitutional authorities must ensure protection of their records so that normal procedures may continue after the disaster. These records may also be necessary for the rapid discovery from the effects of a disaster.

The Hendricks County Emergency Management Agency and the Board of Commissioners will maintain all expenditures and obligations for equipment and materials during all natural or man made disasters.

In the event an emergency temporary location for the seat of government is necessary as a result of a disaster, each agency administrative officer with the advice and assistance of the Emergency Management Director shall prepare and promulgate a continuity of government plan for use in preparing to remove to an emergency temporary location. Said plan shall include:

1. A procedure for determining which personnel, records, equipment and supplies are to be considered "essential" and, therefore, will be scheduled for removal to the temporary location.
2. The method or methods by which records, equipment and supplies are to be prepared for physical removal from their usual locations to the emergency temporary location.
3. The precautions to be taken and steps to be followed to preserve and protect records.

G. Funding and Accounting

1. Emergency operations are funded by the budgeted allocations of the county agency having emergency operations. The Hendricks County Emergency Management Agency and the Hendricks County Board of Commissioners has access to all emergency funds through submitting claim(s) to the Auditor of Hendricks County.
2. Complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs, must be maintained. Accounts are required to identify and document (1) funds for which federal reimbursement will be requested and (2) those funds eligible for reimbursement under emergency or major disaster project applications.
2. When federal public assistance is provided under the Disaster Relief and Emergency Assistance Act, local projects approved by the Federal Emergency Management Agency are subject to both State and Federal audit.

H. Maintenance and Auxiliary Activation of the County Plan

The Emergency Management Agency will maintain this plan and update it as needed. Examination and review of the plan, including all annexes, will take place annually, with a complete re-evaluation and update every third year. The Emergency Management Director will conduct such review. This plan supercedes any previous editions of any Hendricks County Plan.

I. Interagency Agreements

1. Emergency utilization of resources and capabilities of organizations not part of County government will be pre-arranged under agreements or understandings to the maximum extent feasible.
2. Agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.
3. Agreements and understandings between elements of the County government will be included within the plans of County government. Details of such agreements and understandings which are inappropriate for inclusion in the plan will be set forth in supporting operations procedures, instructions or other directives of the units of government concerned.
4. Agreements remain in effect until rescinded or modified.
5. Agreements must state the procedure for payment or reimbursement for personnel services rendered equipment costs and expenditure of material. A clear statement of agreement on this matter is mandatory.

J. Deactivation

The Emergency Operations Center will be deactivated upon direction of the Commissioners. The Emergency Management Director will insure that other agencies, including the State Emergency Operations Center, are notified.

DISCLAIMER

****The Hendricks County Emergency Management Plan DOES NOT guarantee any precise outcome of responding to emergencies or disasters within Hendricks County. ****