

**DILLSBORO
DISASTER
& EMERGENCY
RESPONSE PLAN**

2013

TOWN OF DILLSBORO ELECTED OFFICIALS PROMULGATION

The residents of Dillsboro face the threat of emergencies and disasters. Recognizing this threat, the Town of Dillsboro's response and support organizations have come together to maintain the overall health, safety, and general welfare of its citizens.

To this end, in order to establish an effective response Town wide, and to minimize loss of life and property, the Town of Dillsboro's Disaster & Emergency Response Plan has been developed.

In keeping with Indiana Code, Title 10, the Town of Dillsboro, with assistance from the agencies/departments identified as Primary Coordinating Agency and/or Support Agency, shall perform the following functions:

- Develop procedures for the protection of personnel, equipment, supplies and critical public records from the effects of emergencies/disasters.
- Develop procedures to ensure the continuity of government and other essential services that may be needed during and after emergencies/disasters.
- Develop, attend, and conduct regular emergency management related training and exercises.
- Establish policy and develop standard operating procedures to carry out the provisions of the Town of Dillsboro Disaster & Emergency Response Plan.
- Identify subject matter experts that will be critical in the response to and support of operations related to managing emergencies or disasters that would directly affect the citizens of Dillsboro.
- Carry out the tasks/activities identified in the Town of Dillsboro Disaster & Emergency Response Plan.

The Town of Dillsboro shall be responsible for the preparation, coordination, and continuous updating of the Town of Dillsboro's Disaster & Emergency Response Plan and will ensure that this plan is consistent with similar State, Federal, and other Town plans.


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Emergency Plan

I. Introduction

A. Mission Statement

To organize and coordinate a standard approach to emergency operations management and actions to control the effects of any disruption or normal community function concerning the safety of our citizens, including their lives and property in the event of a natural or man-made disaster.

B. Purpose

To establish the Town of Dillsboro's Emergency Management functions and responsibilities of Town Council and Agencies. The Town of Dillsboro's Emergency Response Plan will serve as the framework for Town wide mitigation, preparedness, response and recovery activities. This plan, the Dillsboro Emergency Response Plan replaces the Town of Dillsboro's Emergency Response Plan dated 2000.

C. Scope

This plan considers that emergencies and disasters are likely to occur in Dillsboro, Indiana and:

- i. Provides for the coordination of government, private sector & volunteer resources.
- ii. Outlines the roles and responsibilities of Town agencies during an emergency or disaster and to the Town of Dillsboro, Dearborn County, State of Indiana and Federal laws, as appropriate.

D. Organization

The chart below shows the organization of the Dillsboro Emergency Response Plan

There are five sections in the Dillsboro Emergency Response Plan:

- i. The Financial Management Section contains information on emergency financial operations.
- ii. The Operations Section includes four emergency support functions: Public Information, Communications & Warning, Information & Planning and Resource Support.

- iii. The Emergency Services Section includes five emergency support functions: Firefighting, health & Medical, Search & Rescue, Hazardous Materials, and Law Enforcement.
- iv. The Human Support Section includes five emergency support functions: Shelter & Mass Care, Food & Water, Evacuation, Animal Health Emergencies, and Donations & Volunteer Management.
- v. The Infrastructure Support Section includes four emergency support functions: Transportation, Public Works & Engineering, Energy, and Damage Assessment.

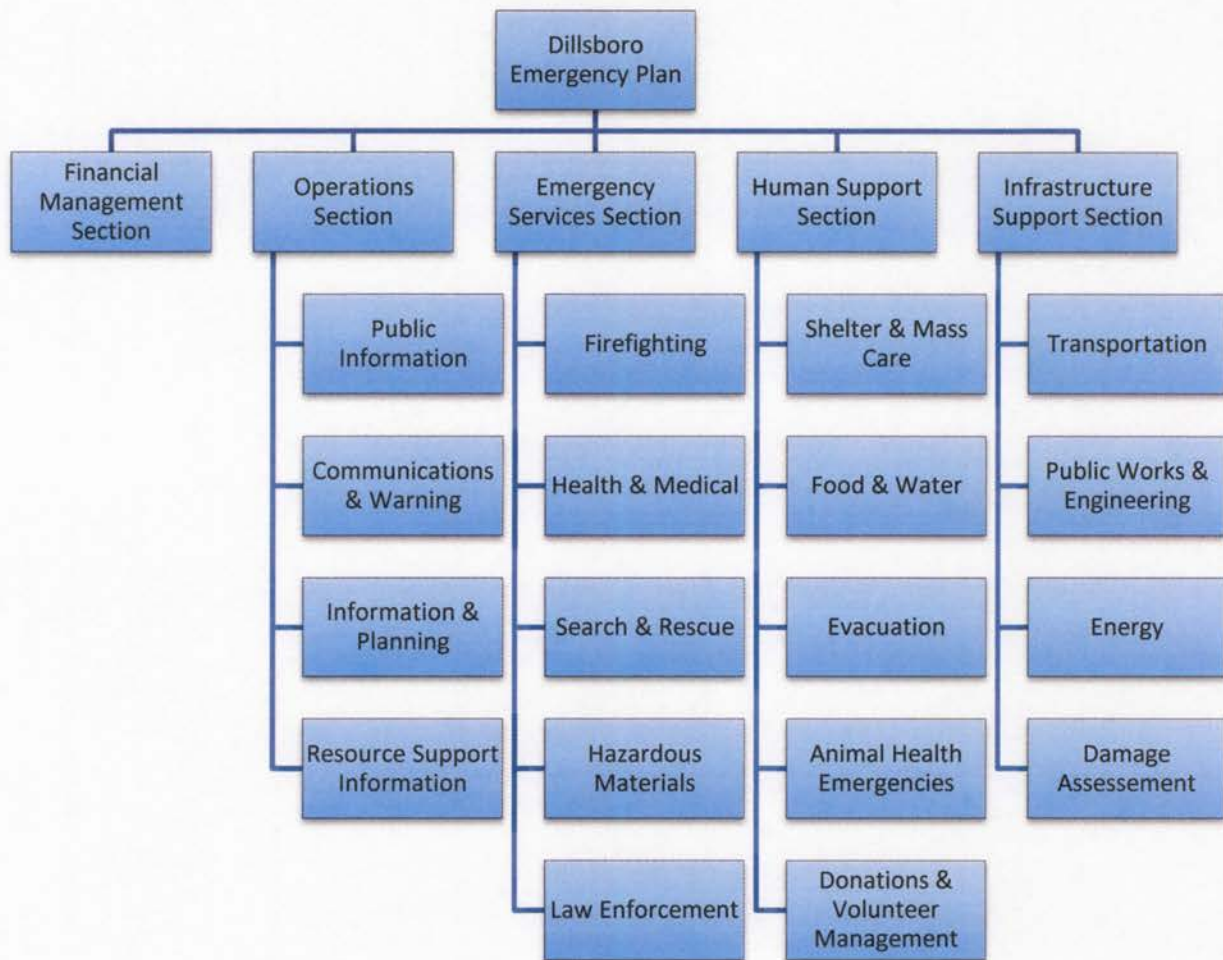


Figure 1 Organization of the Dillsboro Emergency Response Plan

II. Policies

A. Assignment of Responsibilities

- i. The plan below presents the functional responsibilities accepted by Dillsboro agencies and other organizations that have direct roles in managing emergencies and disasters within the community. Emergency support functions are established for these organizations to designate mitigation, preparedness, response, and recovery activities. There is one agency with primary responsibilities for coordinating each emergency support function while other agencies are tasked with support roles.
- ii. Dillsboro's emergency support functions correspond to those identified in the State of Indiana's Comprehensive Emergency Management Plan and the Federal Response Plan, with additional emergency support functions essential for proper response to emergencies or disasters.
- iii. All Dillsboro agencies are required to support emergency operations in accordance with local emergency management ordinances and state regulations.
- iv. Each Town agency is responsible for developing plans, standard operating procedures and guides to support this plan.
- v. Each agency must conduct training, exercises and evaluation of their standard operating procedures, guides and plans.

EMERGENCY SUPPORT FUNCTION ASSIGNMENTS	Public Information	Communications and Warning	Information and Planning	Resource Support	Firefighting	Health and Medical	Search and Rescue	Hazardous Materials	Law Enforcement	Shelter and Mass Care	Food and Water	Evacuation	Animal Health Emergencies	Donations and Volunteer Management	Transportation	Public Works and Engineering	Energy	Damage Assessment	
																			P- Primary Agency
																			S- Support Agency
ORGANIZATION																			
Dillsboro Town Council & Town Manger	P	S	P	P						P	P	P		P		S		S	
Dillsboro Police Department	S	S	S	S			S		P			S							
Dillsboro Fire Department	S	S	S	S	P		P	S		S	S	S		S				S	
Dillsboro Emergency Unit		S		S		S	S			S	S	S		S					
Dillsboro Utilities			S	S								S			P	P	P	S	
Dearborn County EMA	S	S	S	S						S	S	S		S		S		S	
Dearborn County Building Department																S		P	
Dearborn County Sheriff's Department							S		S										
Dearborn County Communications Center	S	P																	
American Red Cross										S	S			S				S	
South Dearborn School Corporation										S					S				
Greater Cincinnati Hazardous Materials Unit								P											
Duke, Southeastern IN gas, Comcast & Century Link																	S		
Dearborn County Animal Control													P						

EMERGENCY SUPPORT FUNCTION ASSIGNMENTS	Public Information	Communications and Warning	Information and Planning	Resource Support	Firefighting	Health and Medical	Search and Rescue	Hazardous Materials	Law Enforcement	Shelter and Mass Care	Food and Water	Evacuation	Animal Health Emergencies	Donations and Volunteer Management	Transportation	Public Works and Engineering	Energy	Damage Assessment	
																			P- Primary Agency
																			S- Support Agency
ORGANIZATION																			
Dearborn County Health Department						S													
Dearborn County Hospital						P													
Local Funeral Directors						S													

Figure 2 Emergency Support Function Assignments

B. Emergency Support Function Primary Coordinating Agency

As stated in the above chart, each emergency support function has an agency designated as the Primary Coordinating Agency serving under the direction of Dillsboro Town Council. The Primary Coordinating Agency designation is based on the agency’s authority, resources and capabilities in the particular functional area.

C. Emergency Support Function Support Agency

As stated in the above chart, a support agency designation is based on an agency’s ability to support the Primary Coordinating Agency in carrying out the mission of a particular emergency support function.

D. Volunteer and Private Organizations

A large number of volunteer organizations including the American Red Cross have aligned themselves with the other groups in Dillsboro to provide supplemental response and support during emergencies or disasters. Although each volunteer organization is an independent agency, they readily communicate with each other and exchange ideas, supplies, equipment and volunteers. The American Red Cross will have a principal support role in most volunteer efforts in Dillsboro.

E. Limitations

Dillsboro will make every reasonable effort to respond in the event of an emergency or disaster. However, Town resources and systems may be overwhelmed. The responsibilities and principles outlined in this plan will be fulfilled only if the situation, information exchange, extent of actual agency capabilities and resources are available at the time. There is no guarantee implied by this plan that a perfect response to an emergency or disaster will be practical or possible.

III. Situation and Assumptions**A. Situation**

Many hazards threaten Indiana, which may cause emergencies in all, or portions of the State. This plan covers those hazards most likely to affect Dillsboro.

- i. Dillsboro is located in the southwest portion of Dearborn County, Indiana. We border Ripley County to the west and Ohio County to the South.
- ii. According to the 2010 census, the population of the Town of Dillsboro is 1,327.
- iii. Dillsboro has US 50 that runs east and west to the north of Dillsboro, State Route 62 runs east and west through the middle of Dillsboro and State Route 262 runs north and south on the east side of Dillsboro. Central Railroad of Indiana, CSX and Indiana and Ohio Railways operate the train tracks just north of Dillsboro.
- iv. To the east of Dillsboro is Texas Gas Transmissions, which is operated by Boardwalk pipeline partners. Texas Gas Transmissions is a long haul interstate natural gas pipeline.

B. Assumptions

- i. Dillsboro has capabilities including manpower, equipment, supplies and the skills of public and private agencies and organizations that will maximize preservation of life and property in the event of an emergency or disaster.
- ii. Local agencies and departments will fully commit their resources before requesting assistance from Dearborn County & the State of Indiana.
- iii. In the event of a major disaster declaration, the State of Indiana may provide funds and assistance to Dillsboro.
- iv. Federal Agencies may also provide assistance, which usually requires a Governor's Declaration of Disaster Emergency before funding and support can be provided.

C. Execution and Implementation

- i. The Dillsboro Town Council has delegated to the Dillsboro Town Manager, Police Chief and Fire Chief the responsibility for implementation of this plan. They will implement this plan as the situation warrants. Should the Town Council declare a local disaster, this plan will automatically be active.
- ii. Town of Dillsboro, Dearborn County and the State of Indiana have six levels of response depending on the severity/complexity of the disaster emergency. These levels are:
 1. Level I – Local level, no mutual aid or State assistance requested.
 2. Level II – Local level, mutual aid requested, no State assistance requested.
 3. Level III – State assistance requested, State Emergency Operations Center not activated.
 4. Level IV – State assistance requested, State Emergency Operations Center activated.
 5. Level V – Governor’s Declaration of Disaster Emergency, no Federal assistance requested.
 6. Level VI – Federal assistance requested.

IV. Hazard Analysis Summary

Dillsboro’s hazard base is very dynamic – constantly changing due to shifts in population, tourism, business/industrial activity, land use changes, technological advances, and new threats such as terrorism incidents and the use of weapons of mass destruction. For this reason, Dillsboro’s ability to prepare and respond to this wide range of hazards must be equally dynamic and flexible. In keeping with the “all hazards, all risks” approach adopted by the Indiana State Emergency Management Agency and the Federal Emergency Management Agency, the Town has built an effective emergency management system that is able to address the multitude of hazards that are prevalent in our jurisdiction. Those hazards – natural, technological, and manmade – present a wide variety of challenges to the Town of Dillsboro government agencies, communities, businesses, and the public. While some hazards may not impact our lives on a daily basis, the threat is always there. It must be addressed through comprehensive emergency planning and preparedness efforts, not just at the Town level, but also at all levels of government. Failure to provide proactive programs or detailed assessments of the hazards that threaten us can result in needless and tragic loss of life and property, as well as emotional and economic impacts.

Due to its geography and location, the principle natural hazard threats to Dillsboro are (in order of threat): 1) Thunderstorm hazards including tornadoes and high winds 2) Severe winter weather hazards including ice and snowstorms; 3) Extreme Temperatures; and 4) Drought.

Dillsboro's principle manmade and technological hazards (in order of threat) include: 1) Transportation accidents, air, and land; 2) Structural fires; 3) Major hazardous materials events; 4) Petroleum and natural gas pipeline accidents; and 5) Infrastructure failures.

V. Concept of Operations

A. General

- i. Town response operations will be organized and managed under the National Incident Management System (NIMS).
- ii. The Town Council is ultimately responsible for protecting lives and property in an emergency or disaster. An executive order or declaration of a local disaster emergency shall activate the response and recovery portions of the Dillsboro Emergency Response Plan and is the authority for the deployment and use of any function to which the plan applies. Therefore, the following apply:
 1. During an emergency or disaster, the Primary Coordinating and Support Agencies will take actions to identify requirements and resources needed to respond to the situation;
 2. Assigned agencies have been grouped together under the emergency support functions, either as a Primary Coordinating or Support Agencies, to facilitate the provisions of the response actions of the Town.
 3. Each emergency support function has been assigned a number of functions in support of a response to an emergency or disaster. The designated Primary Coordinating Agency, with the assistance of one or more of the Support Agencies, is responsible for managing the activities of the emergency support functions and ensuring the missions are carried out as necessary. The Primary Coordinating Agency and Support Agency assignments for each of the emergency support functions are identified by figure 2.
 4. Specific functional missions, organizational structures, response actions, Primary Coordinating Agency, and Support Agency responsibilities are described in the individual emergency support functions sections of the Dillsboro Emergency Response Plan.

- iii. Based upon the situation, the Primary Coordinating Agency and Support Agencies may be authorized to provide assistance in support of local operations without an executive order or declaration of a local disaster emergency.

B. Town of Dillsboro Emergency Response Plan

The Emergency Response Plan has the force and effect of law as promulgated by the Town Council. Plan implementation, and the subsequent supporting actions taken by Town Government are specific to the emergency or disaster situation. Implementation is influenced by the timely acquisition and assessment of reliable information gathered from affected jurisdictions. The plan is in effect for preparedness, response and initial recovery activities when a major emergency or disaster occurs or is imminent.

C. Phases of Emergency Response Plan

The Emergency Response Plan is concerned with many types of hazards that Dillsboro may be exposed to. Therefore, four phases of emergency management are considered:

- i. Mitigation
Mitigation actions eliminate or reduce the probability of some disaster occurrences and also include long-term activities that lessen the undesirable effects of unavoidable hazards or reduce the degree of hazard risk. Some mitigation examples include risk analysis and public education programs. Mitigation seeks to prevent disaster and to reduce the vulnerability of people to disasters that may strike. Hazard mitigation should follow all disasters.
- ii. Preparedness
Preparedness activities develop emergency response capabilities. Planning, exercising, training, mitigation, developing public information programs, alerting and warning are among the activities conducted under this phase of emergency management to ensure the most effective and efficient response in a disaster. Preparedness seeks to establish capabilities to protect people from the effects of disasters in order to save the maximum number of lives, minimize injuries, reduce damage, and protect property. Procedures and agreements to obtain emergency supplies, material, equipment and people are developed.
- iii. Response
Response is the actual provision of emergency services during a disaster. These activities can reduce casualties, limit damage, and help to speed recovery. Response activities include directing emergency operations, evacuation and other protective measures.
- iv. Recovery
Recovery is both a short and long term process to restore the jurisdiction to normal conditions in the aftermath of any emergency or disaster involving

extensive damage. Short term operations assess damages, restore vital services to the community and provide for basic needs to the public. Long term recovery focuses on restoring the community to its normal or to an improved state of affairs. Examples of recovery actions are provision of temporary housing, restoration of government services and reconstruction of damaged areas.

D. Organization and assignment of Responsibilities

i. General

In response to an incident that requires the activation of the Dillsboro Emergency Response Plan, the Town Council president will determine the extent of the Town's emergency response and activate appropriate emergency support functions accordingly. The extent of activation will be based upon, but not limited to the following:

1. The initial planning and information data (damage assessment) received from outside sources (i.e., Fire department, Police Department and Utility Departments)
2. Pre-disaster response to emergency situations (i.e., winter storms, thunder storms, etc.)
3. The Town Council President or their designee, after consideration of the event(s), will determine the extent of the emergency support function activation levels.

ii. Dillsboro Emergency Operations Center

The Dillsboro Emergency Operations Center is the facility that is used to coordinate a Town response to any major emergency or disaster. It is located in the Dillsboro Firehouse at 10100 Front Street in Dillsboro. In the event the Emergency Operations Center is threatened, an alternate location will be setup at the Dillsboro Town Hall or Dearborn County Operations Center.

The levels of activation for the Dillsboro emergency Operations Center will correspond to the levels of response identified on page 9.

iii. Organization

1. By the Direction of the Town Board President, each Town agency or department with emergency or disaster responsibilities must have multi-hazard emergency plans and implementing procedures. The organization to implement the Dillsboro Emergency Response Plan under emergency or disaster conditions consists of Town or county agencies having primary coordinating and support agency roles, as specified in the functional emergency support functions.

2. Figure 3; Dillsboro Emergency Operations Center Organization Chart, details the overall response of the Dillsboro Emergency Response Plan. Direction and control is the responsibility of the Town Council with implementation and coordination conducted by Town Manager, Fire & Police Chief's

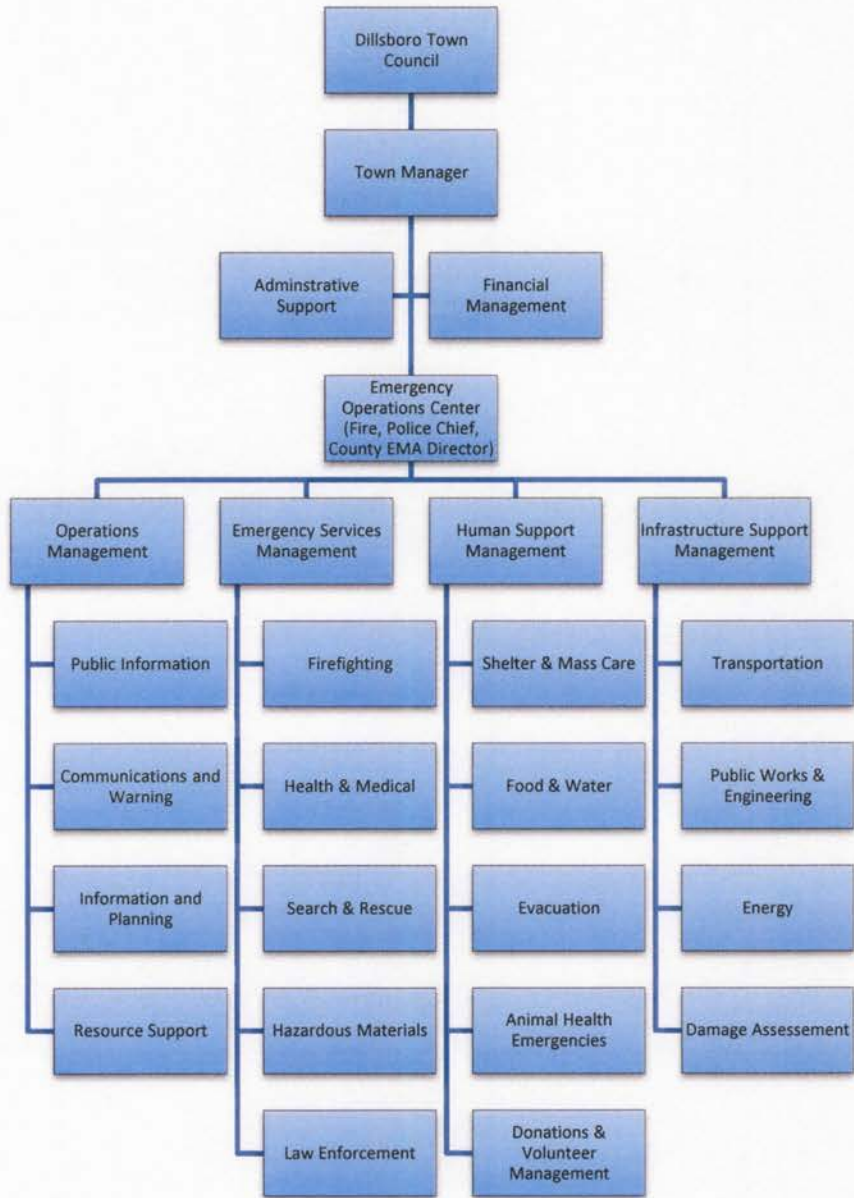


Figure 3 Dillsboro Emergency Operations Center Organization Chart

iv. Emergency Response Organization

The emergency response organization is composed of interagency coordination and operations support elements from participating departments and agencies.

The five sections are described as follows:

1. Command and Control Section

This section is composed of elements that provide direction and control of the emergency situation; ensure the response follows established procedures/guides; and provide for a centralized Emergency Operations Center facility. The Town Council, Town Manager, Police & Fire Chief and Dearborn County EMA Director are the primary positions assigned to the Command and Control Section and will ensure the following:

- a. Coordination of all emergency response functions in the Dillsboro Emergency Operations Center.
- b. Establishment and maintenance of the facility to be used as the Dillsboro Emergency Operations Center for centralized direction, coordination and control of emergency operation.
- c. Development of Emergency Operations Center Activation/Deactivation Standard Operating Procedures/guides, personnel staffing requirements and functional operating procedures/guides.

2. Operations Section

This section is composed of elements that, when either partially or fully activated, will provide emergency support functions to support response operations during an emergency/disaster. Each emergency support function is responsible for assessing assistance requirements and resource requests and to organize and direct appropriate response actions.

3. Information and Planning Section

This element includes information and planning activities to support operations. This includes functions to collect and process information; develop information into briefings, reports and other materials; display pertinent information on maps' charts and status boards; consolidate information for response and recovery actions; provide an action tracking system and provide technical services in support of operations.

4. Logistics Section

This element provides facilities and services in support of response and recovery efforts.

5. Administrative and Finance Section

This element provides support to the response and recovery efforts as required.

v. Specialized Teams/Units

1. Dearborn County Water Rescue Team
2. Greater Cincinnati Hazmat Team

vi. Interagency Communications

Dillsboro will communicate with emergency response agencies and Emergency Management Agency through normal means, such as telephones, cell phones, 800 MHz radio's and the Dearborn County Dispatch Center. The County Emergency Management Agency can also call the State of Indiana's Emergency Management Agency to coordinate with neighboring Counties if additional assistance is needed.

vii. Volunteer and Private Organizations

1. Dillsboro Police Department
2. Dillsboro Volunteer Fire Department
3. Dillsboro EMS
4. Dearborn County EMA
5. American Red Cross
6. South Dearborn Community School Corporation
7. Region 15 Children's Advocacy Center
8. Trinity Lutheran Church
9. Presbyterian Church
10. Dillsboro Community Food Pantry
11. Dillsboro Church of Christ
12. Dillsboro Civic Club
13. Dillsboro Public Library
14. Tri State COAD (Community Organizations Active in Disaster)
15. Greater Cincinnati United Way (211 call center)
 - a. All organizations contact information is listed at the end of the Emergency Response Plan.

E. Administration, Finance and Logistics

i. Administration

1. During an emergency/disaster, the Dillsboro Town Council shall determine, as necessary, which normal administrative procedures shall be suspended, relaxed or made optional in order to prevent unnecessary impediments to emergency operations and recovery activities. Departures from normal methods should be stated in the emergency declarations.

2. Municipal and County response elements will include provisions for documenting all disaster related expenditures using accepted accounting procedures as outlined in the State's Administrative Plan. Such accounting documentation will support the State's request for supplemental Federal assistance.
3. Upon activation, each delegated representative of the Town's response team shall ensure that personnel, property, equipment, supplies and vehicles are accounted for and protected. In addition, assurances for rapid deployment should be maintained.
4. All elements of Dillsboro agencies, departments and offices shall implement established resource controls and determine the availability and accessibility of such resources. Additional required resources needed to support the emergency operations should be identified.
5. Upon exhaustion of local resources, request for assistance will be submitted to the Emergency Management Director.
6. Training of emergency operations staff will be conducted annually through in-house training sessions, exercises, actual response and Emergency Management/Federal Emergency Management courses.

ii. Finance

1. Funding allocations to meet the needs of an emergency situation is met by:
 - a. Disaster Contingency Funds which are allocated at the discretion of the Clerk Treasurer.
 - b. If a disaster declaration is requested by the Town Council, through the Dearborn County Commissioners, through the Governor, through Region V Federal Emergency Management Agency, to the President of the United States, and if such is declared, the reimbursement of associated disaster activity expenses may be available through the Federal Emergency Management Agency.
2. A major disaster or emergency may require the expenditure of large sums of Town funds. Financial operations may be carried out under compressed schedules and intense political pressures requiring expeditious actions that meet sound financial management and accountability requirements.

3. Town financial support for emergency operations shall be from funds regularly appropriated to Town Departments. If the demands exceed available funds, the Town Council may make additional funds available.
4. Town departments designated as Primary Coordinating Agencies for the emergency support functions conducting activities will be responsible for organizing their functional activities to provide financial support for their operations.
5. Each department is responsible for maintaining appropriate documentation to support requests for reimbursement, for submitting bills in a timely fashion, and for closing out assignments.
6. Town and other municipal government entities are responsible for documenting all emergency or disaster related expenditures using generally accepted accounting procedures.
7. Care must be taken throughout the course of the emergency to maintain logs, records, receipts, invoices, purchase orders, rental agreements, etc. These documents will be necessary to support claims, purchases, reimbursements, and disbursements. Record keeping is necessary to facilitate closeouts and to support post recovery audits.

iii. Logistics

1. The Emergency Operations Center, in coordination with other departments, will facilitate logistical support for countywide emergency operations (i.e., provide supplies and equipment) and, if required, sleeping and feeding facilities for Emergency Operations staff.
2. Town and other municipal governments shall implement established resource controls. Determine resource availability, this would include source and quantity of available resources. Further, they shall keep the Town Operations Center advised of any anticipated shortfalls in required resources needed to support a given emergency or disaster operations.
3. Local jurisdictions should develop and maintain a current database of locally available resources and their locations. The database should include all public and private equipment and personnel with special technical skills, pertinent to the anticipated needs of the local jurisdiction.

iv. Mutual Aid Agreements

1. Dillsboro will not have all the personnel, equipment and materials required to cope with a major emergency or disaster.
2. Additional assistance may be rendered through a system of mutual aid agreements, which provide for obtaining additional resources from non-impacted inter/intra jurisdictional governmental agencies and other organizations.
3. Mutual aid agreements are an essential component of emergency management planning, response and recovery activities. These agreements can significantly increase the availability of critical resources and improve response and recovery efforts.

F. Alert and Notification

The Town of Dillsboro may receive notification of a disaster or impending emergency from multiple sources. Depending upon the time and day the sequence would be as follows:

- i. Dillsboro Town Council can be alerted to the disaster or emergency situation by the 911 Dispatch Center, local agencies and/or the responding of mutual aid agencies. Depending upon the severity of the incident, the Town Council would initiate all or part of the Dillsboro Emergency Response Plan.
- ii. Primary Coordinating Agency and Support Agency notification actions are described in detail under the Agency's assigned emergency support functions.
- iii. Upon initial notification from the Dillsboro Town Council, each responding agency is responsible for conducting its own internal notification.

G. Activation and Deployment

Activation of the Dillsboro Emergency Response Plan is dependent on a variety of circumstances. Generalized assumptions are as follows:

- i. The Dillsboro Emergency Response Plan will be utilized to address particular requirements of a given disaster or emergency situation. Selected emergency support functions will be activated based upon the nature and scope of the event and the level of support needed to respond.
- ii. Based upon the requirements of the situation, Dillsboro Town Council will notify Town Departments and agencies regarding activation of some or all of the functional emergency support functions and other structures of the Dillsboro

Emergency Response Plan. Priority for notification will be given to Primary Coordinating Agencies as specified by the emergency support functions.

- iii. When activation of the Dillsboro Emergency Response Plan (partial or full) is initiated, and unless otherwise specified, all Town Departments, agencies and office representatives having primary roles and responsibilities in the Emergency Operations Center will activate their respective emergency support functions.

H. County-to-County, State and Federal Interface

The Town of Dillsboro will utilize Dearborn County Emergency Management Agency for interface between other Counties, State and Federal Agencies. The identification and notification procedures for County-to-County, State and Federal interface to follow are described in the functional and hazard specific emergency support functions. Generally, the concepts are as follows:

- i. County-to-County linkage would occur through Dearborn County Emergency Management Agency and the 911 Dispatch Center. Standardized forms are to be used to achieve linkage.
- ii. Once the County Comprehensive Emergency Management Plan and the County Emergency Operations Center have been activated, the linkage with the State Emergency Management Agency will be established and maintained. The following highlights the issues regarding this linkage with specifics found in the individual Emergency support functions:
 1. Points of Contact: Where practical and the incident dictates, County and State functional counterparts and primary contacts will be provided during the initial notification and thereafter upon changes in status. In addition, a current copy of figure 2, Emergency Support Function Assignment Matrix, of this Emergency Response Plan, will be attached to the initial notification to the Indiana State Emergency Management Agency. This figure lists the functional emergency support functions and assigns Primary Coordinating and Support Agencies to each function.
 2. Status reports compiled by the Information and Planning Emergency Support Function will be forwarded to the first response level of the Indiana State Emergency Management Agency.
 3. The Communications and Warning Emergency Support Function will guide County-to-Municipal interfacing. Unless otherwise noted, the chief elected official of the jurisdiction has direction and control within the jurisdiction and an emergency management director is appointed and

shall have direct responsibility for the organization, administration and operation for emergency management within said jurisdiction.

I. Continuity of Operations

- i. The major thrust of an Emergency Response Plan is to protect the lives and properties of those involved in a disaster and return the situation to normal. Disasters can interrupt, paralyze, and/or destroy the ability of government to carry out specific executive, legislative and judicial functions. Therefore, it is imperative that an emergency operation is able to provide mitigation, preparedness, response and recovery functions to the fullest.
- ii. In order to ensure effective emergency operations, the following should be considered:
 1. That Town and County governments provide a capability to preserve, maintain and/or reconstitute the ability to function under the threat or occurrence of any emergency and/or disaster that could disrupt governmental operations or services.
 2. That Town emergency response departments, agencies and offices provide the following:
 - a. Designated and trained personnel available for Emergency Operations Center deployment.
 - b. Updated notification lists, twenty-four hour staffing capabilities and standard operating procedures/guides.

J. Recovery and Deactivation

Deactivation of an emergency operation is dependent on a wide range of variables that must be satisfied before such an event may occur. Some basic principles that should be followed are:

- i. All health and safety issues are resolved prior to full deactivation.
- ii. All vital services and facilities are re-established and operational.
- iii. Partial deactivation of the Dillsboro Emergency Response Plan, and in particular, functional emergency support functions, occurs only when all issues within the specific function are resolved.
- iv. Recovery operations may be initiated during response operations.

- v. Deactivation of the response operation may be followed by the recovery operation.
- vi. Final deactivation of all operational activities will only occur with authority from the Town Council and in coordination between appropriate local, State and Federal Governments.

VI. Continuity of Government

- A. Each department, agency and Town Council should have a continuity plan covering the following:
 - i. Designated lines of succession and procedures for delegating authority to the successors.
 - ii. Provisions for the preservation of records.
 - iii. Procedures for the relocation of essential departments.
 - iv. Procedures to deploy essential personnel, equipment and supplies.
- B. Each agency within Dillsboro should include this information in its standard operating procedures, guide or plan.

VII. Administration

- A. The Dillsboro Town Council, in coordination with other Town Agencies, will review this plan annually and revise/update it as needed. Changes will be distributed to each holder of this plan.
- B. Town agencies will have to work with County, State and Federal Agencies to provide accurate and detailed information in order to receive assistance.
- C. During an emergency or disaster, Dillsboro will provide daily situation reports or information updates to the County Emergency Management Agency who will in return forward the information to the State Emergency Management Agency as they relate to the County in support of or in consideration of the Governor making a Disaster Emergency Declaration for Federal Assistance.
- D. During the course of a large-scale emergency or disaster, it is the responsibility of each Town agency or department to maintain documentation of costs incurred and the man-hours utilized by their personnel.

Financial Management Element

I. Introduction

- A. This element provides financial management guidance to the Dillsboro Town Council and other Town agencies to ensure that funds are provided and financial operations are conducted in accordance with Town, County and State Policies and procedures during the response and recovery phases of an emergency or a disaster.
- B. The type of emergency or disaster will dictate the procedures and amounts expended.
- C. Logs, formal records, and file copies of expenditures shall be maintained to provide clear and reasonable accountability and justification for reimbursement. This will facilitate the final closeout and support audits of financial records.

II. Responsibilities

- A. The Dillsboro Clerk Treasurer will secure emergency funds for the response and recovery of disasters or emergencies, direct efforts to secure additional emergency appropriations and designate a program manager for funds allocated to emergency response and recovery activities.
- B. In the absence of the Clerk Treasurer, the Town Council and Town Manger will secure funds for the response and recovery activities.
- C. Other Town Agencies conducting activities under this plan will organize their operations to provide financial support for their activities.

III. Financial Management Operations

- A. Timely financial support of response activities will be critical to successful emergency response. Innovative and expeditious means may be used to achieve financial objectives. It is mandatory that generally accepted State and County financial policies, principles and regulations be employed to ensure against fraud, waste and abuse, and to achieve proper control and use of public funds.
- B. Each agency within Dillsboro is responsible for providing its own financial services and support to its response operations in the field. Funds to cover eligible costs for response activities will be provided through reimbursement by Dillsboro Clerk Treasurer.

- C. Mitigation: Each agency is required to assess their personnel, training and equipment for response to and recovery from emergencies and disasters to address additional needs in the event of an emergency or disaster.
- D. Preparedness: Each agency should prepare for future emergency budgets by studying past emergency responses and identifying needs not met by their current budget.
- E. Response:
 - i. After Disaster Emergency Declaration, Town agencies may be required to spend more than their allocated budget to effectively respond to the emergency.
 - ii. After Town agencies begin their initial response operations, it may be necessary to prepare and submit a report on the estimated funding needs for the duration of the emergency response. The purpose of the estimate is to help establish the need for additional allocation from the Clerk Treasurer.
- F. Recovery: Funds may be expended for the repair or replacement of any building or equipment, which has been so damaged as to materially affect the public safety or has been destroyed in accordance with Indiana Code 10-14-3.

IV. Financial Records and Supporting Documentation

- A. All agencies must maintain records, receipts and documents to support claims, purchases, reimbursements and disbursements. Reimbursement requests will be documented with specific details on personnel services, travel and other expenses.
- B. Agencies requesting reimbursement will maintain all financial records, supporting documents, statistical records and other records pertinent to the provision of services or use of resources by that agency. These materials must be accessible to authorized representatives for the purpose of making audits, excerpts and transcripts.

V. Audit of Expenditures

The expenditure of Town funds related to emergencies or disasters are subject to audit in accordance with State ordinance and audit procedures.

Emergency Support Function Checklists

I. Operations Section

The Operations Section consists of the following emergency support functions: Public Information, Communications and Warning, Information and Planning and Resource support. These emergency support functions directly coordinate the Emergency Operations Center and support requests from other emergency support functions.

A. Public Information Emergency Support Function

Primary Coordinating Agency: Dillsboro Town Council & Town Manager

Support Agencies:

- Dillsboro Police Department
- Dillsboro Fire Department
- Dearborn County EMA
- Dearborn County Communications Center

The Public Information Emergency Support Function provides information to the public during a major disaster or emergency and supports local government by coordinating media and public response before, during and after an emergency or disaster. Below is a check list for mitigation, preparedness, response and recovery tasks that the agencies listed above are responsible for.

i. Mitigation Tasks

1. Identify critical media facilities that are vulnerable to emergencies or disasters, evaluate that vulnerability, and determine what actions could be taken to prevent or reduce that vulnerability.
2. Identify potential funding sources that are available to mitigate against emergencies and disasters.
3. Investigate new technology and procedures for utilization in completing the emergency support function's goals and objectives.
4. Identify areas where public education programs are needed.
5. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.

6. Identify requirements for the emergency support function-specific standard operating procedures, plans, and checklists for Primary Coordinating and Support Agencies.
7. Identify emergency support function-specific training requirements.
8. Identify locations for media briefings.
9. Identify spokespersons from each Town agency to interface with the media.
10. Identify requirements for scripted news releases, public notices, and awareness bulletins.
11. Identify requirements for rumor control inquiries.

ii. Preparedness Tasks

1. Develop standard operating procedures as well as other plans and procedures necessary for the emergency support function and its support agencies to operate efficiently.
2. Develop and conduct awareness and procedural training and exercise programs for emergency support function personnel, which address the dissemination of information to the public.
3. Coordinate with the other emergency support functions to develop public education programs.
4. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
5. Develop an emergency support function manpower list, delineating specialized skills of personnel to include identification of staff for press conferences.
6. Develop equipment lists, as required.
7. Develop contact notification lists with essential information included (address, telephone, cellular, facsimile numbers, and email addresses).
8. Obtain detailed maps of jurisdictions.

9. Obtain locations for media briefings.
10. Confirm availability of Joint Information Center sites.
11. Ensure that copies of all necessary emergency support function-specific emergency manuals, plans, procedures, and other reference materials are located at the emergency support function's station in the Emergency Operations Center.
12. Ensure that agency representatives can access their respective agencies' information networks, if available, while in the Emergency Operations Center or in the Joint Information Center.
13. Develop and maintain an accurate media contact list.
14. Develop procedures for rumor control inquiries.

iii. Response Tasks

1. Assess scope, magnitude, extent, and potential duration of incident.
2. Activate the Public Information Emergency Support Function Primary Coordinating and Support Agencies, based on incident assessment.
3. Obtain status report on all activities, once in the Emergency Operations Center.
4. Collect information concerning emergency support function field operations and activities.
5. Activate the Media Room.
6. Provide technical assistance, as requested.
7. Provide Public Information Officer support to other emergency support functions, as needed.
8. Provide situation reports of the Public Information Emergency Support Function activities to Emergency Operations Center supervisor, as required.
9. Attend briefings for periodic situation updates.

10. Document incoming and outgoing communications.
11. Maintain record of actions taken.
12. If Joint Information Center(s) are activated, send emergency support function representative to its location(s), if appropriate.
13. Conduct media briefings on a regularly scheduled basis.
14. Maintain a web page for incident updates, using multimedia capabilities.
15. Request State/Federal resources, as needed.
16. Interface with State/Federal personnel to coordinate the emergency support function's information and planning functions, as needed.
17. Activate rumor control procedures.
18. If the Federal Bureau of Investigation's Joint Information Center is activated, send a Public Information Emergency Support Function representative to its location.
19. Coordinate with the other emergency support functions and State/Federal agencies to develop progress reports and other public information releases concerning the response, investigative, and consequence management actions being taken to alleviate and end the situation.
20. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

iv. Recovery Tasks

1. Coordinate with appropriate agencies to deactivate the Joint Information Center.
2. Prepare appropriate After-Action Reports.
3. Disseminate information on recovery programs or available disaster assistance programs.

4. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

B. Communications and Warning Emergency Support Function

Primary Coordinating Agency: Dearborn County Communications Center

Support Agencies:

- Dillsboro Town Council & Town Manager
- Dillsboro Police Department
- Dillsboro Fire Department
- Dillsboro Emergency Unit
- Dearborn County EMA
- Dearborn County RACES (Ham Radio)

This emergency support function is responsible for the timely and accurate dissemination of critical information to the majority of the response and operations personnel that would be active in managing an emergency or disaster. Information such as severe weather or any changes to ongoing situations would be types of information provided, but sounding community sirens or warning devices would also be necessary during certain situations.

i. Mitigation Tasks

1. Identify potential funding sources that are available to mitigate against emergencies and disasters.
2. Investigate new technology and procedures for communications between and among field and Emergency Operations Center personnel.
3. Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.
4. Identify areas where public education programs are needed for identifying hazards and recognizing warnings of potential or actual hazards or incidents.
5. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.
6. Identify sources of resources, primary, and backup communication equipment.

7. Identify requirements for emergency support function-specific standard operating procedures, plans, and checklists for Primary Coordinating and Support Agencies.
8. Identify emergency support function-specific training requirements.

ii. Preparedness Tasks

1. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
2. Develop and maintain a Communications and Warning Emergency Support Function manpower list, delineating specialized skills of personnel.
3. Develop and maintain sections in standard operating procedures and other plans and procedures necessary for the Communications and Warning Emergency Support Function and assist support agencies in developing their standard operating procedures.
4. Develop and maintain resource and equipment lists.
5. Maintain personnel and equipment certifications.
6. Develop and maintain contact notification and call down lists with essential information (address, phone, cell, facsimile numbers, and email) included.
7. Develop and maintain telephone directory of all emergency support functions, including other jurisdictions and agencies that may be involved in an emergency.
8. Obtain detailed maps of jurisdictions.
9. Test primary and backup communications systems to ensure that they function properly.
10. Train personnel on the operation and maintenance of communications equipment.
11. Ensure that copies of all necessary emergency support function emergency manuals, plans, procedures, and other reference materials

are located at the Communications and Warning Emergency Support Function station in the Emergency Operations Center.

12. Provide guidance on State and Federal regulations.
13. Determine process required for local, State, and Federal agencies' communications equipment to interface with each other in the field.
14. Develop and maintain warning/notification system to be used to expeditiously contact personnel with vital responsibilities during such an emergency or disaster.

iii. Response Tasks

1. Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.
2. Activate Emergency Operations Center communications systems and equipment.
3. Activate the Communications and Warning Emergency Support Function and its personnel, based on incident assessment.
4. Make notifications as required by standard operating procedures, using call down lists.
5. Ensure that communications equipment is available for all field personnel.
6. Notify Radio Amateur Civil Emergency Service personnel of the Emergency Operations Center activation.
7. Obtain status report on activities, upon reporting to Emergency Operations Center.
8. Collect information concerning emergency support function field activities.
9. Assist in the development of the incident action plan.
10. Provide technical communications assistance, as requested.
11. Coordinate with and support other emergency support functions, as needed.

12. Provide situation reports of the Communications and Warning Emergency Support Function activities to Emergency Operations Center supervisor, as required.
13. Attend meetings for periodic situation updates.
14. Document incoming and outgoing notifications.
15. Maintain record of actions taken.
16. If Joint Information Center(s) are activated, send emergency support function representative to its location(s).
17. Establish and maintain communications link between Field Operations Centers and the Emergency Operations Center.
18. Request State/Federal resources, as needed.
19. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

iv. Recovery Tasks

1. Recharge communications equipment and return to storage.
2. Collect copies of communications records from emergency support function personnel.
3. Coordinate with Resource Support Emergency Support Function, on resource accountability.
4. Prepare appropriate After-Action Reports.
5. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

C. Information and Planning Emergency Support Function

Primary Coordinating Agency: Dillsboro Town Council & Town Manager

Support Agencies:

- All Responding Organizations

This emergency support function is responsible for developing and establishing the planning concepts and structure in managing crisis and consequence management activities within a jurisdiction. This emergency support function should develop a system for exchanging and sharing information between all agencies with direct roles in public safety

i. Mitigation Tasks

1. Identify critical facilities that are vulnerable to emergencies or disasters, evaluate that vulnerability, and determine what actions can prevent or reduce that vulnerability.
2. Investigate new technology and procedures for use in completing the Information and Planning Emergency Support Function goals and objectives.
3. Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies and ancillary or contract support services.
4. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.
5. Identify requirements for emergency support function-specific standard operating procedures, plans, and checklists for Primary Coordinating and Support Agencies.
6. Identify emergency support function-specific training requirements.

ii. Preparedness Tasks

1. Develop and maintain standard operating procedures and other procedures necessary for the Information and Planning Emergency Support Function to operate efficiently.
2. Develop and conduct training and education programs for the Information and Planning Emergency Support Function staff.
3. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
4. Develop and maintain contact lists with essential information (address, phone, cell, facsimile numbers, and email) included.

5. Obtain detailed maps of jurisdictions.
6. Ensure that copies of all necessary emergency support function-specific emergency manuals, plans, procedures, and other reference materials are located at emergency support function's station in the Emergency Operations Center.
7. Develop and maintain standardized format for information and intelligence gathering as well as reporting documents and systems.
8. Determine availability of Geographic Information System mapping for use in the Emergency Operations Center.
9. Develop training and exercise program for Information and Planning Emergency Support Function role and other Emergency Operations Center procedures.

iii. Response Tasks

1. Collect, verify, analyze, and disseminate incident information, as needed.
2. Assess scope, magnitude, and extent of incident. Estimate amount of manpower requirements needed to fulfill the Information and Planning Emergency Support Function role.
3. Notify appropriate agencies, keeping them informed about the situation.
4. Coordinate with the Emergency Operations Center Supervisor regarding duration of activation of the Emergency Operations Center.
5. Prepare status or situation reports on Town activities and distribute, as required.
6. Provide reports of the Information and Planning Emergency Support Function activities to Emergency Operations Center supervisor, as required.
7. Attend briefings and collect information for periodic situation updates.

8. Interface with State/Federal personnel to coordinate the emergency support function's information and planning functions, as needed.
9. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

iv. Recovery Tasks

1. Prepare appropriate After-Action Reports.
2. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

D. Resource Support Emergency Support Function

Primary Coordinating Agency: Dillsboro Town Council & Town Manager

Support Agencies:

- All Responding Organizations

The Resource Support Emergency Support Function is responsible for allocating equipment, supplies, personnel and funds to meet the needs of all emergency support functions in managing an emergency or disaster when a critical need is identified.

i. Mitigation Tasks

1. Identify critical facilities, if any, that are vulnerable to emergencies or disasters, evaluate that vulnerability, and determine what actions can prevent or reduce that vulnerability.
2. Identify potential funding sources that are available to mitigate against emergencies and disasters.
3. Identify requirements for standard operating procedures or other plans and procedures that are required for Primary Coordinating and Support Agencies.
4. Identify new technology and procedures for utilization by the Resource Support Emergency Support Function.
5. Identify areas where mutual aid agreements and memoranda of understanding are needed.
6. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.

7. Identify sources of hazard-specific needs, resources, and equipment.
8. Provide assistance to support agencies in developing their plans and procedures.
9. Identify requirements for emergency support function-specific standard operating procedures, plans, and checklists for Primary Coordinating and Support Agencies.
10. Identify emergency support function-specific training requirements.
11. Identify potential resource staging areas.
12. Identify procedures to ensure security for supplies as they are transported into affected areas.

ii. Preparedness Task

1. Develop standard operating procedures and checklists necessary for the Resource Support Emergency Support Function and assist agencies in development of their standard operating procedures.
2. Conduct training addressing resource acquisition, allocation, prioritization, and management.
3. Develop mutual aid agreements and memoranda of understanding.
4. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation, field operations, and specialized skills.
5. Develop supplier contact database.
6. Develop staff contact notification lists with essential information (address, phone, cell, facsimile numbers, and email) included.
7. Obtain detailed maps of jurisdictions.
8. Ensure that copies of all necessary emergency support function-specific emergency manuals, plans, procedures, and other reference materials are located at the emergency support function's station in the Emergency Operations Center.

9. Develop emergency purchasing procedures.
10. Ensure that agency representatives can access required information networks while in the Emergency Operations Center.
11. Develop procedures for utilization of staging areas.
12. Coordinate with the Law Enforcement Emergency Support Function to develop procedures for security for supplies as they are transported.

iii. Response Task

1. Activate the Resource Support Emergency Support Function and its personnel, based on incident assessment.
2. Obtain status report on County activities, once in Emergency Operations Center.
3. Assist in the development of the incident action plan.
4. Provide situation reports of the Resource Support Emergency Support Function activities to Emergency Operations Center supervisor, as required.
5. Attend briefings for periodic situation updates.
6. Document incoming and outgoing notifications.
7. Maintain record of actions taken.
8. Acquire resources when requested by an agency and approved by appropriate authority.
9. Verify and prioritize resource requests.
10. Contact suppliers and alert them of potential needs.
11. Coordinate with the Law Enforcement Emergency Support Function to provide security for resources and personnel in staging and storage areas.
12. Implement emergency purchasing procedures.

13. Prioritize and allocate resources in accordance with established procedures.
14. Provide guidance on Town resource acquisition rules and regulations.
15. Request State/Federal resources, as needed.
16. Activate staging areas, as required.
17. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

iv. Recovery Task

1. Ensure emergency support function agencies' personnel and equipment has been decontaminated, when applicable.
2. Execute procedures for recall of resources and equipment.
3. Provide resource status and accountability updates, as required.
4. Compile accurate accounting for all resources acquired.
5. Prepare appropriate After-Action Reports.
6. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

II. Emergency Services Section

The Emergency Services Section consists of the following emergency support functions: Firefighting, Health & Medical, Search & Rescue, Hazardous Materials and Law Enforcement. These emergency support functions directly support the first responders and coordinate their needs with other emergency support functions.

A. Firefighting Emergency Support Function

Primary Coordinating Agency: Dillsboro Volunteer Fire Department

Support Agencies:

- Dearborn County Fire Departments
 - Aurora Volunteer Fire Department
 - Lawrenceburg Fire Department
 - Bright Volunteer Fire Department
 - Greendale Fire Department
 - Hogan Township Volunteer Fire Department

- Manchester Township Volunteer Fire Department
- Miller/York Volunteer Fire Department
- Moores Hill/Sparta Volunteer Fire Department
- New Trenton Volunteer Fire Department
- St. Leon Volunteer Fire Department
- Ripley County Fire Departments
 - Friendship Volunteer Fire Department
 - Milan Volunteer Fire Department
 - Versailles Volunteer Fire Department
 - Osgood Volunteer Fire Department
 - Delaware Volunteer Fire Department
 - Sunman Volunteer Fire Department
- Ohio County Fire Departments
 - Rising Sun Volunteer Fire Department
 - Bear Branch Volunteer Fire Department

This emergency support function is responsible for the detection, prevention and investigation of fires or fire related incidents that may occur within the Town of Dillsboro and may also be called upon by other emergency support functions, as needed, for a wide range of support activities before, during and after a disaster or an emergency.

i. Mitigation Task

1. Identify critical facilities that are vulnerable to emergencies or disasters, evaluate that vulnerability, and determine what actions can prevent or reduce that vulnerability.
2. Identify potential funding sources that are available to mitigate against emergencies and disasters.
3. Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies and ancillary or contract support services.
4. Identify areas where public education programs involving fire safety information is needed.
5. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.
6. Identify sources of hazard-specific needs, resources, and equipment.

7. Identify requirements for emergency support function-specific standard operating procedures, plans, and checklists for Primary Coordinating and Support Agencies.
8. Identify emergency support function-specific training requirements.

ii. Preparedness Task

1. Develop and maintain standard operating procedures and other plans and procedures necessary for Firefighting Emergency Support Function and its support agencies to operate efficiently.
2. Develop and conduct training for emergency support function primary coordinating and support agency staff.
3. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
4. Develop and maintain a Firefighting Emergency Support Function manpower list, delineating specialized skills of personnel.
5. Develop and maintain mutual aid agreements and memoranda of understanding where needed.
6. Develop public education programs involving fire safety.
7. Develop and maintain contact notification lists including emergency contact information such as address, phone, cell, facsimile numbers, and email.
8. Obtain detailed maps of jurisdictions, counties, municipalities, etc.
9. Ensure that copies of all necessary emergency support function-specific emergency manuals, plans, procedures, and other reference materials are located at the emergency support function's station in the Emergency Operations Center.
10. Develop and maintain lists of hazard-specific resources and equipment.
11. Provide guidance on County and State fire and building codes, rules, and regulations.

12. Ensure that agency representatives can access their respective agencies' networks, if available, while in the Emergency Operations Center.

iii. Response Task

1. Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.
2. Obtain status report on Town activities, once in Emergency Operations Center.
3. Identify and coordinate additional resources, as needed, in support of local field operations.
4. Assist in the development of the incident action plan.
5. Provide technical assistance, as requested.
6. Support other emergency support functions, as needed.
7. Provide situation reports of emergency support function activities to Emergency Operations Center supervisor, as required.
8. Attend briefings for periodic situation updates.
9. Document incoming and outgoing communications.
10. Maintain record of actions taken.
11. If Joint Operations Center is activated, send emergency support function representative to location, if appropriate.
12. Provide coordination assistance for firefighting resources, as required, and support resource efforts.
13. Request County, State/Federal resources, as needed.
14. Provide guidance on County and State fire and building codes, rules, and regulations.
15. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

iv. Recovery Task

1. Collect and inventory all equipment used during incident and determine need for decontamination and/or replacement.
2. Provide guidance on County fire and building codes, rules, and regulations.
3. Coordinate with the Resource Support Emergency Support Function on resource accountability.
4. Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.
5. Prepare appropriate After-Action Reports.
6. Aid local level fire departments in resource accountability and procedures for obtaining reimbursement from the State and/or Federal government.
7. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

B. Health & Medical Emergency Support Function

Primary Coordinating Agency: Dillsboro EMS & Dearborn County Hospital

Support Agencies:

- Dearborn County EMS Agencies
 - Aurora EMS
 - Lawrenceburg EMS
 - Greendale EMS
 - Bright EMS
 - Moores Hill EMS
 - Manchester EMS
- Ripley County EMS Agencies
 - Milan EMS
 - Versailles EMS
 - Osgood EMS
 - Sunman EMS
- Ohio County EMS Agencies
- Dearborn County Health Department
- Dearborn County Coroner's Office
- Dearborn County Mental Health Association

- Dearborn County Veterinary Services
- Local Funeral Home Directors
- Hamilton County Critical Incident Stress Debriefing Team

The Health and Medical Emergency Support Function is responsible of the overall health & disposition of the population of Dillsboro, utilizing preventative medical measures such as education & public awareness programs& response measures such as coordinating the effort of the local emergency medical services. This group is also charged with the proper handling of human remains to continue to control the threat of disease.

i. Mitigation Task

1. Identify critical health and medical facilities that are vulnerable to emergencies or disasters, evaluate that vulnerability, and determine what actions could be taken to prevent or reduce that vulnerability.
2. Identify a communication mechanism with medical facilities.
3. Identify new technology and procedures for use in completing the Health and Medical Emergency Support Function.
4. Identify areas where mutual aid agreements and memoranda of understanding are needed.
5. Identify areas where public education programs detailing health and medical information are needed.
6. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.
7. Identify sources of hazard-specific needs, resources, and equipment, such as respiratory support equipment and pharmaceutical supplies.
8. Identify requirements for emergency support function-specific standard operating procedures, plans, and checklists for Primary Coordinating and Support Agencies.
9. Identify personal protective equipment needs, potential vendor sources and potential funding sources for it.
10. Identify emergency support function-specific training requirements.

11. Identify procedures for the transport of large numbers of deceased victims.
12. Identify the need for additional security at hospitals and other medical facilities, as appropriate.

ii. Preparedness Task

1. Develop and maintain plans and standard operating procedures that address specific incidents, including terrorism, and coordinate with all appropriate agencies and staff.
2. Develop and conduct awareness training and exercise programs on health and medical issues.
3. Develop public education programs detailing health- and medical-related information.
4. Develop and maintain mutual aid agreements and memoranda of understanding.
5. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
6. Develop and maintain Support Function manpower list, delineating specialized skills and certifications of personnel.
7. Develop and maintain resource and equipment lists.
8. Develop and maintain an emergency communication system for Emergency Medical Service agencies and medical facilities.
9. Maintain personnel and equipment certifications.
10. Develop and maintain contact notification lists with emergency contact information (address, phone, cell, facsimile numbers, and email)
11. Obtain detailed maps of jurisdictions.
12. Ensure that copies of all necessary emergency support function-specific emergency manuals, plans, procedures, and other reference

materials are located at the emergency support function's station in the Emergency Operations Center.

13. Coordinate with the Health Professions Bureau regarding establishing plans and procedures to address credential verification and emergent medical volunteers.
14. Develop and maintain resource lists of hazard-specific resources and equipment.
15. Provide guidance on State and Federal health and medical regulations.
16. Ensure agency representatives can access their respective agencies' information networks while in the Emergency Operations Center or in the field.
17. Develop and maintain specialized teams for response to specific hazards.
18. Develop and maintain periodic tests for two forms of radio communications used for alert/notification: hospital-to-hospital and emergency medical system-to-hospital.
19. Develop and maintain a list of reportable diseases for people and animals.
20. Establish and maintain database of all medical personnel within the County who are willing to accept emergency/disaster assignments, as needed.
21. Execute countywide mutual aid agreements with all licensed healthcare facilities and providers, such as home health and medical supply companies.
22. Establish and maintain a 24-hour, 7 day/week emergency number for use by the public during an actual incident.
23. Coordinate with the Law Enforcement Emergency Support Function for the provision of security at hospitals and other medical facilities, as needed.

24. Meet once a month to discuss pertinent issues and formulate public health announcements.
25. Develop a County Mass Fatality Plan that addresses the removal, storage, transport, tracking, possession cataloging, and final disposal of deceased remains.

iii. Response Task

1. Assess scope, magnitude, extent, and potential duration of incident.
2. Collect information concerning the Health and Medical Emergency Support Function field activities.
3. Obtain status report on Town activities, once in Emergency Operations Center.
4. Assist in the development of the incident action plan.
5. Provide technical assistance, as requested.
6. Support other emergency support functions, as needed.
7. Provide hourly situation reports of the emergency support function's activities to the Emergency Operations Center supervisor.
8. Attend meetings for periodic situation updates.
9. Document incoming and outgoing notifications.
10. Maintain record of actions taken.
11. If Joint Information or Operations Center(s) are activated, send an emergency support function representative to its location(s) if appropriate.
12. Assess capabilities and needs of local Emergency Medical Services resources.
13. Assist with efforts to determine treatment capabilities and bed space availability of hospitals, as needed.
14. Coordinate requests for assistance with laboratory analysis.

15. Coordinate with the Indiana Hospital and Health Association if unable to handle a situation locally or if special equipment is needed.
16. Process and prioritize requests for additional resources regarding disposal of remains.
17. Provide mental health services/support for Emergency Operations Center staff during Emergency Operations Center activations.
18. Assist impacted jurisdictions or pertinent agencies, as needed.
19. Coordinate with other emergency support functions for medical needs and sheltering sites.
20. Coordinate with the Health and Medical Emergency Support Function in set-up of portable decontamination system at the shelters, if necessary.
21. Request County, State/Federal resources, as needed.
22. Coordinate with the Transportation Emergency Support Function to identify additional medical transportation resources and needs and to locate and direct emergency medical services transport assets to the incident site.
23. Coordinate with the Resource Support Function in obtaining additional supplies for hospitals and emergency medical services, as requested.
24. Implement the County Mass Fatality Plan.
25. Implement the 24-hour, 7-day/week emergency numbers for use by the public.
26. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

iv. Recovery Task

1. Implement decontamination agreements with local fire departments and hazardous materials teams, as needed.
2. Ensure emergency support function agencies' personnel have been decontaminated, where applicable.

3. Collect and inventory all equipment used during incident.
4. Provide guidance on State and Federal regulations.
5. Monitor the health and recovery of first-responders.
6. Implement the Countywide network of psychological services available.
7. Assist in the determination of appropriate burial/disposal of deceased victims' remains.
8. Coordinate with the Resource Support Emergency Support Function on resource accountability.
9. Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.
10. Prepare appropriate After-Action Reports.
11. Continue to man the 24-hour, 7 day/week emergency number.
12. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

C. Search & Rescue Emergency Support Function

Primary Coordinating Agency: Dillsboro Volunteer Fire Department & Dillsboro Police Department

Support Agencies:

- Dearborn County Fire Departments
 - Aurora Volunteer Fire Department
 - Lawrenceburg Fire Department
 - Bright Volunteer Fire Department
 - Greendale Fire Department
 - Hogan Township Volunteer Fire Department
 - Manchester Township Volunteer Fire Department
 - Miller/York Volunteer Fire Department
 - Moores Hill/Sparta Volunteer Fire Department
 - New Trenton Volunteer Fire Department
 - St. Leon Volunteer Fire Department
- Ripley County Fire Departments
 - Friendship Volunteer Fire Department

- Milan Volunteer Fire Department
- Versailles Volunteer Fire Department
- Osgood Volunteer Fire Department
- Delaware Volunteer Fire Department
- Sunman Volunteer Fire Department
- Ohio County Fire Departments
 - Rising Sun Volunteer Fire Department
 - Bear Branch Volunteer Fire Department
- Dillsboro Police Department
 - Dearborn County Sheriff's Department
 - Aurora Police Department
 - Lawrenceburg Police Department
 - Greendale Police Department
 - Moores Hill Police Department
 - Ripley County Sheriff's Department
- Dearborn County EMA
- Dearborn County Water Rescue

The Search & Rescue Emergency Support Function is responsible for extracting, treating and evacuating individuals who may be in areas or situations that are potentially dangerous or that the individuals may not be able to remove themselves from. This emergency support function is often responsible for locating and removing deceased victim's remains from collapsed buildings, open areas and waterways.

i. Mitigation Task

1. Identify potential funding sources that are available to mitigate against emergencies and disasters.
2. Investigate new technology and procedures for use in completing the Search and Rescue Emergency Support Function goals and objectives.
3. Identify areas where mutual aid agreements and memoranda of understanding are needed.
4. Identify areas where public education programs describing search and rescue efforts are needed.
5. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.

6. Identify sources of hazard-specific needs, resources, and equipment.
7. Identify requirements for emergency support function-specific standard operating procedures, plans, and checklists for Primary Coordinating and Support Agencies.
8. Identify emergency support function-specific training requirements.
9. Identify personal protective equipment needs, sources, and potential funding sources.

ii. Preparedness Task

1. Develop and maintain standard operating procedures and other procedures necessary for the Search and Rescue Emergency Support Function to operate efficiently.
2. Develop and conduct awareness training and exercise programs involving search and rescue issues.
3. Develop and maintain mutual aid agreements and memoranda of understanding with support agencies, ancillary or contract support services, and resource providers.
4. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
5. Develop and maintain an emergency support function manpower list, delineating specialized skills and certifications of personnel.
6. Develop and maintain resource and equipment lists.
7. Develop and maintain contact notification lists with emergency contact information, including address, phone, cell, facsimile numbers, and email.
8. Obtain detailed maps of jurisdictions.
9. Ensure that copies of all necessary emergency support function-specific emergency manuals, plans, procedures, and other reference materials are located at the emergency support function's station in the Emergency Operations Center.

10. Develop and maintain lists of hazard-specific resources and equipment.
11. Provide guidance on State regulations.
12. Ensure that agency representatives can access their respective agencies' information networks, if available, while in the Emergency Operations Center or in the field.
13. Develop and coordinate standards for the Search and Rescue personnel and resources.
14. Train searchers and their animals based on standards.

iii. Response Task

1. Assess scope, magnitude, extent, and potential duration of incident.
2. Activate the Search and Rescue Emergency Support Function and its personnel based on incident assessment.
3. Obtain status report on County activities once in Emergency Operations Center.
4. Collect information concerning Search and Rescue Emergency Support Function field activities.
5. Assist in the development of the incident action plan.
6. Provide technical assistance, as requested.
7. Support other emergency support functions, as needed.
8. Provide hourly situation reports of Search and Rescue Emergency Support Function activities to Emergency Operations Center supervisor.
9. Attend meetings for periodic situation updates.
10. Document incoming and outgoing notifications.
11. Maintain record of actions taken.

12. If Joint Information or Operations Center(s) are activated, send emergency support function representative to its location(s) if appropriate.
13. Request County, State/Federal resources, as needed.
14. Interface with County, State/Federal personnel to coordinate the emergency support function's information and planning functions, as needed.
15. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.
16. Coordinate with the Resource Support Emergency Support Function to designate a staging area for incoming personnel and resources.
17. Couple the search and recovery needs resulting from a local incident with the resources available in the area.
18. Coordinate with Public Works and Engineering Emergency Support Function on equipment and resource needs for search and rescue operations, as needed.
19. Coordinate with the Law Enforcement Emergency Support Function on search and rescue security needs and evidence recovery, collection, and chain of custody.

iv. Recovery Task

1. Maintain search and recovery function, as needed, for additional rescue attempts.
2. Identify need for medical attention of search and rescue personnel and animals, with follow-up monitoring.
3. Provide guidance on State and Federal regulations.
4. Ensure emergency support function agencies' personnel have been decontaminated, when applicable.
5. Coordinate the collection, inventorying, and maintenance/decontamination of all equipment used during incident.

6. Coordinate with the Resource Support Emergency Support Function on resource accountability.
7. Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.
8. Prepare and compile After-Action Reports for specific areas of responsibility.
9. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

D. Hazardous Materials Emergency Support Function

Primary Coordinating Agency: Dillsboro Volunteer Fire Department

Support Agencies:

- Greater Cincinnati Hazardous Materials Team
- Dearborn County Fire Departments
 - Aurora Volunteer Fire Department
 - Lawrenceburg Fire Department
 - Bright Volunteer Fire Department
 - Greendale Fire Department
 - Hogan Township Volunteer Fire Department
 - Manchester Township Volunteer Fire Department
 - Miller/York Volunteer Fire Department
 - Moores Hill/Sparta Volunteer Fire Department
 - New Trenton Volunteer Fire Department
 - St. Leon Volunteer Fire Department
- Ripley County Fire Departments
 - Friendship Volunteer Fire Department
 - Milan Volunteer Fire Department
 - Versailles Volunteer Fire Department
 - Osgood Volunteer Fire Department
 - Delaware Volunteer Fire Department
 - Sunman Volunteer Fire Department
- Ohio County Fire Departments
 - Rising Sun Volunteer Fire Department
 - Bear Branch Volunteer Fire Department
- Dillsboro Police Department
 - Dearborn County Sheriff's Department
 - Aurora Police Department
 - Lawrenceburg Police Department
 - Greendale Police Department

- Moores Hill Police Department
- Ripley County Sheriff's Department
- Dearborn County EMA
- Dillsboro EMS Agency
 - Aurora EMS
 - Lawrenceburg EMS
 - Greendale EMS
 - Bright EMS
 - Moores Hill EMS
 - Manchester EMS
- Ripley County EMS Agencies
 - Milan EMS
 - Versailles EMS
 - Osgood EMS
 - Sunman EMS
- Ohio County EMS Agencies

The Hazardous Materials Emergency Support Function is responsible for the identification of, training on, and response to substance or materials believed to be harmful or deadly to persons or animals within the Dillsboro Area.

i. Mitigation Task

1. Identify critical facilities vulnerable to emergencies or disasters, evaluate that vulnerability, and determine what actions can prevent or reduce that vulnerability.
2. Identify potential funding sources that are available to mitigate against emergencies and disasters
3. Investigate new technology and procedures for use in completing the Hazardous Materials Emergency Support Function goals and objectives.
4. Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies and ancillary or contract support services.
5. Identify areas where public education programs describing hazardous materials concerns are needed.
6. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.

7. Identify sources of hazard-specific needs, resources, and equipment.
8. Identify requirements for emergency support function-specific standard operating procedures, plans, and checklists for Primary Coordinating and Support Agencies.
9. Identify emergency support function-specific training requirements.
10. Identify equipment and personnel shortfalls to effectively respond to a terrorist incident in support of local operations.

ii. Preparedness Task

1. Develop and maintain standard operating procedures and other procedures necessary for the Hazardous Materials Emergency Support Function to operate efficiently.
2. Develop and conduct awareness training and exercise programs for the Hazardous Materials Emergency Support Function personnel and response agencies, including emergency medical technicians, paramedics, law enforcement officers, firefighters, and search and rescue personnel.
3. Develop public education programs addressing safety issues pertaining to hazardous materials.
4. Develop and maintain mutual aid agreements and memoranda of understanding with support agencies, ancillary or contract support services, and resource providers.
5. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
6. Develop and maintain an emergency support function manpower list, delineating specialized skills and certifications of personnel.
7. Develop and maintain resource lists.
8. Develop and maintain contact lists to include emergency notification information such as address, phone, cell, facsimile numbers, and email.

9. Obtain detailed maps of jurisdictions.
10. Ensure that copies of all necessary emergency support function-specific emergency manuals, plans, procedures, and other reference materials are located at the emergency support function's station in the Emergency Operations Center.
11. Develop and maintain lists of hazard-specific resources and equipment and alternate sources of essential items.
12. Provide guidance on State and Federal regulations.
13. Ensure that agency representatives can access their respective agencies' information networks, if available, while in the Emergency Operations Center or in the field.
14. Develop, coordinate, and distribute informational flyers to local fire departments and other response agencies, as appropriate.

iii. Response Task

1. Assess scope, magnitude, extent, and potential duration of incident.
2. Activate emergency support function and its personnel, based on incident assessment and local needs.
3. Obtain status report on Town activities, once in the Emergency Operations Center.
4. Dispatch the Hazardous Materials Emergency Support Function personnel to appropriate field locations/incident sites to conduct field operations, as requested.
5. Collect information concerning emergency support function field activities.
6. Assist in the development of the incident action plan.
7. Provide technical assistance, as requested.
8. Support other emergency support functions with technical expertise and equipment, as needed.

9. Provide hourly situation reports of the Hazardous Materials Emergency Support Function activities to Emergency Operations Center supervisor.
10. Attend meetings for periodic situation updates.
11. Document incoming and outgoing notifications.
12. Maintain record of actions taken.
13. Facilitate Unified Command Structure.
14. Coordinate required environmental assessments.
15. Prepare technical information for appropriate Emergency Operations Center representatives for public release.
16. Request County, State/Federal resources, as needed.
17. Interface with State/Federal personnel to coordinate the emergency support function's information and planning functions, as needed.
18. If Joint Information or Operations Center(s) are activated, send an emergency support function representative to its location(s) if appropriate.
19. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

iv. Recovery Task

1. Coordinate decontamination and other clean-up efforts, as requested.
2. Ensure emergency support function agencies' personnel have been decontaminated, when applicable.
3. Collect and inventory all equipment used during incident and ensure that the equipment has been decontaminated.
4. Provide guidance on State and Federal regulations.
5. Coordinate with the Resource Support Emergency Support Function on resource accountability.

6. Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.
7. Prepare appropriate After-Action Reports.
8. Ensure that all personnel involved in emergency operations have the opportunity to attend a Critical Incident Stress Debriefing.
9. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

E. Law Enforcement Emergency Support Function

Primary Coordinating Agency: Dillsboro Police Department

Support Agencies:

- Dearborn County Sheriff's Department
- Aurora Police Department
- Lawrenceburg Police Department
- Greendale Police Department
- Moores Hill Police Department
- Ripley County Sheriff's Department
- Ohio County Sheriff's Department

This emergency support function is responsible for the security and safety of the residents of the Town of Dillsboro and also upholding and enforcing the laws and ordinances of the Town of Dillsboro.

i. Mitigation Task

1. Identify critical facilities that are vulnerable to emergencies or disasters, evaluate that vulnerability, and determine what actions can prevent or reduce that vulnerability.
2. Identify potential funding sources that are available to mitigate against emergencies and disasters.
3. Investigate new technology and procedures for use in completing the emergency support function's goals and objectives.
4. Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies and ancillary or contract support services.

5. Identify areas where public education programs addressing public safety are needed.
6. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.
7. Identify sources for hazard-specific needs, resources, and equipment, to include personal protective equipment.
8. Identify the unique planning requirements necessary for special events.
9. Identify requirements for emergency support function-specific standard operating procedures, plans, and checklists for Primary Coordinating and Support Agencies.
10. Identify emergency support function-specific training requirements.

ii. Preparedness Task

1. Develop and maintain standard operating procedures as well as other plans and procedures necessary for the Law Enforcement Emergency Support Function and its support agencies to operate efficiently.
2. Develop and conduct training for the Law Enforcement Emergency Support Function primary coordinating and support agency personnel.
3. Develop public education programs that address issues pertaining to public safety.
4. Develop and maintain mutual aid agreements and memoranda of understanding with support agencies and other law enforcement agencies.
5. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
6. Develop and maintain an emergency support function manpower list, delineating specialized skills of assigned personnel.

7. Develop and maintain contact lists with essential information (address, phone, cell, facsimile numbers, and email) included.
8. Obtain detailed maps of jurisdictions.
9. Ensure that copies of all necessary emergency support function-specific emergency manuals, plans, procedures, and other reference materials are located at the emergency support function's station in the Emergency Operations Center.
10. Develop and maintain lists of hazard-specific resources and equipment, to include personal protective equipment.
11. Ensure that agency representatives can access their respective agencies' networks, if available, while in the Emergency Operations Center or in the field.
12. Involve the Indiana State Police in the planning role for the Law Enforcement Emergency Support Function.
13. Coordinate with the Firefighting, Health and Medical, and Hazardous Materials Emergency Support Functions on establishing procedures allowing for preservation of evidence during collection at hospitals and at the scene.
14. Coordinate with the Health and Medical Emergency Support Function to establish procedures that resolve issues of patient confidentiality during criminal investigations.
15. In coordination with the Transportation, Shelter and Mass Care, and Food and Water Emergency Support Functions develop and maintain plans for the movement, care, and protection of prisoners.

iii. Response Task

1. Assess scope, magnitude, extent, and potential duration of incident.
2. Obtain status report on County activities once in Emergency Operations Center.
3. Collect information concerning the Law Enforcement Emergency Support Function field activities.
4. Assist in the development of the incident action plan.

5. Dispatch emergency support function personnel to appropriate field locations, as required.
6. Provide technical assistance, as requested.
7. Support other emergency support functions, as needed.
8. Provide hourly situation reports of the Law Enforcement Emergency Support Function activities to Emergency Operations Center supervisor.
9. Attend briefings for periodic situation updates.
10. Document incoming and outgoing communications.
11. Maintain record of actions taken.
12. If Joint Information or Operations Centers are activated, send an emergency support function representative to its location(s), if appropriate.
13. Notify law enforcement agencies of an incident using the incident-specific contact list.
14. Coordinate support for special events.
15. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.
16. Coordinate investigations in accordance to agency responsibilities and procedures.
17. Coordinate all activities relative to evacuation.
18. Coordinate assistance and provide security to shelters.
19. Coordinate all activities relative to traffic control.
20. Coordinate all requests pertaining to personnel and security.
21. Request State/Federal assistance/resources, as needed.

22. Interface with State/Federal personnel to coordinate the emergency support function's activities, as needed.

iv. Recovery Task

1. Support other emergency support functions and local authorities with traffic control, security, and site re-entry.
2. Ensure emergency support function agencies' personnel have been decontaminated, when applicable.
3. Collect and inventory all equipment used during incident and ensure that the equipment has been decontaminated, as required.
4. Provide guidance on State and Federal regulations.
5. Coordinate with the Resource Support Emergency Support Function on resource accountability.
6. Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.
7. Prepare appropriate After-Action Reports.
8. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

III. Human Support Section

The Human Support Section consists of the following emergency support functions: Shelter & Mass Care, Food & Water, Evacuation, Animal Health Emergencies and Donations & Volunteer Management. These emergency support functions directly support those agencies giving aid to victims of disasters and emergencies.

A. Shelter and Mass Care Emergency Support Function

Primary Coordinating Agency: Dillsboro Town Council & Town Manager

Support Agencies:

- Dillsboro Volunteer Fire Department
- Dillsboro Emergency Unit
- Dearborn County EMA
- American Red Cross
- South Dearborn School Corporation
- Region 15 Children's Advocacy Center

- Trinity Lutheran Church
- Presbyterian Church
- Dillsboro Church of Christ
- Dillsboro Civic Club
- Dillsboro Public Library

This emergency support function is responsible for the temporary sheltering and emergency care provided to large numbers of evacuees and victims of emergencies or disasters within the Town of Dillsboro.

i. Mitigation Task

1. Identify critical facilities that are vulnerable to emergencies or disasters, evaluate that vulnerability, and determine what actions can prevent or reduce that vulnerability.
2. Identify potential funding sources that are available to mitigate against emergencies and disasters.
3. Investigate new technology and procedures for use in completing the Shelter and Mass Care Emergency Support Function goals and objectives.
4. Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.
5. Identify areas where public education programs detailing sheltering and mass care are needed.
6. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.
7. Identify sources of hazard-specific needs, resources, and equipment.
8. Identify requirements for emergency support function-specific standard operating procedures, plans, and checklists for Primary Coordinating and Support Agencies.
9. Identify additional resources for staffing shelters (i.e., home health nurses, aides, etc.)

10. Identify back-up communication needs.
11. Identify emergency support function-specific training requirements.

ii. Preparedness Task

1. Develop and maintain standard operating procedures and other plans and procedures necessary for the Shelter and Mass Care Emergency Support Function to operate efficiently.
2. Develop and conduct awareness training and exercise programs involving shelter and mass care issues.
3. Develop and maintain a contact list of all agencies and organizations involved with the Shelter and Mass Care Emergency Support Function during emergencies or disasters.
4. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
5. Develop and maintain a Shelter and Mass Care Emergency Support Function manpower list, delineating specialized skills of personnel for certifications.
6. Develop and maintain resource lists.
7. Develop and maintain notification lists that include emergency information (address, phone, cell, facsimile numbers, and email).
8. Obtain detailed maps of jurisdictions.
9. Ensure that copies of all necessary emergency support function-specific emergency manuals, plans, procedures, and other reference materials are located at the emergency support function's station in the Emergency Operations Center.
10. Develop and maintain lists of hazard-specific resources and equipment.
11. Provide guidance on State and Federal regulations.

12. Ensure that agency representatives can access their respective agencies' information networks, if available, while in the Emergency Operations Center or in the field.
13. Develop and maintain a list of tasks and responsibilities for sheltering.
14. Maintain emergency response vehicles to be used in case of emergency.
15. Coordinate with the Public Information Emergency Support Function for the releases of all information relating to public shelters and mass care facilities.
16. Conduct physical inspections of current and proposed shelter sites.
17. Develop and maintain a shelter inventory database.
18. Coordinate with the Communications and Warning Emergency Support Function regarding back up communication capabilities.
19. Coordinate with the Law Enforcement Emergency Support Function for the provision of security at all shelter sites.

iii. Response Task

1. Assess scope, magnitude, extent, and potential duration of incident.
2. Activate the Shelter and Mass Care Emergency Support Function and its personnel, based on incident assessment.
3. Obtain status report on County activities, once in Emergency Operations Center.
4. Collect information concerning emergency support function field activities.
5. Assist in the development of the incident action plan.
6. Support other emergency support functions, as needed.
7. Provide hourly situation reports of the Shelter and Mass Care Emergency Support Function activities to Emergency Operations Center supervisor.

8. Attend meetings for periodic situation updates.
9. Document incoming and outgoing notifications.
10. Maintain record of actions taken.
11. If Joint Information or Operations Center(s) are activated, send emergency support function representative to its location(s) if appropriate.
12. Provide disaster welfare inquiry services, as requested.
13. Coordinate with the Law Enforcement Emergency Support Function on providing security for the shelters.
14. Provide patient tracking assistance in hospitals, as needed.
15. Assist in establishing alternative health care facilities staffed by health care professionals, as needed.
16. Provide public service messages regarding the use of disaster welfare inquiry services and other methods of making contact with missing friends/family.
17. Coordinate with the Public Information Emergency Support Function to disseminate public information releases to relate necessary information on shelters and mass care facilities to the public.
18. Coordinate with the Public Information Emergency Support Function in operating a public information hotline/help line.
19. Provide crisis-counseling services, as needed.
20. Request County, State/Federal resources, as needed.
21. Interface with State/Federal personnel to coordinate the emergency support function's information and planning functions, as needed.
22. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

iv. Recovery Task

1. Ensure that emergency support function agency personnel have been decontaminated, when applicable.
2. Collect all equipment used during incident.
3. Coordinate with the Resource Support Emergency Support Function on resource accountability.
4. Assist with short-term temporary housing and relocation.
5. Provide crisis counseling, as needed.
6. Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.
7. Prepare appropriate After-Action Reports.
8. Deactivate shelters and return sites to normal use.
9. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

B. Food and Water Emergency Support Function

Primary Coordinating Agency: Dillsboro Town Council & Town Manager

Support Agencies:

- Dillsboro Volunteer Fire Department
- Dillsboro Emergency Unit
- Dearborn County EMA
- American Red Cross
- Region 15 Children's Advocacy Center
- Trinity Lutheran Church
- Presbyterian Church
- Dillsboro Church of Christ
- Dillsboro Civic Club
- Dillsboro Community Food Pantry

The Food and Water Emergency Support Function is responsible for providing meals and safe drinking water to large number of victims of emergencies or disasters and to the response personnel managing the situation within the Town of Dillsboro.

i. Mitigation Task

1. Identify critical facilities that are vulnerable to emergencies or disasters, evaluate that vulnerability, and determine what actions can prevent or reduce that vulnerability.
2. Identify potential funding sources that are available to mitigate against emergencies and disasters.
3. Investigate new technology and procedures for use in completing the Food and Water Emergency Support Function goals and objectives.
4. Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.
5. Identify facilities that can provide for food/water/ice storage, staging, and/or distribution.
6. Identify individual volunteers and volunteer groups that can support Food and Water Emergency Support Function activities.
7. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.
8. Identify plans and procedures necessary for assuring the safety of food and drinking water.
9. Identify facilities that could be used for cooking and serving hot meals to emergency workers and others.
10. Identify the need for special diets and assess the Food and Water Emergency Support Function's capability to provide these if necessary.

11. Identify requirements for emergency support function-specific standard operating procedures, plans and checklists for Primary Coordinating and Support Agencies.
12. Identify specific procedures that will be needed to properly document costs incurred due to the Food and Water Emergency Support Function activities.
13. Coordinate with the Transportation Emergency Support Function and other support agencies/organizations regarding the identification and location of vehicles that may be necessary for the transport of food/water/ice.

ii. Preparedness Task

1. Develop and maintain standard operating procedures and other plans and procedures necessary for the Food and Water Emergency Support Function and its support agencies to operate efficiently.
2. Develop and conduct awareness training and exercise programs involving food and water issues.
3. Coordinate with the Law Enforcement Emergency Support Function to develop procedures to address security issues during transport and storage of food/water/ice and other supplies.
4. Develop and maintain a contact list of all agencies, organizations, and volunteers, including specialized skills of personnel that will support the Food and Water Emergency Support Function.
5. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
6. Develop and maintain resource lists.
7. Develop and maintain notification lists that include emergency (address, phone, cell, facsimile numbers, and email) information.
8. Ensure that copies of all Food and Water Emergency Support Function emergency plans, procedures, and reference materials are located at the emergency support function's station in the Emergency Operations Center.

9. Develop a number of special diets that the Food and Water Emergency Support Function will be able to provide if necessary.
10. Execute agreements, where necessary, to procure the use of facilities that can provide for food/water/ice storage, staging, and/or distribution.
11. Ensure that agency representatives can access their respective agencies' information networks, if available, while in the Emergency Operations Center or in the field.
12. Develop and maintain relationships with cooperative extensions to provide additional resources where necessary.
13. Develop and maintain a list of tasks and responsibilities for feeding victims and emergency workers.
14. Coordinate with the Public Information Emergency Support Function to develop press releases containing information relating to feeding and distribution facilities.
15. Execute agreements with facilities, where necessary, that could be used for cooking and serving hot meals to emergency workers and others.
16. Train personnel/volunteers in specific procedures that will be needed to properly document costs incurred due to the Food and Water Emergency Support Function activities.
17. Coordinate with the Transportation Emergency Support Function to develop procedures for the transportation of food/water/ice and other supplies to shelters and feeding facilities.

iii. Response Task

1. Assess scope, magnitude, extent, and potential duration of incident.
2. Activate the Food and Water Emergency Support Function and its personnel/volunteers, based on the incident assessment.
3. Obtain status report on Town activities, once in the Emergency Operations Center.

4. Collect information concerning emergency support function field activities.
5. Assist in the development of the incident action plan.
6. Exercise agreements to procure the use of facilities that can provide for food/water/ice storage, staging, and/or distribution during a terrorist event.
7. Exercise agreements and activate facilities that will be used for cooking and serving hot meals to emergency workers and others.
8. Prepare special diets where necessary.
9. Support other emergency support functions, as needed.
10. Provide hourly situation reports of Food and Water Emergency Support Function activities to Emergency Operations Center supervisor.
11. Attend meetings for periodic situation updates.
12. Document incoming and outgoing notifications.
13. Maintain record of actions taken and costs incurred.
14. Coordinate with applicable emergency support functions on location, requirements, setup, staffing, maintenance, and security for feeding/storage/distribution facilities.
15. Coordinate with the Law Enforcement Emergency Support Function to ensure security for feeding locations, warehouses, and distribution locations.
16. Provide public service messages regarding the locations of public feeding and water/ice distribution sites.
17. Coordinate with the Public Information Emergency Support Function in operating a public information hotline/help line.
18. Request County, State/Federal resources, as needed.

19. Interface with County, State/Federal personnel to coordinate the emergency support function's information and planning functions, as needed.
20. Coordinate with the Transportation Emergency Support Function to implement procedures for the transportation of food/water/ice and other supplies to shelters and feeding facilities.
21. Exercise agreements with private sector organizations, where necessary, that could provide resources, supplies, and/or manpower.
22. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

iv. Recovery Task

1. Ensure Food and Water Emergency Support Function personnel/volunteers have been decontaminated, when applicable.
2. Collect all equipment used during incident.
3. Coordinate with the Resource Support Emergency Support Function on resource accountability and document costs incurred.
4. Provide documentation of all transactions with private sector organizations that provided resources, supplies, and/or manpower for the event.
5. Provide documentation of any costs incurred due to the use of facilities that provided for food/water/ice storage, staging, and/or distribution.
6. Provide documentation of all activities and costs associated with facilities that were used for cooking and serving hot meals to emergency workers and others.
7. Provide crisis counseling, as needed.
8. Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.
9. Prepare appropriate After-Action Reports.

10. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

C. Evacuation Emergency Support Function

Primary Coordinating Agency: Dillsboro Town Council & Town Manager

Support Agencies:

- Dillsboro Volunteer Fire Department
- Dillsboro Emergency Unit
- Dillsboro Utilities
- Dearborn County EMA

The Evacuation Emergency Support Function is responsible for establishing clear & detailed procedures for carrying out partial or complete evacuation of people from the Town of Dillsboro. This emergency support function focuses on defining areas likely to be evacuated, determining destinations, and outlining the approach for traffic control while considering special populations such as schools, nursing homes and the physically/mentally disabled.

i. Mitigation Task

1. Identify critical facilities that are vulnerable to hazards, evaluate that vulnerability, and determine what actions can be taken to prevent or reduce that vulnerability.
2. Identify potential funding sources that are available to mitigate hazards.
3. Identify areas where mutual aid agreements and memorandums of understanding are needed with support agencies and ancillary or contract support services.
4. Identify areas where public education programs involving evacuation information are needed.
5. Identify emergency support function supervisors and their shift change and staffing procedures for the Emergency Operations Center activation and field operations.
6. Identify sources of hazard-specific needs, resources, and equipment.

7. Identify requirements for emergency support function specific standard operating procedures, plans, and checklists for lead and support agencies.
8. Identify emergency support function training on evacuation issues.
9. Identify and mark designated evacuation routes
10. Designate assembly areas for people requiring transportation assistance in an evacuation.

ii. Preparedness Task

1. Develop and maintain sections in standard operating procedures/guidelines and other plans and procedures necessary for the emergency support function and its support agencies to operate efficiently.
2. Develop and maintain a roster of emergency support function supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
3. Develop and maintain an emergency support function manpower list, delineating specialized skills of personnel.
4. Develop and maintain mutual aid agreements and memoranda of understanding, as needed.
5. Develop and maintain copies of hazardous materials evacuation procedures to all appropriate agencies.
6. Develop public education programs involving evacuation.
7. Develop and maintain contact notification lists including emergency contact information such as address, phone, cell, facsimile numbers and email.
8. Obtain detailed maps of the county.
9. Ensure that copies of all necessary emergency support function-specific emergency manuals, plans, procedures, and other reference materials are located at the respective emergency support function station in the Emergency Operations Center

10. Develop and maintain lists of hazard-specific resources and equipment
11. Ensure that agency representatives can access their respective agencies' networks, if available, while in the Emergency Operations Center.
12. Consult with critical facilities (hospitals, jails, etc.) to determine appropriate evacuation procedures.
13. Identify resource requirements for evacuating special needs populations.
14. Provide information to pet and livestock owners on the evacuation procedures for animals.

iii. Response Task

1. Obtain status report on Town activities once in Emergency Operations Center.
2. Identify and coordinate additional resources, as needed, in support of local field operations.
3. Evaluate the need for an evacuation and coordinate with the appropriate officials in the affected jurisdiction if time is sufficient.
4. Assist in the development of the incident action plan.
5. Systematically notify residents in affected area. List addresses notified and mark homes with chalk or tape to prevent duplications.
6. Provide technical assistance, as requested
7. Support other emergency support functions, as needed.
8. Provide situation reports of emergency support function activities to Emergency Operations Center supervisor, as required.
9. Attend briefings for periodic situation updates.
10. Document incoming and outgoing communications.
11. Maintain record of actions taken.

12. If Joint Operations Center is activated, send an emergency support function representative to that location, if appropriate.
13. Request County, State/Federal resources, as needed.
14. Coordinate with the Law Enforcement Emergency Support Function in assisting with building evacuations, as needed.
15. Coordinate with local jurisdictions for the acquisition of transportation resources, as needed, in the event of the evacuation of jails.
16. Provide transportation assistance for the evacuation of special needs populations, as needed.

iv. Recovery Task

1. Coordinate with the Law Enforcement Emergency Support Function to assist local authorities in establishing checkpoints for re-entry to evacuated areas.
2. Coordinate with the Resource Support emergency support function on resource accountability.
3. Ensure all staff is properly debriefed, to include mental health debriefings if appropriate.
4. Prepare appropriate After-Action Reports

D. Animal Health Emergency Support Function

Primary Coordinating Agency: Dearborn County Animal Control

Support Agencies:

- Dillsboro Town Council & Town Manager

The Animal Health Emergency Support Function is responsible for the protection of animals and within the Town of Dillsboro through preventive medical measures such as public awareness programs on animal borne diseases and through providing additional support to displaced animals in the event of mass evacuations due to fire or other emergencies/disasters.

i. Mitigation Task

1. Investigate new technology and procedures for use in completing Animal Health Emergencies Emergency Support Function goals and objectives.
2. Identify areas where mutual aid agreements and memoranda of understanding are in place or are needed with support agencies and ancillary or contract support services.
3. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.
4. Identify requirements for emergency support function-specific standard operating procedures, plans, and checklists for Primary Coordinating and Support Agencies.
5. Identify emergency support function-specific training requirements, especially with regard to Emergency Operations Center operations.

ii. Preparedness Task

1. Develop and maintain standard operating procedures and other plans and procedures necessary for emergency support function and its support agencies to operate efficiently.
2. Develop and conduct training and exercise programs for emergency support function staff with regard to Emergency Operations Center procedures.
3. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
4. Develop and maintain contact lists with essential information included (address, telephone, cellular, facsimile numbers, and email addresses).
5. Ensure that copies of all necessary emergency support function-specific emergency plans, procedures, and other reference materials are located at the emergency support function station in the Emergency Operations Center.
6. Develop and maintain list of reportable diseases for animals.

7. Develop and maintain provisions for the sheltering of animals (school, sports fields, etc.).
8. Develop and conduct exercises for laboratory animal evacuations.
9. Encourage pet owners to prominently display identification on their animals.
10. Develop and maintain emergency animal procedures within the County.

iii. Response Task

1. Assess scope, magnitude and extent of incident. Estimate amount of manpower requirements needed to fulfill the Animal Health Emergencies Emergency Support Function role.
2. Collect information for periodic situation updates.
3. Give status or situation reports, as required.
4. Interface with County, State/Federal personnel to coordinate the emergency support function information and planning functions.
5. Support other emergency support functions, as needed.
6. Coordinate triage and treatment of animals.
7. Obtain a status report on Town activities, on in the Emergency Operations Center.
8. Provide technical assistance, as requested.
9. Provide hourly situation reports of the Animal Health Emergencies Emergency Support Function activities to the Emergency Operations Center supervisor.
10. Attend meetings for periodic situation updates.
11. Document incoming and outgoing notifications.
12. Maintain record of actions taken.

13. If a Joint Information Center is activated, send an emergency support function representative to that location, if appropriate.
14. Coordinate feeding and sheltering logistics for animals.
15. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

iv. Recovery Task

1. Evaluate safety of animals and provide necessary medical attention.
2. Assist in the determination of appropriate burial/disposal procedures for large amounts of dead animals that are contaminated.
3. Prepare appropriate After-Action Reports.
4. Implement decontamination agreements with local fire departments and hazardous materials teams, as needed.
5. Ensure that emergency support function agencies' personnel have been decontaminated, where applicable.
6. Collect and inventory all equipment used during incident.
7. Coordinate with the Resource Support Emergency Support Function on resource accountability.
8. Provide guidance on State and Federal regulations.
9. Assist in the determination of appropriate burial/disposal of deceased animals' remains.
10. Ensure that all staff is properly debriefed, to include mental health debriefings, if appropriate.
11. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

E. Donations and Volunteer Management Emergency Support Function
Primary Coordinating Agency: Dillsboro Town Council & Town Manager
Support Agencies:

- Dillsboro Volunteer Fire Department
- Dillsboro Emergency Unit
- Dearborn County EMA
- American Red Cross

The Donations and Volunteer Emergency Support Function is responsible for the efforts to track, collect and disseminate the donations that come into Dillsboro when a disaster strikes. They will include the registering of volunteers (emergent volunteer control), preparing resources lists and documenting monetary donations provided to Dillsboro as well as storing and/or warehousing clothing and materials that have been donated.

i. Mitigation Task

1. Identify potential funding sources that are available to mitigate against emergencies and disasters.
2. Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies and ancillary or contract support services.
3. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.
4. Identify sources of hazard-specific needs, resources, and equipment.
5. Identify requirements for emergency support function-specific standard operating procedures, plans, and checklists for Primary Coordinating and Support Agencies.
6. Identify emergency support function-specific training requirements.

ii. Preparedness Task

1. Develop and maintain sections in standard operating procedures and other plans and procedures necessary for the emergency support function and its support agencies to operate efficiently.
2. Develop and conduct training for emergency support function primary and support agency staff.

3. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
4. Develop and maintain an emergency support function manpower list, delineating specialized skills of personnel.
5. Develop and maintain mutual aid agreements and memoranda of understanding, where needed.
6. Develop public education programs involving donations and the utilization of volunteers.
7. Develop and maintain contact notification lists including emergency contact information such as address, telephone, cellular, facsimile numbers, and email addresses.
8. Obtain detailed maps of jurisdictions, counties, municipalities, etc.
9. Ensure that copies of all necessary emergency support function-specific emergency manuals, plans, procedures, and other reference materials are located at the emergency support function's station in the Emergency Operations Center.
10. Develop and maintain lists of hazard-specific resources and equipment.
11. Ensure that agency representatives can access their respective agencies' networks, if available, while in the Emergency Operations Center.

iii. Response Task

1. Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.
2. Obtain status report on Town activities, once in Emergency Operations Center.
3. Identify and coordinate additional resources, as needed, in support of local field operations.

4. Assist in the development of the incident action plan.
5. Provide technical assistance, as requested.
6. Support other emergency support functions, as needed.
7. Provide situation reports of emergency support function activities to Emergency Operations Center supervisor, as required.
8. Attend briefings for periodic situation updates.
9. Document incoming and outgoing communications.
10. Maintain record of actions taken.
11. If Joint Operations Center is activated, send emergency support function representative to location, if appropriate.
12. Request County, State/Federal resources, as needed.
13. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

iv. Recovery Task

1. Coordinate with the Resource Support Emergency Support Function on resource accountability.
2. Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.
3. Prepare appropriate After-Action Reports.
4. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

IV. Infrastructure Support Section

The Infrastructure Support Section consists of the following emergency support functions: Transportation, Public Works & Engineering, Energy and Damage Assessment. These emergency support functions directly support those agencies dealing with infrastructure critical to supporting the needs of the Town of Dillsboro and its citizens.

A. Transportation Emergency Support Function

Primary Coordinating Agency: Dillsboro Police Department

Support Agencies:

- Dillsboro Utilities
- South Dearborn School Corporation

The Transportation Emergency Support Function is responsible for transporting equipment and response personnel to incident sites during an emergency or disaster. May also be tasked with transporting medical supplies and the remains of deceased victims.

i. Mitigation Task

1. Identify critical transportation facilities and fueling sites that are vulnerable to an emergency or disaster, evaluate that vulnerability, and determine what actions can prevent or reduce that vulnerability.
2. Identify potential funding sources that are available to mitigate against emergency and disasters.
3. Investigate new technology and procedures for use in completing Transportation Emergency Support Function goals and objectives.
4. Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.
5. Identify areas where public education programs detailing warning information are needed.
6. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.
7. Identify sources of hazard-specific needs, resources, and equipment.

8. Identify requirements for emergency support function-specific standard operating procedures, plans, and checklists for Primary Coordinating and Support Agencies.
9. Identify emergency support function-specific training requirements.
10. Identify roles and responsibilities of support agencies.

ii. Preparedness Task

1. Develop and maintain standard operating procedures and other plans and procedures necessary for Transportation Emergency Support Function and its support agencies to operate efficiently.
2. Develop and conduct training and exercise programs for the Transportation Emergency Support Function personnel.
3. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
4. Develop and maintain the Transportation Emergency Support Function manpower list, delineating specialized skills of personnel.
5. Develop and maintain notification lists that include emergency (address, phone, cell, facsimile numbers, and email) information.
6. Develop and maintain equipment lists.
7. Maintain and update personnel and equipment certifications.
8. Obtain detailed maps of Town.
9. Ensure that copies of all necessary Transportation Emergency Support Function emergency manuals, plans, procedures, and other reference materials are located at the Transportation Emergency Support Function position at the Emergency Operations Center.
10. Develop and maintain lists of sources of hazard-specific resources and equipment.
11. Execute mutual aid agreements and memoranda of understanding with support agencies, ancillary or contract support services, and resources.

12. Provide guidance on State and Federal regulations regarding transportation issues.
13. Provide assistance to support agencies to ensure development of procedures and checklists.
14. Ensure that agency representatives can access their respective agencies' information networks, if available, while in the Emergency Operations Center or in the field.

iii. Response Task

1. Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.
2. Make notifications as required by standard operating procedures, using call down lists and including all support agencies.
3. Obtain status report on Town activities, once in Emergency Operations Center.
4. Collect information concerning the Transportation Emergency Support Function field activities.
5. Assist in the development of the incident action plan.
6. Provide technical assistance, as requested.
7. Support other emergency support functions, as needed.
8. Provide hourly situation reports of the Transportation Emergency Support Function activities to Emergency Operations Center supervisor.
9. Attend meetings for periodic situation updates.
10. Document incoming and outgoing notifications.
11. Maintain record of actions taken.
12. If a Joint Information Center is activated, send an emergency support function representative to its location(s), as needed.

13. Coordinate with the Law Enforcement and Public Works emergency support functions to provide assistance in placing barricades, controlling traffic, etc., as needed.
14. Coordinate the acquisition and allocation of helicopters to assist in searches and overhead incident site inspection.
15. Coordinate with local jurisdictions for the acquisition of transportation resources, as needed.
16. Coordinate with local jurisdictions for the acquisition of transportation materials and supplies, as needed.
17. Make requests for additional transportation resources, as needed.
18. Provide Public Information Officer support to County Emergency Management Agency and the Emergency Operations Center.
19. Request County, State/Federal resources, as needed.
20. Interface with County, State/Federal personnel to coordinate the emergency support function's information and planning functions, as needed.
21. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

iv. Recovery Task

1. Ensure the Transportation Emergency Support Function agencies' personnel and equipment has been decontaminated, if necessary.
2. Collect and inventory all equipment used during incident.
3. Provide guidance on State and Federal transportation regulations.
4. Coordinate with the Resource Support Emergency Support Function on resource accountability.
5. Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.
6. Prepare appropriate After-Action Reports.

7. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

B. Public Works and Engineering Emergency Support Function

Primary Coordinating Agency: Dillsboro Utilities Department

Support Agencies:

- Dillsboro Town Council & Town Manager
- Dearborn County EMA
- Dearborn County Building Department

The Public Works and Engineering Emergency Support Function is responsible for maintaining the overall operation status of all buildings, roads and sewage and water treatment facilities within Dillsboro by providing engineering expertise and equipment support to those facilities before, during and after an emergency or disaster.

i. Mitigation Task

1. Identify critical facilities that are vulnerable to emergencies or disasters, evaluate that vulnerability, and determine what actions can prevent or reduce that vulnerability.
2. Identify potential funding sources that are available to mitigate against emergencies and disasters.
3. Investigate new technology and procedures for use in completing Public Works and Engineering Emergency Support Function.
4. Identify areas where mutual aid agreements and memorandums of understanding are needed with support agencies, ancillary or contract support services, and resource providers.
5. Identify areas where public education programs are needed.
6. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.
7. Identify sources of hazard-specific needs, resources, and equipment.
8. Identify requirements for emergency support function-specific standard operating procedures, plans, and checklists for Primary Coordinating and Support Agencies.

9. Identify emergency support function-specific training requirements.

ii. Preparedness Task

1. Develop and maintain standard operating procedures and other plans and procedures necessary for Public Works and Engineering Emergency Support Function and its support agencies to operate efficiently.
2. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
3. Develop and maintain a Public Works and Engineering Emergency Support Function manpower list, delineating specialized skills and certifications of personnel.
4. Develop and maintain equipment and resource lists.
5. Develop and maintain contact notification and call down lists, including emergency contact information such as address, phone, cell, facsimile numbers, and email.
6. Obtain detailed maps of jurisdictions.
7. Ensure that copies of all necessary emergency support function emergency manuals, plans, procedures and other reference materials are located at the Public Works and Engineering Emergency Support Function station in the Emergency Operations Center.
8. Maintain small portable generators.
9. Provide guidance on State and Federal Public Works regulations.
10. Ensure that provisions for backup power for lift stations have been made.
11. Ensure that agency representatives can access their respective agencies' information networks, if available, while in the Emergency Operations Center or in the field.

iii. Response Task

1. Assess scope, magnitude, and extent of incident. Determine extent of hazard remaining.
2. Obtain status report on Town activities, once in Emergency Operations Center.
3. Collect information concerning Public Works and Engineering Emergency Support Function field activities.
4. Assist in the development of the incident action plan.
5. Provide traffic control resources to the Law Enforcement Emergency Support Function, as needed.
6. Coordinate with the Law Enforcement Emergency Support Function on the decision to close roads or establish detours.
7. In the event of an evacuation, coordinate with the Transportation Emergency Support Function for preplanned or new routes.
8. Provide technical assistance, as requested.
9. Provide engineering expertise, equipment, contractors and contract equipment, traffic control, and barricades, as needed.
10. Secure dump trucks for use in an emergency, as needed.
11. Assist in clearing roads and bridges, where necessary.
12. Provide chainsaw crews and loader/dump truck crews for debris removal and road clearing.
13. Coordinate requests from local authorities for Public Works and Engineering Emergency Support Function resources.
14. Support other emergency support functions, as required.
15. Provide hourly situation reports of emergency support function activities to the Emergency Operations Center supervisor.
16. Provide assistance in the identification of alternate solid waste disposal sites.

17. Attend meetings for periodic situation updates.
18. Document incoming and outgoing notifications.
19. Maintain record of actions taken.
20. Request County, State/Federal resources, as needed.
21. Interface with State/Federal personnel to coordinate the emergency support function's information and planning functions, as needed.
22. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

iv. Recovery Task

1. Ensure personnel for Public Works and Engineering Emergency Support Function agencies have been decontaminated, if necessary.
2. Inspect streets and highway intersections for structural integrity after a disaster.
3. Coordinate local relief efforts for the removal of debris, as needed.
4. Collect and inventory all equipment used during incident and ensure that the equipment is decontaminated, as needed.
5. Provide guidance on State and Federal regulations.
6. Coordinate with the Resource Support Emergency Support Function on resource accountability.
7. Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.
8. Prepare appropriate After-Action Reports.
9. Coordinate with the Public Information Emergency Support Function in developing a public information strategy for reassuring the public that the water system and water is safe for use and drinking.
10. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

C. Energy Emergency Support Function**Primary Coordinating Agency:** Dillsboro Utilities**Support Agencies:**

- Dillsboro Town Council & Town Manager
- Duke
- Southeastern Indiana Gas
- Comcast
- Century Link

This emergency support function is responsible for assuring the constant and needed supply of electrical power and/or heating to victims of an emergency or disaster within the Town of Dillsboro.

i. Mitigation Task

1. Identify critical facilities vulnerable to emergencies or disasters, evaluate that vulnerability, and determine what actions can prevent or reduce that vulnerability.
2. Identify potential funding sources that are available to mitigate against emergencies and disasters.
3. Investigate new technology and procedures for use in completing the Energy Emergency Support Function goals and objectives.
4. Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.
5. Identify areas where public education programs detailing energy-related issues are needed.
6. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.
7. Identify sources of hazard-specific needs, resources, and equipment.
8. Identify sources of energy needs, resources, and equipment.
9. Identify requirements for emergency support function-specific standard operating procedures, plans, and checklists for Primary Coordinating and Support Agencies.

10. Identify emergency support function-specific training requirements.

ii. Preparedness Task

1. Develop and maintain sections in standard operating procedures and other plans and procedures necessary for the Energy Emergency Support Function and its support agencies to operate effectively.
2. Develop and conduct awareness training and exercise programs for the Energy Emergency Support Function personnel.
3. Develop and maintain mutual aid agreements and memoranda of understanding for energy resources with support agencies and ancillary or contract support services.
4. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
5. Develop and maintain an emergency support function manpower list, delineating specialized skills and certifications of personnel.
6. Develop and maintain resource lists.
7. Develop and maintain a contact list of all agencies and organizations involved with the emergency support function that contains emergency notification information such as address, phone, cellular, facsimile numbers, and email addresses.
8. Obtain detailed maps of jurisdictions.
9. Ensure that copies of all necessary emergency support function emergency manuals, plans, procedures, and reference materials are located at the Energy Emergency Support Function station in the Emergency Operations Center.
10. Provide guidance on State and Federal energy regulations.
11. Ensure that agency representatives can access their respective agencies' information networks, if available, while in the Emergency Operations Center or in the field.

12. Establish and maintain a coordination link with non-regulated power generators to ensure activities and operations are coordinated during emergencies.

iii. Response Task

1. Assess the scope, magnitude, extent, and potential duration of incident.
2. Activate the Energy Emergency Support Function and its personnel, based on incident assessment.
3. Obtain status report on Town activities, once in the Emergency Operations Center.
4. Collect information concerning the Energy Emergency Support Function field activities.
5. Assist in the development of the incident action plan.
6. Provide technical assistance, as requested.
7. Support other emergency support functions, as needed.
8. Provide hourly situation reports of the Energy Emergency Support Function activities to the Emergency Operations Center supervisor.
9. Attend meetings for periodic situation updates.
10. Document incoming and outgoing notifications.
11. Maintain record of actions taken.
12. If a Joint Information Center is activated, send an emergency support function representative to that location, if appropriate.
13. Request County, State/Federal assistance/resources, as needed.
14. Interface with State/Federal personnel to coordinate the emergency support function's information and planning functions/activities, as needed.

15. In the event of disruptions in the communications system, coordinate with the Communications and Warning Emergency Support Function to establish back-up communication systems, as required.
16. Provide waivers for normally disallowed energy sources, when energy resources are necessary for a time-critical action and acceptable sources are unavailable in necessary amounts.
17. Prioritize the re-establishment of energy to affected areas, based on emergency response and hazard mitigation needs.
18. Provide incident information and status of activities to energy providers in affected areas, to those in other regions or jurisdictions, and to mutual aid partners.
19. Activate mutual aid agreements with other energy providers, as needed, to mitigate service disruptions.
20. Ensure that agency representatives can access their respective agencies' information networks, if available, while in the Emergency Operations Center or in the field.
21. Establish and maintain a coordination link with non-regulated power generators to ensure activities and operations are coordinated during emergencies.
22. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

iv. Recovery Task

1. Ensure Energy Emergency Support Function agencies' personnel have been decontaminated, when applicable.
2. Collect and inventory all equipment used during incident.
3. Provide guidance on State and Federal energy regulations.
4. Coordinate with the Resource Support Emergency Support Function on resource accountability.
5. Implement procedures for the restoration of energy production and distribution capabilities in an affected area.

6. Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.
7. Prepare appropriate After-Action Reports.
8. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

D. Damage Assessment Emergency Support Function

Primary Coordinating Agency: Dearborn County Building Department

Support Agencies:

- Dillsboro Town Council & Town Manager
- Dillsboro Fire Department
- Dillsboro Utilities
- Dearborn County EMA
- American Red Cross

The Damage Assessment Emergency Support Function is responsible for assessing the overall extent of damage to private residences, businesses, and the community infrastructure. This emergency support function is also responsible for identifying the potential need for disaster relief and requests for a Federal declaration.

i. Mitigation Task

1. Investigate new technology and procedures for use in completing the emergency support function's goals and objectives.
2. Identify areas where mutual aid agreements and memoranda of understanding are needed with support agencies, ancillary or contract support services, and resource providers.
3. Identify areas where public education programs detailing damage assessment and State and Federal reimbursement procedures are needed.
4. Identify the emergency support function's supervisors and their shift change and staffing procedures for Emergency Operations Center activation and field operations.
5. Identify sources of hazard-specific needs, resources, and equipment.

6. Identify requirements for emergency support function-specific standard operating procedures, plans, and checklists for primary and support agencies.
7. Identify emergency support function-specific training requirements.
8. Identify damage assessment team staffing patterns and equipment needs.

ii. Preparedness Task

1. Develop and maintain sections in standard operating procedures and other plans and procedures necessary for the emergency support function and its support agencies to operate efficiently.
2. Develop and conduct awareness training and exercise programs for the Damage Assessment Emergency Support Function.
3. Develop and conduct public education programs detailing damage assessment and State and Federal reimbursement procedures.
4. Develop and maintain mutual aid agreements and memoranda of understanding with support agencies and ancillary or contract support services.
5. Develop and maintain a telephone directory of all emergency support function agencies, as well as other agencies that may be involved in an emergency, including directories for counties, municipalities, and Federal agencies with responsibilities under the Federal Response Plan and/or the Department of Homeland Security's National Response Plan.
6. Develop and maintain a roster of the emergency support function's supervisors, including shift change and staffing procedures, for Emergency Operations Center activation and field operations.
7. Develop and maintain an emergency support function manpower list, delineating specialized skills and certifications of personnel.
8. Develop and maintain equipment lists.
9. Develop and maintain contact lists to include emergency notification information such as address, phone, cell, facsimile numbers, and email.

10. Obtain detailed maps of jurisdictions.
11. Develop and maintain a damage assessment situation map.
12. Ensure that copies of all necessary emergency support function-specific emergency manuals, plans, procedures, and other reference materials are located at the emergency support function's station in the Emergency Operations Center.
13. Develop and maintain lists of hazard-specific resources and equipment.
14. Provide guidance on State and Federal regulations.
15. Ensure that agency representatives can access their respective agencies' information networks, if available, while in the Emergency Operations Center or in the field.
16. Ensure all damage assessment team members have been trained in how to properly conduct assigned tasks.

iii. Response Task

1. Assess scope, magnitude, extent, and potential duration of incident.
2. Activate the emergency support function and its personnel, based on incident assessment.
3. Obtain status report on Town activities, once in the Emergency Operations Center.
4. Collect information concerning the emergency support function field activities.
5. Assist in the development of the incident action plan.
6. Dispatch the Damage Assessment Emergency Support Function personnel to appropriate field locations to conduct damage assessment activities, if appropriate and safe to do so.
7. Support other emergency support functions, as needed.

8. Provide hourly situation reports of emergency support function activities to the Emergency Operations Center supervisor.
9. Attend meetings for periodic situation updates.
10. Document incoming and outgoing notifications.
11. Maintain record of actions taken.
12. Perform damage assessments at affected site(s).
13. Send assessment reports to the County Emergency Management Agency or the Emergency Operations Center if Activated.
14. Assist local authorities in performing damage assessments, as requested.
15. Request County, State/Federal resources, as needed.
16. Interface with State/Federal personnel to coordinate the emergency support function information and planning functions, as needed.
17. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

iv. Recovery Task

1. Collect and inventory all equipment used during incident.
2. Provide guidance on State and Federal damage assessment activities and associated forms.
3. Coordinate with the Resource Support Emergency Support Function on resource accountability.
4. Ensure site damage assessments were sent to the Dearborn County Emergency Management Agency.
5. Coordinate with insurance companies of affected individuals, businesses, municipalities, etc.
6. Advise individuals, businesses, municipalities, etc., as to the repairs and restorative efforts that are likely to be necessary.

7. Ensure that all staff is properly debriefed, to include mental health debriefings if appropriate.
8. Prepare appropriate After-Action Reports.
9. Follow normal damage assessment and insurance procedures.
10. Coordinate with the Public Works and Engineering Emergency Support Function to assess extent of damage to buildings, properties, and critical infrastructures.
11. Coordinate with the Law Enforcement Emergency Support Function to determine evidentiary issues associated with damaged public properties' critical infrastructure needing to be restored and issues associated with reclamation of evidentiary items and possessions.
12. Coordinate with the Emergency Operations Center supervisor before deactivating the emergency support function.

ORGANIZATION CONTACTS

Organization & Address:

Town of Dillsboro
 PO Box 127
 13030 Executive Dr
 Dillsboro, IN 47018

Primary Contact & Title: Scott Fortner, Town
 Manager

Phone #: 812-432-3243 **Cell:** 812-290-3450

Secondary Contact & Title: Mary Lou Powers,
 Council President

Phone # : 812-432-5680 **Cell:**

Organization Information:

Organization & Address:

Dillsboro Police Department
 PO Box 127
 13030 Executive Dr
 Dillsboro, IN 47018

Primary Contact & Title: Ryan Brandt, Police
 Chief

Phone #: 812-432-3033 **Cell:** 812-221-7224

Secondary Contact & Title: Josh Cady, Police
 Officer

Phone # : 812-432-3033 **Cell:** 812-221-7225

Organization Information:

Organization & Address:

Dillsboro Fire Department
 PO Box 148
 10100 Front Street
 Dillsboro, IN 47018

Primary Contact & Title: Tim Heitmeyer, Fire
 Chief

Phone #: 812-432-5262 **Cell:** 812-584-3868

Secondary Contact & Title: Jason Sullivan, Asst.
 Fire Chief

Phone # : 812-432-5262 **Cell:** 812-221-6626

Organization Information:

Organization & Address:

Dillsboro EMS
 PO Box 3
 13036 North Street

Primary Contact & Title: Bev Tackitt

Phone #: **Cell:**

Secondary Contact & Title:

Phone # : **Cell:**

Organization Information:

Organization & Address:

Dearborn County EMA
 401 West High Street
 Lawrenceburg, IN 47025

Primary Contact & Title: Bill Black, Director

Phone #: 812-537-3971 **Cell:** 812-584-4501

Secondary Contact & Title: Steve Jackson,
 Deputy Director

Phone # : 812-537-3971 **Cell:**

Organization Information:

County & State contact for emergency services.
 Will assist the Town with help in finding
 equipment and emergency personnel.

Organization & Address:

American Red Cross
 539 Main Street
 Lawrenceburg, IN 47025

Primary Contact & Title: John Ryle, Executive
 Director

Phone #: 812-537-9036 **Cell:**

Secondary Contact & Title: Ken Courtney,
 Disaster Services Chairman

Phone # : 812-532-9074 **Cell:** 812-537-1848

Organization Information:

Immediate & temporary help with food, clothing &
 shelter. Also will assist in shelter operation, mass
 care & client assistance.

Organization & Address:

South Dearborn Community School
 Corporation
 13200 North Street
 Dillsboro, IN 47018

Primary Contact & Title: Bill Narwold, Business
 Manager

Phone #: 812-926-0427 **Cell:**

Secondary Contact & Title: Gary Russell,
 Principal

Phone # : 812-744-3268 Cell:

Organization Information:

Kitchen and cafeteria for full food preparation and
 dining. Shelter usage only after school board
 approval.

Buses: are all privately owned.

Organization & Address:

Region 15 Children's Advocacy Center
 12211 Rullman Drive
 Dillsboro, IN 47018

Primary Contact & Title: Sarah Brichto,
 Executive Director

Phone #: 812-432-3200 **Cell:** 812-525-1188 or
 812-427-2278

Secondary Contact & Title: Stephanie Black,
 Forensic Interviewer

Phone # : 812-432-3200 Cell: 812-871-3289

Organization Information:

Full basement, parking, 4 - ½ bathrooms and 1 full
 bathroom, emergency lights, ADA accessible,
 WiFi, a number of phone lines, medical exam
 room (no medical supplies), On site M - F 9 -5,
 Often a police detective, social worker & Spanish
 translator on site.

Organization & Address:

Trinity Lutheran Church
 PO Box 578
 9901 Central Ave
 Dillsboro, IN 47018

Primary Contact & Title: Rev. Richard Kolasky,
 Pastor

Phone #: 812-432-5406 **Cell:** 812-432-5123

Secondary Contact & Title: Don Selmeyer,
 Custodian

Phone # : 812-432-5963 **Cell:**

Organization Information:

40' X 75' basement with kitchen and restrooms.
 20 - 8' tables & 6 - 6' tables, with 160 folding
 chairs. No back-up power or food on hand

Organization & Address:

Dillsboro Community Food Pantry
 12806 North Street
 Dillsboro, IN 47018

Primary Contact & Title: Thom Maltbie, Pantry
 Manager

Phone #: 812-432-3126 **Cell:**

Secondary Contact & Title: Bev Nixon, Pantry
 Volunteer

Phone # : 812-432-5166 **Cell:**

Organization Information:

Organization & Address:

Presbyterian Church
 PO Box 275
 12644 North Street
 Dillsboro, IN 47018

Primary Contact & Title: Dana Stout, Pastor

Phone #: 812-926-2183 **Cell:** 812-290-4909

Email: revstoutaurora@yahoo.com

Secondary Contact & Title: Scott Kraushar,
 Trustee

Phone # : 812-432-3344 **Cell:** 812-584-4598

Email: bskraushar@gmail.com

Organization Information:

Basement and Kitchen, no members that live close
 to the church.

Organization & Address:

Dillsboro Church of Christ
 11767 Old US 50
 Dillsboro, IN 47018

Primary Contact & Title: Neil Stewart, Pastor

Phone #: **Cell:** 812-493-9982

Secondary Contact & Title:

Phone # : **Cell:**

Organization Information:

Organization & Address:

Dillsboro Civic Club, Inc
9824 Central Ave
Dillsboro, IN 47018

Primary Contact & Title: Mary Lou Powers,
President

Phone #: 812-432-5680 **Cell:** 513-490-1086

Secondary Contact & Title: David Lusby, Vice
President

Phone # : 812-432-9658 **Cell:** 812-584-4505

Organization Information:

Additional Contacts:

John Rumsey, Trustee: 812-432-5321 (work) or
812-926-0499 (home), Joe Ryan, Trustee: 812-
432-9999 (work) or 812-577-7400 (home),
Howard Luke, Trustee: 812-667-5842.

Organization & Address:

Dillsboro Public Library
10151 Library Lane
Dillsboro, IN 47018

Primary Contact & Title: Mary Alice Horton,
Library Director

Phone #:812-926-0646 **Cell:**812-584-0771

Secondary Contact & Title: Patty Tibbs,
Dillsboro Public Library Team Leader

Phone # : 812-432-5200 **Cell:**

Organization Information:

Organization & Address:

Tri-State COAD
2111 Dana Avenue
Cincinnati, OH 45207

Primary Contact & Title: Tammy Simendinger,
American Red Cross

Phone #: 513-579-3031 **Cell:**

Secondary Contact & Title: George Siddall,
Chairman

Phone # : 513-579-3031 **Cell:**

Organization Information:

Organization & Address:

Primary Contact & Title:

Phone #: **Cell:**

Secondary Contact & Title:

Phone # : **Cell:**

Organization Information:

Dillsboro, Indiana

Whereas, Dillsboro, Indiana has been impacted by or is immediately threatened by a (natural/technological/national or state security).

Date: _____ Time: _____, Situation assessment: _____ and Duration of hazard: _____

Now, therefore, we, the Dillsboro Town Council, declare that a local disaster emergency exists in the Town and that we hereby invoke and declare those portions of the Indiana Code which are applicable to the conditions and have caused the issuance of the proclamation, to be in full force and effect in the Town for the exercise of all necessary emergency authority for protection of the lives and property of the people of this Town and the restoration of local government with a minimum of interruption.

Reference is hereby made to all appropriate laws, statutes, ordinances and resolutions and particularly to Indiana Code 10-14-3-29.

All public offices and employees of The Town of Dillsboro are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in execution of emergency laws, regulations and directive – state and local.

All citizens are called upon and directed to comply with the necessary emergency measures, to cooperate with public officials and disaster services forces in executing emergency operations plans, and to obey and comply with the lawful directions of properly identified officers.

All operating forces will direct their communications and requests for assistance and operations directly to the Dillsboro Emergency Operating Center.

In witness by majority vote, whereof, we have hereunto set our hand this _____ day of _____, 20__.

Dillsboro, Indiana

Dillsboro Town Council President

Dillsboro Town Council Vice President

Dillsboro Town Council Member

Dillsboro Town Council Member

Dillsboro Town Council Member