



Indiana State
Department of Health

Indiana District Planning Council Guidance Document

Revised

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EXECUTIVE SUMMARY

The September 11th attacks, Hurricane Katrina and more recently, Hurricanes Gustav and Ike, have demonstrated the need for effective planning and coordinated emergency responses to large scale disasters. These events also showed that disasters have no boundaries and can have an impact over an entire region.

Collaboration is the key element in Indiana's Strategy for Homeland Security. To encourage regional cooperation and teamwork ten Homeland Security Districts have been established across the State. Each District is comprised of multiple counties and the numerous local communities within them. The makeup of each District is unique and can vary considerably from one area to another. Communities within a District can range from rural farmland and small towns to sprawling urban areas, each with vastly different needs, capabilities and resources.

To maximize the effectiveness of preparedness and response planning, all efforts should be interdisciplinary, multijurisdictional, and refined by ongoing assessment and evaluation. The goal is to save lives and prevent or minimize damage to property. To this end the Indiana Department of Homeland Security (IDHS) and the Indiana State Department of Health (ISDH) are committed to support every community in its efforts to prepare for manmade or natural disasters.

No city, county, or state stands alone in preparing and responding to emergencies. Although communities across America have always come to the aid of their neighbors, the willingness to provide assistance is not enough. National, regional, state and local organization and planning can ensure effective, rapid mutual aid from multiple jurisdictions. By coming together in regional Districts, local governments and the state as a whole benefit from sharing resources. Regional planning can eliminate redundancy in critical response and more effectively coordinate planning, training, and exercise activities. In addition to assisting individual jurisdictions, IDHS is prepared to support each District in accessing regional resources and methods to prevent, protect against, respond to, and recover from major disasters.

In the event of a disaster that affects multiple counties and jurisdictions, coordinating an effective emergency response will be both critically important and incredibly difficult. It will be necessary for multiple agencies, departments and governmental entities to put forth a coordinated effort to save lives and meet the immediate needs of their communities. To assist local emergency responders and government officials, as well as improve overall coordination, the State of Indiana has developed the District Planning Council Program.

The District Planning Council (DPC) program was developed to assist each of Indiana's ten Homeland Security Districts in planning, organizing and managing critical emergency response activities on a regional basis. It brings together multiple jurisdictions, disciplines and agencies into a formal organizational structure to focus on common strategic goals and objectives.

The DPC Program consists of two components. The first is the District Planning Council (DPC). Each DPC is made up of local emergency responders, emergency managers and representatives from other key agencies. The DPC is not a response entity, but an organization responsible for developing emergency response strategies, plans and procedures for their district. The second component of the DPC Program is the District Planning Oversight Committee (DPOC). The recommended membership of the DPOC should include the following local officials from each county in the District; the president of the board of county commissioners from each county and the mayor or town board president of the most populated city or town in each county. The primary mission of the DPOC will be to formally appoint the members of the DPC and provide executive oversight, support and guidance for their activities.

Many jurisdictions and Districts have already begun planning and organizing. Many have formed DPCs and task forces and have developed strategies in key areas such as incident response, mutual aid, public communications, and training and exercise. Each District should continuously assess the status of its organization and state of preparedness relative to these key areas. IDHS is prepared to provide organizational and operational support to the Districts. Assistance shall be provided by private-sector consultants, the Indiana State Department of Health and personnel from the Planning, Training, Response, Support Service and Fire and Building Safety Divisions of IDHS.

The original draft of this Guidance was published in 2005, and the present document represents the first revised edition. Lessons learned in the past two years have been integrated into the recommendations and requirements. IDHS understands that each District has unique needs and conditions that will affect both its future organization and planning activities; therefore it anticipates that there will be differences in how Districts are organized and how their planning is prioritized. However, certain requirements must be met in order to receive state and federal funding.

This Guidance is designed to be used in a partnership with IDHS, which has access to a wide range of expertise both internally and externally. Working as partners, the development of District capacities to assess, plan, and respond will insure safer communities at the local, regional, and state levels.

I. Introduction

In recent years, the State of Indiana, as well as the rest of the nation, has witnessed numerous devastating events occurring across the United States. These events have prompted elected officials and government agencies to thoroughly examine the way public safety professionals view ourselves and our world, and ultimately, how we prepare for and respond to such events.

Considering the major instances impacting the United States, some of the most significant include the following:

- The bombing of the Murrah Federal Building in Oklahoma City in 1995.
- Increasing instances of school violence and shootings such as the one at the Columbine High School in Littleton, Colorado in 1999, Virginia Tech in 2007 and Northern Illinois University in 2008.
- The bombing at the Olympic Games in Atlanta, Georgia in 1996.
- The tragic events of September 11, 2001, when terrorists killed nearly 3,000 people.
- The sniper shootings in the Washington, D.C. area and those in Ohio in 2003 and 2004.
- Hurricanes Katrina and Rita devastating the Gulf Coast in 2005.
- The recent impacts of Hurricanes Gustav and Ike on the Gulf Coast and Midwest in 2008.

Responses to such events require a coordinated, communitywide effort. All too often, however, local jurisdictions find themselves with limited resources and with personnel who may lack the specialized training and real-world experience to deal with such events. Additionally the impact of these situations may likely spread across jurisdictional and political boundaries, further testing and complicating such basic principles as Incident Command, resource management, interoperability, and the activation of mutual aid.

A. Purpose

The purpose of the Indiana District Planning Council Guidance is to provide information for the ten Homeland Security Districts on the requirements for the development, organization, composition, and basic

responsibilities for each District Planning Council and District Planning Oversight Committee.

B. Mission

The primary mission of a District Planning Council is to efficiently and effectively manage and coordinate a core set of preparedness activities that focus on strategic and operational planning; resource allocation and resource management; first responder training and exercises; as well as promoting coordination and communication with all levels of federal, state, and local governments. The purpose of the District Oversight Committee is to review and oversee activities of the DPCs. It is recommended that the DPOC be comprised of chief elected officials of each county. Suggested members include the president of the board of county commissioners and the mayor / town board president of the most populated city or town in each county. These elected officials, as the representatives of their jurisdictions, provide the authority and governing framework for the District.

C. Scope

This document is intended to be utilized by each of the ten Homeland Security Districts in establishing their District Planning Councils. It is NOT a replacement for any jurisdictional Comprehensive Emergency Management Plan (CEMP), tactical procedures, or other planning documents of individual counties or municipalities. It should, however, be used in conjunction with these materials in events where multiple counties in a single area may be affected by a major or catastrophic event.

D. Authorities/References

1. Federal

- a) **Homeland Security Act of 2002** – The Homeland Security Act of 2002 establishes the United States Department of Homeland Security and organizes existing agencies and departments at the federal level into an overall structure to support the protection of the American Homeland.
- b) **Public Health Security and Bioterrorism Preparedness and Response Act** – This law, also known as the Bioterrorism Act of 2002, establishes guidance and directives for the prevention, tracking, and reporting of potential or actual events of bioterrorism within the United States. It focuses the public health response personnel toward a number of preparedness

activities, which include emergency planning, training, and exercises. It also provides for funding of public health initiative such as public outreach and equipping personnel for bioterrorism threats.

- c) **Robert T. Stafford Disaster Relief and Emergency Assistance Act** – This federal law establishes and provides direction for federal and state government entities affected by emergencies and disasters and the means and methods necessary to declare and seek reimbursement and monies to support recovery efforts.
- d) **Homeland Security Presidential Security Directive 5** – This Presidential Executive Order implemented on February 28, 2003 establishes and directs the development of the National Incident Management System (NIMS) for the purpose of managing and coordinating major natural or manmade hazards at the federal, state, and local jurisdictional levels. Additionally, NIMS is now a requirement for all state and local entities receiving federal preparedness assistance through grants, contracts or other activities.
- e) **Homeland Security Presidential Security Directive 7** – This Presidential Executive Order, implemented on December 17, 2003, establishes a national policy for federal departments and agencies to identify and prioritize critical infrastructure and key resources in the United States with the purpose of protecting these locations from terrorist attacks.
- f) **Homeland Security Presidential Security Directive 8** – This directive, implemented on February 28, 2003, is a companion to HSPD 5. It clarifies the definition of “first responder” and establishes a National Preparedness Goal. This goal directs federal and state agencies to outline areas to improve overall homeland security activities by improving technical and financial assistance to local agencies, providing first responder equipment, establishing comprehensive training and exercise programs, maximizing overall citizen participation in public safety, improving public communication and national warning systems, and conducting periodic assessments and evaluations of overall programs.
- g) **Homeland Security Presidential Security Directive 9** – This directive establishes a national policy to defend the agriculture

and food system against terrorist attacks, major disasters, and other emergencies.

- h) The National Response Framework** – This document presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe.
- i) The National Incident Management System Guidance** – This document, issued in March 2004, provides background information on the National Incident Management System (NIMS), which includes a detailed explanation of the core set of concepts and principles of which the program is comprised. These components include command and management, preparedness, resource management, communication and information management, supporting technologies, and ongoing management and maintenance.
- j) Federal Continuity Directive (FCD-1)** – In May of 2007 the National Security Presidential Directive-51 / Homeland Security Presidential Directive 20 (NSPD-51 / HSPD-20) was issued by the President to establish and maintain a comprehensive and effective national continuity capability in order to assure the preservation of our form of government under the constitution and continuing performance of national essential functions under all conditions. This document outlines the Continuity of Operations (COOP) and Continuity of Government (COG) required of all Federal agencies.

2. State

- a) Indiana Code 10-19-2-1** – This state law establishes the Indiana Department of Homeland Security and outlines its main purpose and mission for providing security and support to the citizens of Indiana for the prevention and response to both natural hazards and those manmade threats, either accidental or intentional.
- b) Indiana Code 10-19-4-1** – This state law establishes the Division of Planning within the Indiana Department of Homeland Security and gives this Division the primary responsibility of

assessing state and local security issues and developing the strategic plans to address those issues.

- c) **Indiana Code 10-19-8-1** – This state law establishes the Counter-Terrorism and Security Council (CTASC) and gives this body the responsibility to plan for and coordinate those activities to prevent or lessen the impact of terrorist attacks or events that affect Indiana communities.

- d) **Indiana Code 10-19-8-4 (a)(5)** – This portion of the state law states that CTASC shall “Develop affiliates of the council to coordinate local efforts and serve as the point of contact for the council and the United States Department of Homeland Security.” These affiliates have been designated by the Indiana Department of Homeland Security and CTASC as District Planning Councils in each of the Homeland Security Districts.

- e) **Indiana Code 10-14-3** – This state law is the primary guideline for establishing and coordinating local emergency management programs and provides information on the disaster declaration process, emergency planning, and other pertinent requirements for successful public safety programs.

- f) **Indiana Code 16-19-3** – This state law gives the Indiana State Department of Health the authority to act to protect the health and lives of the citizens of the State of Indiana. It gives this department “all powers necessary to fulfill the duties prescribed in the statutes and to bring action in the courts for the enforcement of the health laws and health rules.”

- g) **Indiana Comprehensive Emergency Management Plan** – This document is the all-discipline, all-hazards plan establishing a single, comprehensive framework for the management of emergency and disaster events for the State of Indiana. The Indiana Comprehensive Emergency Management Plan (CEMP) provides the structure and mechanism for the coordination of state support to local jurisdictions and as a general reference point for state agencies to develop and coordinate contingencies to meet the needs of the state during emergency or disaster events. The CEMP is an important component in promoting life safety; reducing the vulnerability to natural and human caused hazards; and minimizing the damage and assisting in the recovery from any type of incident that may occur within Indiana’s borders.

- h) Homeland Security in Indiana, Recommendations for District Planning Councils, January 2005** – This white paper was developed as an informational document to provide ideas and recommendations for how District Planning Councils should be developed, organized, and utilized.

The objective of developing District Planning Councils was initially examined with a series of ten District Informational Meetings that were held between September 1 and October 27, 2004. The purpose of the meetings was to first discuss Indiana's homeland security efforts as represented by CTASC, IDHS (formerly SEMA) and ISDH; second, to introduce the District planning concept; and third to learn what local representatives were doing to foster multi-county approaches to planning.

Feedback from the ten informational meetings was reviewed by an interagency coordination group made up of CTASC, ISDH and IDHS staff. Subsequent meetings have been held with Public Health District Coordinators and local EMA directors to review and provide feedback on drafts of the statement of purpose, structure, membership, and oversight. Their input has been considered and where there was consensus on major points, it is included in the white paper.

- k) IDHS Opinion on the Legal Standing of Homeland Security Districts** – In December 2007, IDHS issued an opinion on the legal standing of the Homeland Security District Planning Oversight Committees and Planning Councils. The opinion discusses the statutes which empowered IDHS to create the districts and the authority under which the district organizations may operate on behalf of the constituent jurisdictions. (See Annex C for full text of the legal opinion.)
- l) Executive Order 05-09** – Designates the Executive Director of the Indiana Department of Homeland Security as the State Coordinating Officer for all emergency and disaster preparedness, mitigation, response and recovery operations for the State of Indiana.

3. Local

a) Local Emergency Management Ordinances – Local Emergency Management (EM) Ordinances are an extension of state law 10-14-3, at the local jurisdictional level. These local statutes spell out additional jurisdictional-specific or area-specific requirements that the state law does not address. The Local EM Ordinances also establish the Local Emergency Management Director with the authority to act before, during, and after an emergency or disaster, and define the necessary requirements for establishing and maintaining an effective emergency management and public safety program for a given jurisdiction.

b) Local Comprehensive Emergency Management Plans – These documents are the all-disciplines, all-hazards plans established and modeled after the State Comprehensive Emergency Management Plan and the National Response Framework for local jurisdictions within the State of Indiana. They provide for a single, comprehensive framework for the management of emergency and disaster events for a given jurisdiction. Local Comprehensive Emergency Management Plans (CEMP) provide structure and mechanisms for coordinating local preparedness and response activities and act as a general reference point for local agencies to develop contingencies to meet the needs of their communities during emergency or disaster events. A local CEMP is an important component in promoting life safety, reducing the vulnerability to natural and human caused hazards, and minimizing the damage and assisting in the recovery from any type of incident that may occur within any Indiana community.

E. Background

The State of Indiana was divided into ten Homeland Security Districts to aid both state agencies and local jurisdictions. In the coordination of resources, personnel, and technical capabilities for ease of preparing for response activities that may involve multiple agencies, multiple disciplines, and multiple jurisdictions. These Homeland Security Districts are to be considered an additional tool and support mechanism for emergency management programs throughout the State. By sharing resources and planning activities for major events that may affect a large area, local governments, as well as local response agencies, increase their potential to save lives, protect property, and ensure that equipment and resource dollars are used by the most effective and efficient methods.

F. Applicability

This Administrative Guide applies to the following:

1. District Planning Council – **District 1**, consisting of representatives from the following counties: Jasper, Lake, LaPorte, Newton, and Porter.
2. District Planning Council – **District 2**, consisting of the representatives from the following counties: Elkhart, Fulton, Kosciusko, Marshall, Pulaski, St. Joseph, and Starke.
3. District Planning Council – **District 3**, consisting of representative from the following counties: Adams, Allen, DeKalb, Huntington, LaGrange, Miami, Noble, Steuben, Wabash, Wells, and Whitley.
4. District Planning Council – **District 4**, consisting of representative from the following counties: Benton, Carroll, Cass, Clinton, Fountain, Montgomery, Tippecanoe, Warren, and White.
5. District Planning Council – **District 5**, consisting of representative from the following counties: Boone, Hamilton, Hancock, Hendricks, Johnson, Marion, Morgan, and Shelby.
6. District Planning Council – **District 6**, consisting of representative from the following counties: Blackford, Delaware, Fayette, Grant, Henry, Howard, Jay, Madison, Randolph, Rush, Tipton, Union, and Wayne.

7. District Planning Council – **District 7**, consisting of representative from the following counties: Clay, Greene, Owen, Parke, Putnam, Sullivan, Vermillion, and Vigo.
8. District Planning Council – **District 8**, consisting of representative from the following counties: Bartholomew, Brown, Jackson, Lawrence, Monroe, Orange, and Washington.
9. District Planning Council – **District 9**, consisting of representative from the following counties: Clark, Dearborn, Decatur, Floyd, Franklin, Harrison, Jefferson, Jennings, Ohio, Ripley, Scott, and Switzerland.
10. District Planning Council – **District 10**, consisting of representative from the following counties: Crawford, Daviess, Dubois, Gibson, Knox, Martin, Perry, Pike, Posey, Spencer, Vanderburgh, and Warrick.
11. State agencies with roles in developing and implementing homeland security and cross-disciplinary strategies. These agencies include, but are not limited to:
 - a. Indiana Department of Homeland Security
 - b. Indiana State Department of Health
 - c. Indiana Counter-Terrorism and Security Council
 - d. Indiana State Police
 - e. Indiana Department of Environmental Management
 - f. Indiana State Department of Agriculture
 - g. Board of Animal Health
 - h. Indiana Department of Transportation
 - i. Indiana National Guard
 - j. Other key state agencies, as deemed necessary

Homeland Security Districts

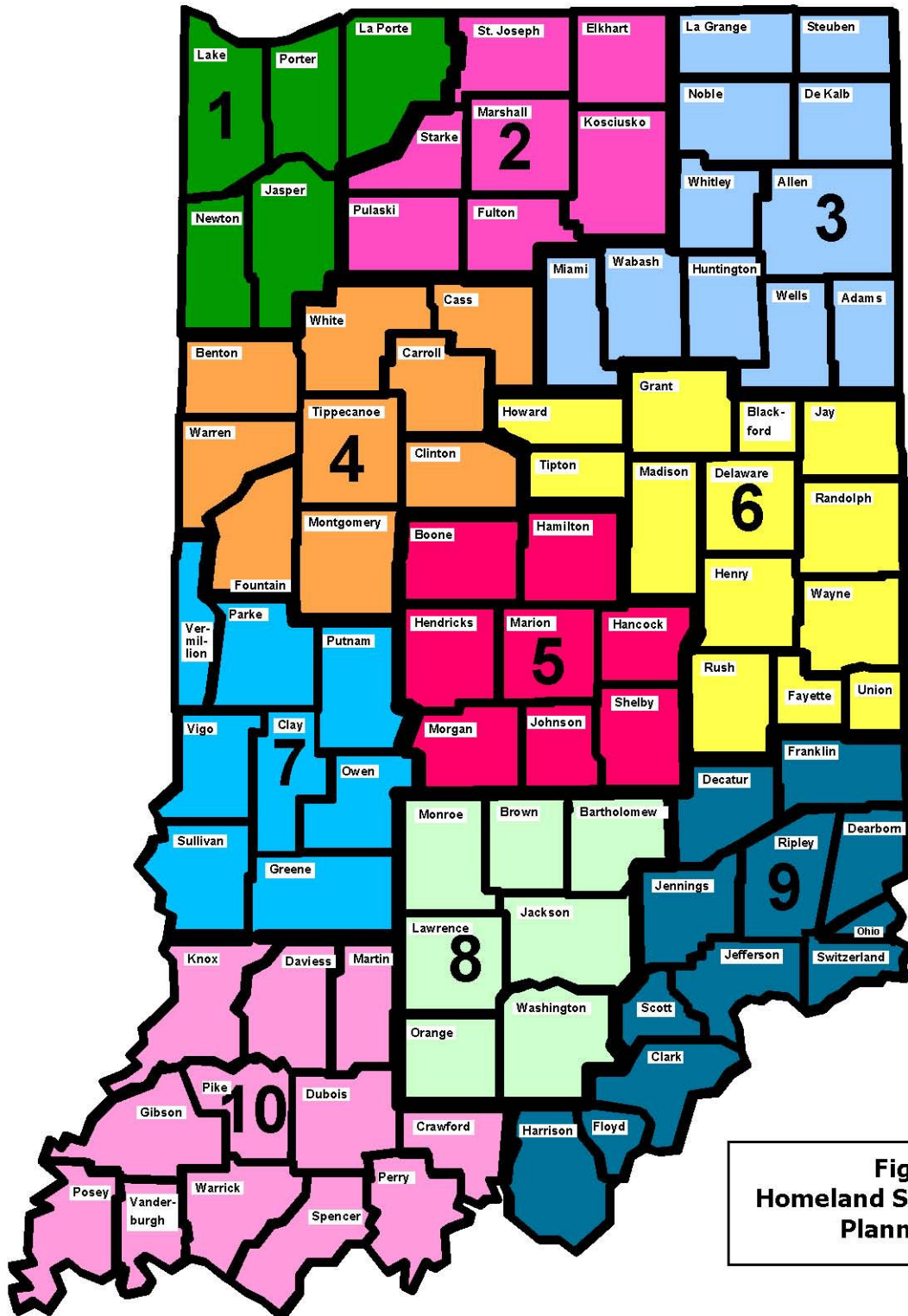


Figure 1
Homeland Security District
Planning Map

II. ORGANIZATION AND RESPONSIBILITIES

A. General

In order to fully encompass and integrate the appropriate personnel and agency representatives in each of the ten Homeland Security Districts, a recommended organizational structure is outlined in this section. This structure is based on the best practices of successful regional organizations and lessons learned from the organization of Homeland Security District 3 in 2007.

There is flexibility built into the organizational framework of each District Planning Oversight Committee and District Planning Council. This flexibility allows each district to adapt their membership and organizational structure to meet their specific needs.

This Guidance applies to the District Planning Oversight Committee for each District, individual District Planning Councils, and District Subcommittees, as required.

B. District Planning Oversight Committee

1. Description and Purpose

A District Planning Oversight Committee may be established in each of the Homeland Security Districts that will serve as the primary oversight entity for each of the District Planning Councils. The involvement and understanding of local elected officials is essential to the long term success of the District planning process, thus the establishment of a DPOC is strongly encouraged.

2. Membership and Composition

The recommended membership of each District Planning Oversight Committee (DPOC) includes the following local elected officials:

- a. The President of County Commissioners for each of the counties in the District.
- b. The Mayor or town board president of the most populated city or town in each county of the District.

- c. Other elected officials as deemed necessary by the DPOC, provided that no one county has a majority of members on the Oversight Committee.
- d. If an elected official is unable to attend a DPOC meeting, a proxy may be appointed. To avoid conflicts of interest and maintain executive level involvement, IDHS strongly recommends the following:
 - The proxy is an elected official.
 - The proxy is not a current member of the DPC.

3. Goals and Objectives

District Planning Oversight Committees (DPOC) will be supported by IDHS, ISDH, and CTASC in completing the following goals and objectives:

Goal A: Select a DPOC member to serve as the Chairperson to preside at meetings and oversee the activities of the DPOC. See Annex D for a complete description of the DPOC Chairperson’s authority and duties.

Objective 1

Review background, experience, and qualifications of DPOC members for purposes of selecting a Chairperson.

Objective 2

Using information obtained on members of the DPOC; organize a vote for the Chairperson, ensuring all members participate.

Objective 3

With the Chairperson presiding, develop and adopt by-laws for the DPOC incorporating a governing framework and administrative policies and procedures. See Annex E for model by-laws which may be used as a template for discussion, possible revision, and adoption.

Goal B: Select a member to serve as First Vice-Chairperson to preside at meetings and to oversee activities for the DPOC in the absence of the Chairperson. Select a Second Vice-Chairperson to preside at meetings and to oversee activities of the DPOC in the absence of the Chairperson and First

Vice-Chairperson. See Annex D for a complete description of authority and duties for the DPOC First and Second Vice-Chairpersons.

Objective 1

Review background, experience, and qualifications of DPOC members for purposes of selecting the First and Second Vice-Chairpersons.

Objective 2

Using information obtained on members of the DPOC; organize a vote for the First and Second Vice-Chairpersons, ensuring all members participate.

Objective 3

Support, assist, and coordinate with the First and Second Vice-Chairpersons on the development of administrative policies and procedures for the DPOC.

Goal C: Select the members to serve on the District Planning Council (DPC) as established in Section II.C.2 of this guidance document which may be found below.

Objective 1

Establish a listing of potential personnel from each county within the District to serve on the given DPC based upon qualifications, motivation, disciplines, and the District needs.

Objective 2

Using information obtained on the potential members of the given DPC; make the appropriate selections, as established in Section II.C.2 of this guidance document.

Objective 3

Provide support and assistance to the given DPC, ensuring federal and state rules and directives supporting homeland security initiatives are followed.

Goal D: Designate a governmental entity from the DPOC membership to serve as the District Fiscal Agent for the management of funds provided by federal and state entities, which directly supports the homeland security activities of a given DPC.

Objective 1

Review the capacities and level of interest of the member jurisdictions to serve as a fiscal agent.

Objective 2

Using information obtained on member jurisdictions, request recommendations for the position of District Fiscal Agent.

Objective 3

Based upon those recommendations, make the appropriate selection for the District Fiscal Agent.

Objective 4

Provide support and assistance to the District Fiscal Agent, ensuring that Federal and State Grant Guidance is utilized and followed, and ensure proper contacts exist with federal and state grants management personnel.

NOTE: Specific funding and preparedness grants from both the federal and state government may not be directly controlled or managed by the District Fiscal Agent for a given Homeland Security. Grants may be issued to specific agencies, departments, and jurisdictions based upon pre-established guidelines and policies.

Goal E: Review, discuss and endorse plans and initiatives that are developed by the District Planning Council.

Objective 1

Review and become familiar with federal and state authorities that directly impact homeland security coordination and planning initiatives.

Objective 2

Support the DPC in conducting a Planning Needs Assessment for the Homeland Security District to determine planning shortfalls as well as areas/scenarios that may require strategic or operational planning.

Objective 3

Support the DPC in the creation of required plans and strategies to support overall homeland security initiatives.

Objective 4

Review and forward best practices in the areas of planning and District coordination to CTASC for possible implementation in other Homeland Security Districts.

Goal F: Supervise the development and organization of subcommittees that may be formed to support the District Planning Council.

Objective 1

Assist the DPC in assessing the current informational needs to determine data or plans needed in such areas as critical infrastructure preparedness, District coordination/collaboration, implementation of the National Incident Management System, or other issues deemed priorities.

Objective 2

Assist the DPC in the determination of the appropriate subcommittees to satisfy and meet the specific homeland security needs.

Objective 3

Assist the DPC in selecting the appropriate personnel to be members on the subcommittee, considering such factors as the Interim National Preparedness Goal, established work plans for the given District, Federal, State, and Local authorities, deadlines and timeframes for completion of specific projects, the expertise, training, and qualifications of the given District personnel, and other criteria deemed beneficial for selecting an effective subcommittee.

Objective 4

Work with and support the DPC to ensure that the subcommittee is meeting or exceeding specific work assignments and requesting technical assistance, as required.

Goal G: Participate in an annual review concerning the state of readiness within a given District.

Objective 1

Assess and document progress made within the Homeland

Security District with regard to strategic and operational planning as well as the National Preparedness Goal, NIMS and the Target Capabilities List.

Objective 2

Assess and document progress made within the District on the development of a District Mutual Aid Agreement, and other agreements and Memorandums of Understanding that directly support federal, state, and local homeland security strategies and planning initiatives.

Objective 3

Assess and document progress made within the District on the development of Communications and Public Information Plans in member jurisdictions along with a District planning component to provide additional public information resources to a requesting jurisdiction in the event of the activation of mutual aid.

Objective 4

Assess and document progress made within the District on the delivery of homeland security-related training as well as the conduct of emergency preparedness/response exercises, ensuring the exercises meet with the Homeland Security Exercise and Evaluation Program (HSEEP) criteria.

C. District Planning Councils

1. Description and Purpose

One District Planning Council (DPC) should be established in each of the Homeland Security Districts. These DPCs will serve as the primary bodies responsible for developing, organizing, and implementing strategic and operational planning documentation to support the efforts of local jurisdictions in areas that include, but are not limited to: resource allocation; public information; development of subcommittees; and interoperability communication capabilities.

Each DPC will coordinate their efforts with local agencies and local elected and appointed officials to:

- a. Assist all counties comprising the District with the elimination or reduction of redundant preparedness activities by encouraging those jurisdictions to share and review together their local homeland security and emergency management plans.
- b. Assist in the coordination and development of strategies, plans and procedures that directly support homeland security efforts and disaster preparedness, thereby enhancing the State of Indiana's overall coordination and readiness.
- c. Assist in the review of grant and funding applications for various entities within the District to ensure overall compliance with federal and state guidelines, as well as, to eliminate the duplication of resources, equipment, and services being requested to maximize District resource dollars.
- d. Provide oversight and administrative support for the District Response Task Force.

2. Membership and Composition

The DPOC in each District should select a minimum of two (2) individuals from each county within that District to serve on the DPC. Potential members could include, but are not limited to, the following:

- a. County and municipal emergency management personnel
- b. Local Emergency Planning Committee (LEPC) chair
- c. Local sheriff's departments
- d. Municipal police chief, town marshal, or other applicable body
- e. Chiefs of both career and volunteer fire departments
- f. Local director of Emergency Medical Services
- g. County/City public health officer
- h. Red Cross or other volunteer personnel
- i. Local hospitals
- j. Mental health and addiction representative
- k. Rural or farming cooperatives or veterinarian's associations
- l. Public works and engineering
- m. Emergency communications/911 dispatch centers

The District Planning Oversight Committee (DPOC) may choose to increase the number of personnel on the DPC to meet the specific needs of the District. However, no one county shall have a majority on a given District Planning Council.

Although DPCs have been given discretion in this area, IDHS *recommends* the following DPC membership structure to ensure adequate representation and a Council of a manageable size. Each county should have 3 representatives. The county emergency management agency (EMA) director would serve as a member of the DPC by virtue of his/her office and until such time as he/she no longer serves as EMA. Two more members would be appointed by the chief elected officials in each county. The President of the Board of Commissioners would make one appointment and the mayor of the largest city or the board president of the largest town would make the other. These appointees should serve as members of the DPC until such time as they resign or are removed by the appointing chief elected official. The membership structure and appointment process should be included in the by-laws for each Council and Committee. (See Annex G for DPC model by-laws and Annex E for DPOC model by-laws.)

Furthermore, all counties within the Homeland Security District must have equal and fair representation on the given DPC.

Additional members for a DPC as well as for subcommittees may be selected from the following disciplines:

- a. Community health/primary health providers
- b. Public Works (including energy and water supplies)
- c. Federal, state, and local law enforcement (including campus security, where appropriate)
- d. Environmental management
- e. Transportation representatives
- f. Private sector representatives from critical infrastructure entities
- g. School/University representatives
- h. Additional elected officials

3. Goals and Objectives

Each District Planning Council (DPC) will be supported by their corresponding DPOC as well as IDHS, ISDH, and CTASC in completing the following goals and objectives:

- Goal A:** Select a member to serve as the Chairperson for the DPC. (See Annex F for a complete description of the DPC Chairperson's authority and duties.)

Objective A.1.

Review background, experience, and qualifications of DPC members for purposes of selecting a Chairperson.

Objective A.2.

Using information obtained on members of the DPC, organize a vote for the Chairperson ensuring all members participate.

Objective A.3.

With the Chairperson presiding, develop and adopt by-laws for the DPC incorporating a governing framework and administrative policies and procedures. See Annex G for model by-laws which may be used as a template for discussion, possible revision, and adoption.

Goal B: Select a member to serve as First Vice-Chairperson to preside at meetings and to oversee activities of the DPC in the absence of the Chairperson. Select a member to serve as Second Vice-Chairperson to preside at meetings and to oversee activities of the DPC in the absence of the Chairperson and First Vice-Chairperson. See Annex F for complete description of the authority and duties for the DPC First and Second Vice-Chairpersons.

Objective B.1.

Review background, experience, and qualifications of DPC members for purposes of selecting the First and Second Vice-Chairpersons.

Objective B.2.

Using information obtained on members of the DPC; organize a vote for the First and Second Vice-Chairpersons, ensuring all members participate.

Objective B.3.

Support, assist, and coordinate with the First and Second Vice-Chairpersons on the development of administrative policies and procedures for the DPC.

Goal C: Conduct Homeland Security and Preparedness Assessments for the District, ensuring these assessments meet or exceed the requirements found in the National Preparedness Guidelines.

Objective C.1.

Conduct appropriate Hazard and Risk Assessments necessary to determine existing or potential vulnerabilities and threats within the District.

Objective C.2.

Conduct a Compliance Assessment of the District to ensure that the National Incident Management System and the National Response Framework are integrated into the existing training activities.

Objective C.3.

Conduct a Compliance Assessment of the District to determine how best to implement and integrate the framework of the Critical Infrastructure Protection Program and the National Infrastructure Protection Plan within the given District.

Objective C.4.

Conduct a Compliance Assessment of the District to determine how best to strengthen medical capacities surge and develop/organize Mass Prophylaxis Clinics within the District based upon CDC and HRSA guidance and community needs.

Objective C.5.

Conduct a Capability Assessment of the District, utilizing as a basis, the Target Capabilities List (TCL) and the 36 Critical Capabilities that are outlined on that list.

Objective C.6.

Conduct a Needs Assessment of the District, using as a basis, past Compliance, Capability, and Performance Assessments, as well as information solicited from the various response and support organizations found within the given District on the specific needs and shortfalls.

Objective C.7.

Conduct a Performance Assessment for local organizations and agencies that have homeland security functions using information based upon After Action Reports generated by both real world and exercise situations, ensuring that recognized federal, state, and local standards related to

emergency preparedness are examined and evaluated.

Objective C.8.

Conduct a Compliance Assessment of the District's Capabilities Based Planning activities, ensuring these activities consider and/or involve the Universal Task List and the Target Capabilities List.

Goal D: Develop and implement a **District Homeland Security Strategy**. A District Homeland Security Strategy Guide with referenced templates is available online through the IDHS website. The basic objectives for completing the plan include:

Objective D.1.

Coordinate with local officials of the given District to establish long and short-range strategic planning goals and objectives.

Objective D.2.

Develop a comprehensive timeline for the completion of those strategic goals and objectives, ensuring that federal, state, and local requirements are considered, as well as information obtained from District Compliance, Capability, Needs and Performance Assessments conducted within the District.

Objective D.3.

Consider the costs and potential funding source(s) associated with each strategic goal and objective, as well as the necessary personnel, equipment and training to complete those goals and objectives.

Objective D.4.

Provide a draft of the District Homeland Security Strategy to the District Planning Oversight Committee for review, comment, and approval.

Objective D.5.

Once reviewed and approved by the DPOC, the document will then be sent to CTASC for review, comment, and recommendations prior to implementation.

Goal E: Sponsor and support District Grant and Resource Coordination.

Objective E.1.

Coordinate with the District Fiscal Agent on the amount, types, and sources of funding available to the District, considering such sources as the U.S. Department of Homeland Security, the Centers Disease Control and Prevention, Health Resources and Services Administration, and other federal and state funding.

Objective E.2.

Conduct a Resource Coordination Assessment of materials and equipment needed and submit those findings as well as their recommendations for purchase and distribution of resources to the District Fiscal Agent.

Objective E.3.

Continue to provide information and resource information to the DPOC and the District Fiscal Agent concerning needs as they relate to personnel, equipment, and resources, as outlined in the District Homeland Security Strategy.

Goal F: Develop and implement a **District Crisis Communication and Public Information Plan**. A District Crisis Communication and Public Information Guide with templates and worksheets are available online at the IDHS website. The basic objectives for completing the plan include:

Objective F.1.

Develop a listing of all qualified personnel who serve or may be called to serve as Public Information Officers to support the District Homeland Security program.

Objective F.2.

Develop a listing of the primary media contacts for newspaper, television, radio, and other public informational resources to be used to establish a District information network.

Objective F.3.

Establish locations for actual or potential Joint Information

Centers, which will be used in disaster or emergency situations for the dissemination and coordination of critical information.

Objective F.4.

Develop and implement written standard operating procedures for the activation and support of Joint Information Centers within the given District.

Objective F.5.

Develop and implement written standard operating procedures for addressing the media and public during crisis situations that may involve terrorism activities within the given District.

Objective F.6.

Develop a series of prewritten public announcements or press releases for information concerning multiple situations and homeland security events.

Objective F.7.

Develop a draft of the District Crisis Communication and Public Information Plan and submit it for review and approval to the District Planning Oversight Committee.

Objective F.8.

Once reviewed and approved by the DPOC, the document will then be sent to CTASC for review, comment, and recommendations prior to implementation.

Goal G: Develop and implement a **District Mutual Aid Agreement**. A District Mutual Aid Agreement Template is available online at the IDHS website. The basic objectives for completing a mutual aid agreement include:

Objective G.1.

Determine the types of events in which the agreement will be activated, concentrating on natural disasters, terrorist-related attacks and/or other harmful incidents.

Objective G.2.

Ensure that the appropriate legal authorities and references, which pertain to establishing and implementing Mutual Aid Agreements, are identified.

Objective G.3.

Identify the resources and services that may be requested to support events that occur within the given Homeland Security District.

Objective G.4.

Explain and outline the utilization of the National Incident Management System for all mutual aid activities within the given District.

Objective G.5.

Include other pertinent logistical data in the District Mutual Aid Agreement as needed to support the overall District Homeland Security Strategy.

Objective G.6.

Develop a draft of the District Mutual Aid Agreement and submit it for review and approval to the District Planning Oversight Committee.

Objective G.7.

Once reviewed and approved by the DPOC, the document will then be sent to CTASC for review, comment, and recommendations prior to implementation.

Objective G.8

Develop mutual aid agreements concerning Continuity of Operations issues, such as mutual usability of EOC's across county and jurisdictional lines. Use of administrative facilities for essential government functions should also be addressed.

Goal H: Develop and implement a self sustaining HSEEP (Homeland Security Exercise and Evaluation Program) compliant Multi-Year District Training & Exercise Plan and Schedule. (The Multi Year Training & Exercise Plan and Schedule provides a roadmap for the district to follow in accomplishing the priorities described in the Homeland Security Strategy. Each priority is linked to a corresponding national priority and to the associated Target Capability that would facilitate accomplishment of those capabilities and achieve that priority).

Objective H.1.

Conduct a comprehensive District-wide Training & Exercise Planning Workshop (TEPW). This workshop is based upon the needs and capabilities of the jurisdiction and their assigned hazard/threat on an annual basis. The schedule is to align with the state and federal Training & Exercise Schedule; District TEPW to be conducted March-May followed by the state level TEPW in September-October, FEMA Region V to follow in February.

Objective H.2.

Establish a strategy to meet the specific training needs as identified during the conduct of the District TEPW and develop a draft of the Multi Year Training & Exercise Plan and Schedule for review and approval by the State Training Officer (STO) and State Exercise Training Officer (ETO). (The Multi Year Training & Exercise Plan and Schedule will be submitted to FEMA Region V for integration into the Federal Training & Exercise Planning Workshop culminating in a National Training & Exercise Plan based on local, state and federal needs).

Objective H.3.

Identify key facilities, resources and exercise locations that may be utilized for preparedness exercises and training venues to meet identified needs.

Objective H.4.

Develop a District-wide Training & Exercise Calendar showing the Homeland Security courses and exercises being conducted, their locations, instructors and other pertinent information. The jurisdiction may choose to display that calendar on their website and/or make available through the IDHS Training Calendar.

Objective H.5.

Integrate within the District a formal Training & Exercise After Action Reporting and Improvement Plan to include Corrective Action Plan management as specified by HSEEP.

Objective H.6.

Develop a draft of the Multi-Year District Training and Exercise Plan and Schedule and submit it for review and approval to the District Planning Oversight Committee.

NOTE: For any plans, strategies, or documentation created by a given DPC, approval may not unreasonably be withheld, and plans may be implemented without such approval provided that a state funding agency gives concurrence prior to implementation.

Goal I: Develop and organize a **District Task Force** for incident response.

D. Subcommittees for District Planning Councils

1. Description and Purpose

A District Planning Council may choose to establish and utilize Planning or Project Subcommittees for their Homeland Security District. Subcommittees should serve as an additional support capability in the development of specific planning projects or other Homeland Security activities as needed by a given District.

2. Membership and Responsibilities

Subcommittees may be established by a DPC to support specific planning needs and may be comprised of individuals representing multiple disciplines, multiple agencies, and multiple jurisdictions within the given Homeland Security District.

For ease of coordination, the following information is provided to guide each DPC in selecting membership and establishing working subcommittees for their respective Homeland Security Districts. These are provided as recommendations only. A DPOC and DPC may choose to establish or organize a subcommittee with other needs or activities in mind. However, each DPOC and DPC should consider the following subcommittees in their selection process, based upon current planning initiatives, Federal, State, and local directives, timeframes, and District Planning needs:

- a. Resource Management Subcommittee** – This subcommittee should be responsible for assisting in developing, organizing, and implementing strategies to support District resource coordination and other logistical issues. It should be comprised of individuals who are subject matter experts in resources tracking, support, and procurement.
- b. Communications and Warning Subcommittee** – This subcommittee should be responsible for assisting a DPC with the development, organization, and implementation of strategies to ensure that critical communications and interoperability issues are resolved prior to major Homeland Security events. It should be comprised of individuals who are subject matter experts in communications equipment, communication strategies, and State and local warning protocols for hazard events.
- c. Public Information Subcommittee** – This subcommittee should be responsible for assisting with the development, organization, and implementation of strategies aimed at ensuring that the public and the media are provided critical information before, during, and after emergency or disaster-related events. These strategies should address the objectives under section C.3. Goal F: Develop and implement a District Crisis Communication and Public Information Plan. The subcommittee should be comprised of individuals who are subject matter experts and experienced with crisis and risk communication. These individuals must be prepared to coordinate and deal with media personnel and to educate the general public on emergency preparedness and homeland security initiatives.
- d. Emergency Services Subcommittee** – This subcommittee should be responsible for assisting a DPC with the development, organization, and implementation of planning documentation and strategies to ensure that public safety organizations within a Homeland Security District have the means to function and coordinate their activities to save lives, protect property, and preserve the environment. It would be responsible for addressing the objectives under section 3.C Goal D: Development and Implement a District Homeland Security Strategy. **THIS SUBCOMMITTEE IS NOT A TASK FORCE**, and will not be response-oriented. This subcommittee should hold only a functional role in planning, to assist a DPC in minimizing the duplication of response activities within a given District. It should be comprised of individuals who are subject matter experts in such disciplines as

fire service, law enforcement, emergency medicine, search and rescue, hazardous materials, or other groups, as needed.

e. Critical Infrastructure Subcommittee – This subcommittee should be responsible for the development, organization, and implementation of strategies aimed at protecting the vital components of a given District’s infrastructure. It should be comprised of individuals who are subject matter experts in such areas as physical security, force protection, law enforcement, agriculture, public works and engineering, transportation, public health and hospitals, or other specialty or concentration needed to support a given District’s infrastructure protection initiatives.

e. Training and Exercise Subcommittee –Provides opportunities for Federal, State, local, and tribal leaders, department and agency officials, private sector partners and emergency responders to learn, practice and test capabilities that have been built up through a coordinated process of planning, training and exercise. The basis of effective exercise program management is a Multi-Year Training and Exercise Plan. A Training and Exercise Plan Workshop (TEPW) should be conducted in order to create a Multi-Year Training and Exercise Plan and Schedule. During the workshop, participants review priority preparedness capabilities and coordinate exercise and training activities that can improve and validate those capabilities. As a result of the workshop, the Multi-Year Training and Exercise Plan outline a multi-year schedule and milestones for execution of specific training and exercise activities. The performance of the TEPW is a key function of the Training and Exercise Subcommittee.

f. Special Projects Subcommittee – This subcommittee would be responsible for assisting with the development, organization, and implementation of strategies and work plans for other projects and initiatives not listed above that may be required by Federal, State, and other local entities. It should be comprised of personnel with the appropriate skills, training, and knowledge to complete the assigned task or tasks.

E. Additional Support Personnel

As discussed in II.B.3 Goal E, each DPOC/DPC has received grant funds to support the employment of one staff person (DPC Interim Administrator) per Homeland Security District. This individual will serve primarily in administrative capacity and will report to the given DPOC and be managed by the designated District Fiscal Agent.

Additionally, this District Interim Administrator will coordinate and work closely with IDHS and Public Health District Coordinators to ensure that Federal, State, and District Homeland Security initiatives and strategies are completed as required.

III. DUTIES AND RESPONSIBILITIES OF THE STATE

Creating effective organizations involving multiple agencies, disciplines and jurisdictions is a challenging endeavor. The IDHS has made the development of effective District organizations priority. The Indiana Department of Homeland Security, Indiana State Department of Health and the representative agencies that comprise the Indiana Counter Terrorism and Security Council are committed to the success of the District Planning Council program. These agencies will have the primary responsibility to coordinate with and support the District Planning Oversight Committee and the District Planning Councils in each of the ten Homeland Security Districts.

A. Indiana Department of Homeland Security (IDHS)

IDHS will coordinate and assist all Homeland Security Districts in the following areas:

1. Establish guidance and/or provide technical assistance with developing planning documentation to include:
 - a. Capability-based organizational preparedness assessments
 - b. District Homeland Security Strategies
 - c. District Grant and Resource Coordination
 - d. District Crisis Communication and Public Information Plans
 - e. District Mutual Aid Agreements
 - f. Multi-Year District Training and Exercise Plans and Schedules
2. Support Homeland Security Districts with federal funding made available by the U.S. Department of Homeland Security (or other applicable agencies).
3. Provide technical support for the completion of grant applications and grant proposals for funding from the U.S. Department of Homeland Security.

4. Coordinate on a continuing basis with the federal, state, and local entities that share roles and responsibilities in homeland security.
5. Conduct other activities and actions deemed necessary by the Governor or the President of the United States with regard to homeland security issues.

B. Indiana State Department of Health (ISDH)

ISDH will assist all Homeland Security Districts in the following areas:

1. Establish guidance and/or provide technical assistance with developing planning documentation to include:
 - a. Capability-based organizational preparedness assessments
 - b. District Homeland Security Strategies
 - c. District Grant and Resource Coordination
 - d. District Crisis Communication and Public Information Plans
 - e. District Mutual Aid Agreements
 - f. Multi-Year District Training and Exercise Plans and Schedules
 - g. Mass medication, mass treatment, mass casualty, and mass fatality plans
2. Support public health elements of the Homeland Security Districts with federal funding made available by the U.S. Department of Health and Human Services (or other applicable agencies).
3. Provide technical support for the completion of grant applications and grant proposals to receive funding from the Department of Health and Human Services (or other applicable agencies).
4. Coordinate on a continuing basis with the federal, state, and local entities sharing roles and responsibilities in homeland security.
5. Conduct other activities and actions deemed necessary by the Governor or the President of the United States with regard to homeland security issues.

C. Indiana Counter-Terrorism and Security Council (CTASC)

CTASC will coordinate and assist all Homeland Security Districts in the following areas:

1. Provide administrative reviews for the following planning documentation to include:
 - a. Capability-based organizational preparedness assessments
 - b. District Homeland Security Strategies
 - c. District Grant and Resource Coordination
 - d. District Crisis Communication and Public Information Plans
 - e. District Mutual Aid Agreement
 - f. Multi-Year District Training and Exercise Plans and Schedules
 - g. Mass medication, mass treatment, mass casualty, and mass fatality plans
2. Coordinate on a continuing basis with the federal, state, and local entities sharing roles and responsibilities in homeland security.
3. Conduct other activities and actions deemed necessary by the Governor or the Lieutenant Governor with regard to homeland security issues.

ANNEX A
ABBREVIATIONS AND ACRONYMS

CDC - Centers for Disease Control and Prevention
CEMP - Comprehensive Emergency Management Plan
CIP - Critical Infrastructure Protection Program
COG – Continuity of Government
COOP – Continuity of Operations
CTASC - Counter-Terrorism and Security Council
DFA -District Fiscal Agent
DPC - District Planning Council
DPCA - District Planning Council Administrator
DPHC – District Public Health Coordinator (ISDH)
DPOC - District Planning Oversight Committee
EMAP - Emergency Management Accreditation Program
HRSA - Health Resources and Services Administration
HSD - Homeland Security District
HSDC - Homeland Security District Coordinator
HSEEP - Homeland Security Exercise and Evaluation Program
HSPD - Homeland Security Presidential Directive
IDEM - Indiana Department of Environmental Management
IDHS - Indiana Department of Homeland Security
IMS - Incident Management System
INDOT - Indiana Department of Transportation
ISDH - Indiana State Department of Health
ISP - Indiana State Police
JIC - Joint Information Center
LEPC - Local Emergency Planning Committee
NIMS - National Incident Management System
NIPP - National Infrastructure Protection Plan
NRF- National Response Framework
PIO - Public Information Officer
SOP - Standard Operating Procedure
TCL - Target Capabilities List
UTL - Universal Task List

ANNEX B KEY TERMS AND DEFINITIONS

All-Hazards Preparedness – Refers to preparedness for domestic terrorist attacks, major disasters, and other emergencies. (Source: HSPD8)

Capability – A capability provides the means to accomplish one or more tasks under specific conditions and to specific performance standards. A capability may be delivered with any combination of properly planned, organized, equipped, trained, and exercised personnel that achieves the intended outcome. (Source: Interim National Preparedness Guidance)

Critical Infrastructure – Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters. (Source: National Response Plan)

Crisis Communication – Crisis Communication is defined as a system that focuses on providing accurate, timely, and useful information and instruction to people at risk in the community throughout the emergency period. (Source: EMAP Standard 5.14, Sept. 2004)

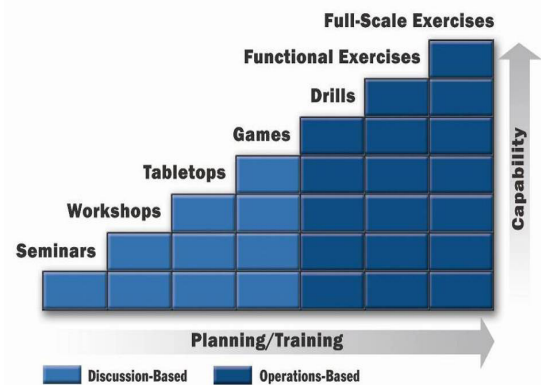
District – See Homeland Security District.

District Crisis Communication and Public Information Plan – A District Crisis Communication and Public Information Plan is a document developed by each Indiana Homeland Security Districts that considers the resources, personnel, and facilities needed to provide accurate, timely, and useful information and instruction to people who may be at risk to potential or actual hazard events. (Source: Planning Division, Indiana Department of Homeland Security)

District Fiscal Agent – An appointed governmental entity for an Indiana Homeland Security District that is selected by and reports to a District Planning Oversight Committee. This officer is responsible for coordinating fiscal and administrative functions of a District and directly supports the DPOC and DPC in developing fiscal strategies and other resource coordination efforts. (Source: White Paper, Homeland Security in Indiana, Recommendations for District Planning Councils)

District Homeland Security Strategy – A District Homeland Security Strategy is a document developed by each Indiana Homeland Security District that considers the primary goals and objectives needed to support Federal, State, and local homeland security needs and requirements. The document will concentrate on long and short-range activities, and the timeframes and methods to track these projects to ensure their completion. (Source: Planning Division, Indiana Department of Homeland Security)

District Multi-Year Training and Exercise Plan – A District Multi-Year Training and Exercise Plan is a document that employs a building-block approach in which training and exercise activities focus on specific capabilities in a cycle of escalating complexity. The Multi-Year Training and Exercise Plan identify an entity’s priorities as articulated in the entity’s strategy, and identifies the capabilities that are most relevant to achieving those priorities. It then outlines a multi-year schedule of training and exercises that an entity will undertake to enhance and validate its capabilities. It also graphically illustrates a multi-year schedule for training and exercise activities that support those priorities.



District Mutual Aid Agreement – A District Mutual Aid Agreement is a document developed by each Indiana Homeland Security District that outlines the resources, personnel, equipment, and services that may be requested or needed in a major disaster or emergency situation that has the potential to impact a given District. The District Mutual Aid Agreement is organized by a District Planning Council, incorporating the interests of counties that make up a given District. (Source: Planning Division, Indiana Department of Homeland Security)

District Planning Council – A District Planning Council is a collective body of personnel representing the various homeland security-related disciplines and each county of a given Indiana Homeland Security District, whose primary charter and purpose is to plan for limited preparedness resources; multijurisdictional, multi-discipline exercises and training; and strategies that will increase the multi-jurisdictional and multidisciplinary interoperability of a given District. (Source: White Paper, Homeland Security in Indiana, Recommendations for District Planning Councils)

District Planning Oversight Committee – A District Planning Oversight Committee is a body of personnel comprised of the President of the County Commissioners for each county within a given Indiana Homeland Security District

and the Mayor or Town Board President of the largest city or town in each of the counties. The Lieutenant Governor of the State of Indiana will invite these individuals to serve on the committee. The committee is responsible for the direct oversight of a District Planning Council, the selection of members to that council, and the review and approval of strategies, plans, and required District homeland security documentation as they are produced. (Source: White Paper, Homeland Security in Indiana, Recommendations for District Planning Councils)

Emergency – As defined by the Stafford Act, an emergency is “any occasion or instance for which in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.” (Source: National Response Plan)

First Responder – Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002, as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations. (Source: National Response Plan)

Homeland Security District – As it applies to the State of Indiana, a Homeland Security District is one of ten pre-designated areas within the State that were administratively formed by the Indiana Department of Homeland Security and the Indiana State Department of Health to collectively organize and coordinate activities of multiple disciplines, multiple agencies, and multiple jurisdictions to support common Homeland Security goals and objectives. (Source: Planning Division, Indiana Department of Homeland Security)

Incident – An occurrence or event, natural or manmade, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild-land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response. (Source: National Response Plan)

Incident Command System – A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the

combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations. (Source: National Response Plan)

Joint Information Center – A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should co-locate at the JIC. (Source: National Response Plan)

Major Disaster – As defined by the Stafford Act, any natural catastrophic incident (including hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby. (Source: National Response Plan)

Mass Prophylaxis – Mass Prophylaxis is a coordinated public health response initiative that considers the ability to recognize an outbreak or potential outbreak of a disease, mobilize supplies of needed materials to affected populations in a timely manner, and provide ongoing medical care for affected individuals. The core components of effective mass prophylaxis consist of surveillance, stockpiling, distribution, dispensing, and follow-up. (Source: Community-Based Mass Prophylaxis: A Planning Guide for Public Health Preparedness, The Agency for Healthcare Research and Quality)

National Incident Management System – A system mandated by HSPD5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental agencies to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD5 identifies these as the Incident Command System; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources. (Source: National Incident Management System Guidance, March 2004)

National Planning Scenarios – A series of fifteen all-hazards planning scenarios developed by the Homeland Security Council, the U.S. Department of Homeland Security, and other federal and state homeland security agencies, which are to be used in addressing national, federal, state, and local homeland security preparedness activities. These scenarios are designed to be the foundational structure for the development of national preparedness standards from which homeland security capabilities can be measured. These scenarios include the following:

- Scenario 1: Nuclear Detonation – 10 Kiloton Improvised Nuclear Device
- Scenario 2: Biological Attack – Aerosol Anthrax
- Scenario 3: Biological Disease Outbreak – Pandemic Influenza
- Scenario 4: Biological Attack – Plague
- Scenario 5: Chemical Attack – Blister Agent
- Scenario 6: Chemical Attack – Toxic Industrial Chemicals
- Scenario 7: Chemical Attack – Nerve Agent
- Scenario 8: Chemical Attack – Chlorine Tank Explosion
- Scenario 9: Natural Disaster – Major Earthquake
- Scenario 10: Natural Disaster – Major Hurricane
- Scenario 11: Radiological Attack – Radiological Dispersal Devices
- Scenario 12: Explosives Attack – Bombing Using Improvised Explosive Devices
- Scenario 13: Biological Attack – Food Contamination
- Scenario 14: Biological Attack – Foreign Animal Disease (Foot & Mouth Disease)
- Scenario 15: Cyber Attack

(Source: Planning Scenarios, Executive Summaries)

Public Health – Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals, and wildlife. (Source: National Response Plan)

Target Capabilities List – Provides guidance on the specific capabilities and levels of capability that Federal, State, local, and tribal entities will be expected to develop and maintain. The current list contains 36 Critical Capabilities as identified by the U.S. Department of Homeland Security. (Source: Interim National Preparedness Goal)

- | | |
|---|---|
| 1. All-Hazards Planning | 7. Emergency Evacuation |
| 2. Animal Health Emergency Support | 8. Emergency Operations Center |
| 3. Criminal Investigation and Intervention | 9. Emergency Public Education |
| 4. Critical Infrastructure Protection and Risk Management | 10. Emergency Public Information |
| 5. Critical Resource Logistic and Distribution | 11. Emergency Response Communication |
| 6. Economic and Community Recovery | 12. Engineering |
| | 13. Environmental Health and Vector Control |

- | | |
|---|--|
| 14. Explosive Device Detection and Response Operations | 25. Mass Prophylaxis and Vaccination |
| 15. Fatality Management | 26. Medical Supplies Management and Distribution |
| 16. Firefighting Operations/Support | 27. Medical Surge |
| 17. Food and Agriculture Safety and Security | 28. On-Site Incident Management |
| 18. Hazard and Vulnerability Analysis | 29. Pre-Hospital Triage and Treatment |
| 19. Hazardous Materials (HAZMAT) | 30. Public Health Epidemiological Investigation and Laboratory Testing |
| 20. Information Collection and Threat Recognition | 31. Public Safety and Security Response |
| 21. Information Sharing and Collaboration | 32. Restoration of Lifelines |
| 22. Intelligence Fusion and Analysis | 33. Urban Search and Rescue |
| 23. Isolation and Quarantine | 34. Volunteer Management and Donations |
| 24. Mass Care (Sheltering, Feeding, and Related Services) | 35. Water Search and Rescue |
| | 36. Worker, Health and Safety |

Universal Task List – A comprehensive menu of tasks from all sources that may be performed in major events illustrated by the National Planning Scenarios. Federal, State, local, and tribal entities select only the tasks that apply to their assigned roles and responsibilities. (Source: Interim National Preparedness Goal)

Weapon of Mass Destruction – As defined by in Title 18, U.S.C. et seq 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.” (Source: National Response Plan)

ANNEX C
IDHS OPINION ON LEGAL STANDING
OF HOMELAND SECURITY DISTRICTS

Question:

What are the statutes that provide legal authority for the establishment of the DPCs?

Answer:

Under IC 10-19-3-3, the Executive Director of the Indiana Department of Homeland Security is required to administer the application for, and disbursement of, federal and state homeland security money for all Indiana state and local governments. This statute also requires that he develop a single strategic plan for preparing and responding to Indiana homeland security emergencies in consultation with the Counter Terrorism Security Council. The District Planning Council program is an essential component of how the Executive Director has elected to proceed to discharge these two statutory duties. The decision to proceed in that fashion was not made by a single individual, but was the result of a careful deliberative process that involved seeking input from the Governor, the Commissioner of the Department of Health and the Counter- Terrorism and Security Council (CTASC).

The Indiana Strategy for Homeland Security was developed by IDHS and endorsed by CTASC and the Governor. It creates ten Homeland Security Districts to improve emergency management and to involve local elected officials and first responders more effectively in the grant application and administration process. The Indiana Department of Homeland Security will look to District Planning Councils (DPC) to help it sort out local needs, wants and priorities. DPCs are merely a formalized method of giving local government units a governing structure to assist them in working together across governmental jurisdictional lines in planning, exercising, preparing and responding to emergencies that are beyond the resources of a particular unit of government. In most cases, these same events can be effectively planned for and managed by local government units working together.

IC 10-14-3-7 declares the purposes of the state's principal laws addressing emergency management and disaster response. In that statute, the Indiana General Assembly declared it to be necessary to provide a system of emergency management under the Indiana Department of Homeland Security. Subsection (a) (4) provides for the rendering of mutual aid among the political subdivisions of the state. Subsection (a) (5) authorizes the establishment of organizations and the

implementation of steps that are necessary and appropriate to carry out this chapter. The Executive Director of the Indiana Department of Homeland Security has determined that it is necessary to establish District Planning Councils to accomplish these ends.

IC 10-14-3-9 directs IDHS to prepare and maintain a current state emergency operations plan which may provide for assistance to local officials in designing local emergency action plans and the coordination of federal, state and local disaster activities. District Planning Councils and District Emergency Response Task Forces are the method that the Executive Director has chosen, in coordination with the Indiana Department of Health, to bring local officials together to address their common need to acquire needed funds, to apply those funds most effectively, to plan and prepare together to respond to various threats and emergency events. These officials are from townships, cities, towns and counties representing all sides of the political spectrum. The stakeholders in these decisions are not only elected officials but also the various emergency management and first responder disciplines within each of these political units of government. Each of these individuals has a different level of skill, training, talents and interest. DPCs will enable these individuals to reason and work together more effectively. It will promote the use of mutual aid. It will require local units of government to address reimbursement expectations and requirements that have previously been ignored or glossed over. The regional DPC structure will greatly simplify the task of providing federal grant funds to the units of government most in need, rather to those who are best able to articulate their wants and intentions. **(George Thompson, Director, Support Services Division, IDHS General Counsel)**

Question:

Are members of a District Planning Oversight Committee or District Planning Council at risk of personal liability for the actions they take in those roles? What about the employees of emergency responder agencies who participate in District exercise or response actions?

Answer:

This is not intended as legal advice and anyone with a question or concern about the scope of their liability resulting from their service as a member of a District Planning Oversight Committee or District Planning Council should consult their attorney to obtain legal advice.

The purpose of establishing the Homeland Security Districts, District Planning Oversight Committees and District Planning Councils is to improve the ability of local jurisdictions and the state to prepare for and respond to disasters and emergencies. The impact of a disaster or emergency is often not limited by political

boundaries. In addition, when a disaster or emergency occurs which exceeds the response capabilities of an affected jurisdiction, the local jurisdiction relies on the assistance from other local jurisdictions to aid in its response and recovery.

The District Planning Oversight Committees and District Planning Councils are not legal entities and any decisions made are not binding on any political subdivisions or the State. Before any decisions of the District Planning Oversight Committees and District Planning Councils can be enacted, a legal entity, such as a county or city, must take action to implement the decision.

All elected officials and government employees (as well as volunteer fire departments and their employees) are provided legal protection under Indiana law through the Indiana Tort Claims Act (IC 34-13-3). In general, this law provides that unless a government employee's act or omissions are criminal, early outside the scope of the employee's employment, malicious, willful or wanton, or calculated to personally benefit the employee, a government employee cannot be sued personally. Further, the Indiana Tort Claims Act provides that a governmental entity shall provide counsel for and pay all costs and fees incurred by or on behalf of an employee and pay any judgment of a claim or suit against an employee when the act or omission causing the loss is within the scope of the employee's employment, regardless of whether the employee can or cannot be held personally liable for the loss.

In addition, there are other liability protections provided under Indiana's emergency management and disaster laws. IC 10-14-3 contains Indiana's emergency management and disaster laws. IC 10-14-3-15 provides that any function under IC 10-14-3 and any other activity relating to emergency management is a governmental function. The state, its political subdivisions are not liable for the death of or injury to persons or for damage to property as a result of any such activity; therefore, the state and its political subdivisions have complete immunity for their actions taken under IC 10-14-3 or any other activity relating to emergency management.

Also, IC 10-14-3-15 provides that emergency management workers (full-time or part time paid, volunteer, or auxiliary employees of the state, other states, the federal government, neighboring countries, political subdivisions of any of the preceding entities, and any agency or organization performing emergency management services at any place in Indiana subject to the order or control of, or under a request of, the state government or any political subdivision of the state) are not liable for the death of or injury to persons or for damage to property as a result of any actions taken under IC 10-14-3 or any other activity relating to emergency management except in cases of willful misconduct, gross negligence, or bad faith.

Under IC 10-14-3-17, Indiana political subdivisions and the elected officials who govern them may appropriate and expend funds, make contracts, obtain and distribute equipment, materials, and supplies for emergency management and disaster purposes. Furthermore, they may appoint, employ, remove, or provide rescue teams, fire and police personnel and other emergency management and disaster workers during an emergency. As long as the political subdivision is not operating contrary to directives of the governor, the political subdivision may assign and make available for duty the employees, property, or equipment of the political subdivision for emergency management and disaster purposes within or outside the physical limits of the political subdivision.

Under IC 10-14-3-18, employees of a political subdivision who render aid outside the political subdivision under IC 10-14-3-17 have the same powers, duties, rights, privileges and immunities as if they were performing their duties in the political subdivisions in which they are normally employed. **(Brad Gavin, IDHS Attorney)**

ANNEX D
DESCRIPTION OF RECOMMENDED RESPONSIBILITIES
OF DPOC CHAIRPERSON, FIRST VICE-CHAIRPERSON,
AND SECOND VICE-CHAIRPERSON

Chairperson

Purpose: To oversee DPOC activities as the principal elected officer of the DPOC.

Duties and responsibilities:

- Preside over meetings of the DPOC.
- Set agendas for meetings in consultation with DPOC membership and DPC Chairperson.
- Make appointments to DPOC subcommittees and create *ad hoc* committees when necessary.
- Serve as ex-officio member of all standing and ad hoc committees.
- Work with the DPC to see that all orders and resolutions of the membership are carried out.
- Coordinate the work of the members of the DPOC and standing/*ad hoc* committees.
- Call special meetings as the need arises.
- Establish communication between all DPOC members and the DPC.
- Facilitate the DPOC decision making.
- Develop a positive working relationship with the DPC.
- Act as official spokes person for the DPOC.
- Work to recruit new DPOC and DPC members.
- Foster a sense of team spirit on the DPOC.

Rationale: The Chairperson's main responsibilities are to oversee the DPOC activities and to preside over all DPOC meetings.

First Vice-Chairperson

Purpose: To take over the duties and responsibilities of the Chairperson in his/her absence.

Duties and responsibilities:

- To attend all DPOC meetings.
- Work closely with the Chairperson to become familiar with the duties and responsibilities of the Chairperson's position.
- Assume the office of Chairperson when the Chairperson is unavailable.

- Chair any of the *ad hoc* committees, which may be formed to carry out the responsibilities of the DPOC.
- Fill the unexpired term of the Chairperson who resigns or otherwise moves off the DPOC.

Rationale: This role is important to ensure the orderly transition of DPOC leadership. To be adequately prepared he/she should work closely with the Chairperson. The Vice-Chairperson must be familiar with the DPOC's various projects and the work of the standing/*ad hoc* committees in the event that he/she must take over the duties of the Chairperson.

Second Vice-chairperson

Purpose: To take over the duties and responsibilities of the Chairperson in his/her absence when the First Vice-chairperson is also absent.

Duties and responsibilities:

- To attend all DPOC meetings.
- Work closely with the Chairperson and First Vice-chairperson to become familiar with the duties and responsibilities of the Chairperson's position.
- Assume the office of Chairperson when the Chairperson and First Vice-chairperson are unavailable.
- Chair any of the *ad hoc* committees, which may be formed to carry out the responsibilities of the DPOC.
- Fill the unexpired term of the First Vice-chairperson who resigns or otherwise moves off the DPOC.

Rationale: This role is important to ensure the orderly transition of DPOC leadership. To be adequately prepared he/she should work closely with the Chairperson and First Vice-chairperson. The Second Vice-chairperson must be familiar with the DPOC's various projects and the work of the standing/*ad hoc* committees in the event that he/she must take over the duties of the First Vice-chairperson or Chairperson.

Terms of Office

The Chairperson, First Vice-Chairperson, and Second Vice-chairperson shall be elected by the members of the DPOC and shall serve for a period of one year.

These are general guidelines for the DPOC Chairperson and First and Second Vice-Chairperson positions. Each Homeland Security DPOC may establish, revise or add specific requirements, duties and responsibilities for the positions.

Annex E
RECOMMENDED ITEMS FOR DPOC BY-LAWS

Governance Aspect		Content
1	Name	District Planning Oversight Council (DPOC).
2	Purpose	To serve as the primary oversight entity for the selection process of the District Planning Council (DPC) members in each Indiana Homeland Security District. Each DPC is responsible for developing, organizing, and implementing strategic and operational planning documentation to support the efforts of local jurisdictions in areas that include, but are not limited to, resource allocation, public information, public information, development of subcommittees, and interoperability communication capabilities. The DPOC selects one of its members to serve as a non-voting liaison to the DPC.
3	DPOC Composition	DPOC members will include the following: (1) the President of the Board of Commissioners from each of the counties in the district and (2) the Mayor or Town Board President of the most populated city or town in that county of the District.
4	Method of DPOC Appointment	DPOC members are authorized to serve by the Lieutenant Governor.
5	DPOC Term of Office	Identical to the length of the DPOC's member term as an elected official in the capacity of a DPOC member.
6	Meetings of the DPOC	Annually at a location determined by the DPOC; DPOC Chairperson may call special meetings, as needed, at a place of his/her choice; notice of special meetings will be sent via e-mail, telephone, or other written method to each member of the DPOC.
7	Quorum	A majority of the DPOC members shall constitute a quorum.
8	Voting	The action of the majority of the DPOC members present at a meeting at which a quorum is present shall be the action of the DPOC, unless the concurrence of a greater proportion is required for such action by Indiana law. By-law amendments require two-thirds vote of the DPOC

		membership.
Governance Aspect		Content
9	Proxy Voting	Proxy voting is permitted. A DPOC member unable to attend a regular DPOC meeting may assign an individual from his/her county to represent him/her at that meeting. For the proxy to be eligible to vote at the DPOC meeting, he/she must have a letter signed and dated by the DPOC member, certifying that the individual has permission to serve as a proxy for that meeting only. The letter must designate the date and time of the meeting to which this proxy assignment refers. This letter will be presented to the DPOC Chairperson and will be valid for that one meeting.
10	Committees	The DPOC will create standing committees to conduct the work of the Council. The DPOC Executive Committee will appoint the Chairperson of each committee from the DPOC membership. The DPOC Executive Committee will appoint members of the committees who may or may not be members of the DPC.
11	Meetings of Committees	Each committee chairperson will be responsible for producing minutes from each committee meeting and distributing them to the DPOC membership at the DPOC meeting immediately following the committee meeting.
12	Officers/Executive Committee	The officers of the DPOC will consist of the DPOC Chairperson, First Vice-Chairperson, and Second Vice Chairperson. The officers will be elected by the membership of the DPOC and will serve for a one-year term, January 1-December 31. There is no term limit for officers. Each officer must be from a different county. The three officers will constitute the Executive Committee. The Chairperson presides at all DPOC meetings and oversees DPOC activities; the First Vice-Chairperson takes over the duties and responsibilities of the Chairperson in his/her absence; the Second Vice-Chairperson takes over the duties and responsibilities of the Chairperson in her/her absence when the First Vice-Chairperson is also absent. Any vacancies will be filled by a vote of the DPOC. Officers are <i>ad hoc</i> members of all committees.

ANNEX F
DESCRIPTION OF RECOMMENDED RESPONSIBILITIES
OF DPC CHAIRPERSON, FIRST VICE-CHAIRPERSON,
AND SECOND VICE-CHAIRPERSON

Chairperson

Purpose: To oversee DPC activities as the principal elected officer of DPC.

Duties and responsibilities:

- Preside over meetings of the DPC.
- Set the agenda for regular meetings in consultation with general membership.
- Make appointments to all standing and *ad hoc* committees.
- Serve as ex-officio member of all standing and *ad hoc* committees.
- Represent the DPC at DPOC meetings.
- Coordinate the work of the members of the DPC and standing/*ad hoc* committees.
- Call special meetings as the need arises.
- Establish communication between all DPC members and the DPOC.
- Facilitate the DPC decision making.
- Develop a positive working relationship with the DPOC.
- Act as official spokes person for the DPC.
- Work to recruit new DPC members.
- Foster a sense of team spirit on the DPC.

Rationale: The Chairperson's main responsibilities are to oversee the DPC activities and to preside over all DPC meetings.

First Vice-Chairperson

Purpose: To take over the duties and responsibilities of the Chairperson in his/her absence.

Duties and responsibilities:

- To attend all DPC meetings.
- Work closely with the Chairperson to become familiar with the duties and responsibilities of the Chairperson's position.
- Assume the office of Chairperson when the Chairperson is unavailable.
- Chair any of the *ad hoc* committees, which may be formed to carry out the responsibilities of the DPC.

- Fill the unexpired term of the Chairperson who resigns or otherwise moves off the DPC.

Rationale: This role is important to ensure the orderly transition of DPC leadership. To be adequately prepared he/she should work closely with the Chairperson. The First Vice- Chairperson must be familiar with the DPC's various projects and the work of the standing/*ad hoc* committees in the event that he/she must take over the duties of the Chairperson.

Second Vice-Chairperson

Purpose: To take over the duties and responsibilities of the Chairperson in his/her absence when the First Vice-Chairperson is also absent.

Duties and responsibilities:

- To attend all DPC meetings.
- Work closely with the Chairperson and First Vice-Chairperson to become familiar with the duties and responsibilities of the Chairperson's position.
- Assume the office of Chairperson when the Chairperson and First Vice-Chairperson are unavailable.
- Chair any of the *ad hoc* committees, which may be formed to carry out the responsibilities of the DPC.
- Fill the unexpired term of the First Vice-chairperson who resigns or otherwise moves off the DPC.

Rationale: This role is important to ensure the orderly transition of DPC leadership. To be adequately prepared he/she should work closely with the Chairperson and First Vice-Chairperson. The Second Vice-Chairperson must be familiar with the DPC's various projects and the work of the standing/*ad hoc* committees in the event that he/she must take over the duties of the First Vice-chairperson or Chairperson.

Terms of Office

The Chairperson, First Vice-Chairperson, and Second Vice-Chairperson shall be elected by the members of the DPC and shall serve for a period of one year.

These are general guidelines for the DPC Chairperson and First and Second Vice-Chairperson positions. Each Homeland Security DPC may establish, revise or add specific requirements, duties and responsibilities for the positions.

ANNEX G
RECOMMENDED ITEMS FOR DPC BY-LAWS

Governance Aspect		Content
1	Name	District Planning Council (DPC).
2	Purpose	To serve as the primary body in each Indiana Homeland Security District responsible for developing, organizing, and implementing strategic and operational planning documentation to support the efforts of local jurisdictions in areas that include, but not limited to, resource allocation; public information; development of subcommittees; and interoperability communication capabilities.
3	Oversight Authority	The District Planning Oversight Committee (DPOC) serves as the primary oversight entity for the DPC.
4	DPC Composition	DPC will consist of three members per county in the district. The members will include the following: (1) The Emergency Management Agency (EMA) Director from each county of the district who serves by virtue of his/her office; (2) one individual appointed by each county's Board of Commissioners; and (3) one individual appointed by the Mayor or Town Board President of the most populated city or town in that county of the district. The DPOC will appoint one of its members to serve as a non-voting liaison to the DPC.
5	Method of DPC Appointment	Letter from each designated elected official sent by mail or fax to the Executive Director, Indiana Department of Homeland Security.
6	DPC Term of Office	The EMA director will serve until resignation of his/her office and the appointed members will serve until resignation of their DPC position or removal by the respective appointing authority.
7	Meetings of the DPC	Once per month at a location determined by the DPC; DPC Chairperson may call special meetings, as needed, at a place of his/her choice; notice of special meetings will be sent via e-mail, telephone, or other written method to each member of the DPC.

8	Quorum	A majority of the DPC members shall constitute a quorum.
Governance Aspect		Content
9	Voting	The action of the majority of the DPC members present at a meeting at which a quorum is present shall be the action of the DPC, unless the concurrence of a greater proportion is required for such action by Indiana law.
10	Proxy Voting	Proxy voting is permitted. A DPC member unable to attend a regular DPC meeting may assign an individual from his/her county to represent him/her at that meeting. For the proxy to be eligible to vote at the DPC meeting, he/she must have a letter signed and dated by the DPC member, certifying that the individual has the authority to serve as a proxy for that meeting only. The letter must designate the date and time of the meeting to which this proxy assignment refers. This letter will be presented to the DPC Chairperson and will be valid for that one meeting.
11	Vacancies	A vacancy on the DPC will be filled by the following methods: (1) If an EMA Director is no longer serving in that capacity, his/her permanent or temporary replacement will fill his/her vacancy and (2) any other vacancy will be replaced by the elected official or his/her replacement who originally appointed the person in the vacated position.
12	Subcommittees	The DPC will create standing subcommittees to conduct the work of the Council. The DPC Executive Committee will appoint all members and the Chairperson of each subcommittee from the DPC membership. Individuals may serve on subcommittees of the DPC who are not members of the DPC.
13	Meetings of Subcommittees	Each subcommittee chair will be responsible for producing minutes from each subcommittee meeting and distributing them to the DPC membership at the DPC meeting immediately following the subcommittee meeting.
14	Officers/Executive Committee	The officers of the DPC will consist of the DPC Chairperson, First Vice-Chairperson, and Second Vice-Chairperson. The officers will be elected by the membership of the DPC and will serve for a one-year term, January 1-December 31, with no term limit. Each officer must be from a different county. The three officers will constitute the Executive Committee. The Chairperson presides at all DPC meetings and oversees

		DPC activities; the First Vice-Chairperson takes over the duties and responsibilities of the Chairperson in his/her absence; the Second Vice-Chairperson takes over the duties and responsibilities of the Chairperson in her/her absence when the First Vice-Chairperson is also absent. Any vacancies will be filled by a vote of the DPC. Officers are <i>ad hoc</i> members of all committees.
15	Amending By-Laws	Requires two-thirds vote of the DPC membership present.

ANNEX H
RECOMMENDED JOB DESCRIPTION FOR INTERIM ADMINISTRATOR

Interim Administration Services

For Indiana Homeland Security District [INSERT DISTRICT NUMBER]

The fiscal agent for District [INSERT DISTRICT NUMBER] is soliciting resumes to contract with an individual or firm to provide administrative services for the district. District [INSERT DISTRICT NUMBER] is composed of [INSERT NUMBER OF COUNTIES] counties in [INSERT REGION OF STATE, i.e. NORTHEAST] Indiana.

The DPCs serve as the primary bodies responsible for developing, organizing, and implementing strategic and operational planning and documentation to support the emergency preparedness activities of local jurisdictions. The DPC is appointed and governed by a District Planning Oversight Committee (DPOC). The DPOC is comprised of the chief elected officials from each county.

The selected contractor will have the following duties:

- Assist the Indiana Department of Homeland Security (IDHS) in creating and organizing the DPC, DPOC, and District Task Forces
- Provide administrative support for the two standing committees (the DPC and DPOC) and all subcommittees
- Assist in researching and composing emergency preparedness planning and written reports
- Assist in researching and writing grants at the direction of the committee chairs
- Maintain ongoing communication with committees and subcommittees on appropriate matters
- Assist and provide support on district-related homeland security issues and in the preparation of agendas and materials for meetings
- Attend meetings as directed and record and distribute minutes

Qualification Requirements: Knowledge, Skills and Abilities

- Excellent organizational skills
- Strong written and oral communication skills
- Ability to coordinate and support multiple committees and initiatives, knowledge of emergency preparedness issues, and proficiency with word processing and spreadsheet applications
- Bachelor's degree (Desired but not mandatory)
- Three years in management and administration (preferably in emergency preparedness), grant writing, and familiarity with county, municipal, and township government

The Interim Administrative Coordinator position is grant funded. Continuation will be contingent on additional grant funding. The incumbent will work for the DPC and DPOC. The individual will report directly to the designated District Fiscal and Legal Agent. The Interim Administrative Coordinator will work closely with personnel from the Indiana Department of Homeland Security and Strategic Development Group, the consulting firm coordinating DPC and DPOC development.

Please email a cover letter and professional resume to [INSERT FISCAL AGENT'S CONTACT INFORMATION] no later than [INSERT DATE.]