

2016 Work Agreement Supplemental Document

This document was created by the Michigan State Police/Emergency Management and Homeland Security Division (MSP/EMHSD) and is supplemental to the 2016 Emergency Management Performance Grant (EMPG) Work Agreement/Quarterly Report (EMD-31). This document provides additional information to local emergency management programs to assist with the completion of the EMD-31. Each quarter the EMD-31 must be completed electronically and submitted through the MSP/EMHSD electronic survey system. Once the local Emergency Management Coordinator (EMC) submits the EMD-31 it will be forwarded to the District Coordinator (DC) for review and approval.

This document is organized by the 2016 EMD-31 items which are based on the standards identified in the EMHSD Publication 206: Local Emergency Management Standards. Pub 206 standards follow the Emergency Management Accreditation Program (EMAP).

The goal of each work agreement objective is identified in this document along with additional information and available resources that may assist in the completion of the objective.

Work Agreement Objective 1: Administration & Finance

Goal: Verify that the appropriate administration and financial documents are submitted on time to MSP/EMHSD.

Pub 206 Standard: Section 4.1

Metrics:

- Indicate whether EMPG reports and financial documentation were submitted
 - Select Yes or No.

Notes:

- 1st Quarter Documents: 2016 EMD-007, EMD-31
- 2nd Quarter Documents: 2016 EMD-007, EMD-31
- 3rd Quarter Documents: 2016 EMD-007, EMD-31
- 4th Quarter Documents: 2016 EMD-007, EMD-31, 2017 Position Description for EMPG funded personnel, EMD-17, EMD-31

- There is no form for position descriptions, information can be sent in any format.

- The position descriptions are required to show that the duties being performed are in line with EMPG, especially for those that hold multiple positions. It is not a problem to submit the same PD with no changes each year.

- The EMD-31 will be submitted electronically, electronic signatures are acceptable.

- EMD-007 and EMD-17 can be submitted electronically with appropriate backup for payroll costs (e-mailed to District Coordinator) or hard copies given to DC. The DC will forward to appropriate EMHSD Financial Staff.

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Work Agreement Objective 2: Laws and authorities

Goal: Verify attendance at quarterly district meetings and other meetings related to emergency management, which may assist in the execution of emergency management activities within the jurisdiction. This objective will assist in identifying functional areas where additional coordination and communication efforts are needed.

Pub 206 Standard: Section 4.2

Metrics:

- Indicate whether the quarterly district meeting was attended
 - Select Yes or No.
- List the number of meetings attended per Emergency Support Function (ESF)
 - E.g. ESF #1 Transportation, # of Meetings **2**,
ESF #7 Logistics, # of Meetings **1**

Notes:

- The federal ESFs were chosen for the work agreement as a way to organize meetings by type. The program/EOC does not need to be structured according to the 15 Federal ESFs to report in this format.
- Document meetings held with functional areas/annex heads regarding plan updates and other types of meetings e.g., Ebola concerns resulted in an increase of public health meetings.
- This objective will identify areas where more coordination and communication are needed, e.g. programs affected by the Southeast Michigan flooding should be participating in long term recovery meetings. If this is not occurring, MSP/EMHSD can analyze and address, e.g. a local program may not aware of meetings held by the Michigan Department of Health and Human Services (MDHHS) and/or MI Voluntary Organizations Active in Disaster (VOAD). MSP/EMHSD can help bridge this gap.
- Difference between Regional and District meeting types:
 - Regional – Planning, UASI, Board meetings
 - District – District meetings and any additional meetings conducted by the DC
- Do not track meetings in this area that are addressed elsewhere in the work agreement (e.g., Local Planning Team (LPT), Local Emergency Planning Committee (LEPC), etc.).
- If a meeting occurs with multiple functional areas, it can be counted in each appropriate ESF. E.g. an Emergency Operation Center (EOC) planning meeting can include multiple functional areas at once, a 1 can be counted in Transportation, Communications, and Firefighting if all were present at the meeting.
- The EMC does not need to attend all types of meeting.

Resources:

15 National Response Framework ESF: <http://www.fema.gov/national-preparedness-resource-library>

Contacts:

DCs: http://www.michigan.gov/documents/EMD_Map-2_5-12-05_124830_7.pdf

Work Agreement Objective 3: Hazard Identification, Risk Assessment, and Consequence Analysis

Goal: Identify risk/vulnerability assessments that are completed in each jurisdiction. This objective is more detailed than #4 Hazard Mitigation. This objective should identify new hazards and identify vulnerabilities that may not have a hazard mitigation strategy associated with it. #4 Hazard Mitigation is a broad (5-year) view of mitigation objectives and action items. The activities identified in this standard may relate to the development of the Hazard Mitigation Plan and may also support activities in #5 Prevention and #6 Operational Planning.

Pub 206 Standard: Section 4.3

Metrics:

- List the number of risk assessments completed for critical infrastructure facilities such as schools, stadiums, chemical plants, etc.
- List the number of risk assessments completed for special events such as fairs, conventions, concerts, etc.
- List the number of risk assessments completed for local municipalities.
 - This may include a Threat and Hazard Identification and Risk Assessment (THIRA), Hazard Analysis Plan, use of Hazus, etc.
- List the number of risk assessments completed for the county.
 - This may include THIRA, Hazard Analysis Plan, use of Hazus, etc.

Resources:

MSP/EMHSD Publications: http://michigan.gov/msp/0,4643,7-123-1645_4607-14743--,00.html

Pub 103 - Michigan Hazard Analysis

Pub 106 - Michigan Hazard Mitigation Plan

Pub 207 - Local Hazard Mitigation Planning Workbook

FEMA 386-2: Understanding Your Risks <https://www.fema.gov/media-library/assets/documents/31598>

<http://www.fema.gov/determine-your-risk>

<http://www.fema.gov/hazard-mitigation-planning-risk-assessment>

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Work Agreement Objective 4: Hazard Mitigation

Goal: Document the status of their hazard mitigation plan, appropriate steps taken to create a new or update an expired plan, completed hazard mitigation plan objectives, and the dissemination of hazard mitigation grant information announcements and notices.

Pub 206 Standard: Section 4.4

Metrics:

- Document whether your community has developed a hazard mitigation plan.
 - Select Yes, No, or Adopted County Plan - if you are a local jurisdiction that has a emergency management program but is incorporated in the county hazard mitigation plan.
- Confirm the date of the jurisdiction's hazard mitigation plan.
 - Plan is expired: Select Yes or No
 - Expiration date: Enter in the expiration date of the hazard mitigation plan - MM/DD/YYYY
- Document appropriate steps taken by your jurisdiction to create a new or update an expired hazard mitigation plan
 - Select checkbox next to all appropriate steps.
- Report the number of action items in the hazard mitigation plan that have been completed
 - List the total number of action items.
 - List the number of action items completed.
- Indicate whether MSP/EMHSD hazard mitigation information announcements and notices of funding availability for hazard mitigation assistance have been sent to local jurisdictions.
 - Select Yes, No, or Does Not Apply - for municipal programs

Notes:

- Document any issues with hazard mitigation grants – e.g. Difficulty filling out forms, unable to provide the 25% match, etc.
- When using the State Hazard Mitigation Plan and the Michigan Hazard Analysis as references, users should use the most up to date document. The Hazard Mitigation Plan contains a more up-to-date Hazard Analysis after it is updated.

Resources:

MSP/EMHSD Publications: http://michigan.gov/msp/0,4643,7-123-1645_4607-14743--,00.html

Pub 103 - Michigan Hazard Analysis

Pub 106 - Michigan Hazard Mitigation Plan

Pub 207 - Local Hazard Mitigation Planning Workbook

FEMA: <http://www.fema.gov/hazard-mitigation-assistance>

Local Mitigation Plan Review Guide: <https://www.fema.gov/media-library/assets/documents/23194>

Local Mitigation Planning Handbook: <https://www.fema.gov/media-library/assets/documents/31598>

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Work Agreement Objective 5: Prevention

Goal: Identify strategies within the jurisdiction that coordinate prevention activities, monitor identified threats and hazards, adjust the level of prevention activity commensurate with the risk and identify procedures for exchanging information between internal and external stakeholders to prevent incidents.

Pub 206 Standard: Section 4.5

Metrics:

- Identify prevention activities that the jurisdiction has participated in.
 - Select checkbox next to all prevention activities.

Notes:

*Prevention activities were taken directly from Pub 206, standards 4.5.2 and 4.5.3.

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Resources:

<http://michigan.gov/mioc>

Work Objective 6: Operational Planning

Goal: Document attendance of planning meetings, verify status of Emergency Operation Plans (EOP)/Emergency Action Guidelines (EAG), annexes, support EOPs, and SARA Title III plans. Document emergency management coordination and participation with schools.

Pub 206 Standard: Section 4.6

Metrics:

- List the number of LPT and LEPC meetings that were attended.
- Indicate whether the EOP/EAG is up to date and list the plan expiration date.
 - EOP/EAG is current: Select Yes or No
 - Expiration date: Enter in the expiration date of the EOP/EAG- MM/DD/YYYY.
 - Plans expire every 4 years.
- List the total number of annexes in the EOP/EAG and the number of annexes updated.
 - List the number of total annexes
 - List the number of annexes updated
- List number of times the jurisdiction participated with school officials regarding planning, seminars, outreach and special events:
 - Planning: Assist/review a school plan; provide planning documents to schools, etc.
 - Seminars: School seminar regarding emergency management/school violence, etc.
 - Outreach: Include schools in emergency management activities such as drills, EOC activation, Student Tools Emergency Planning (STEP) program, etc.
 - Special Events: Participate in school activities; invite school officials to EM events, etc.

- Indicate whether the jurisdiction’s Chief Elected Official (CEO) has signed the EOP/EAG and that their contact information is current and sent to the DC.
 - EOP/EAG CEO signature is current: Select Yes or No
 - Current CEO contact information was sent to DC: Select Yes or No
 - Does not apply: Select if no changes in CEO.
- Verify status of support EOPs for jurisdictions with population of 10,000 or more
 - List the number of total support plans
 - List the number of current emergency support plans.
 - Plans expire every 4 years.
 - Does not apply: Municipal programs can select this.
- Report status of Superfund Amendments and Reauthorization Act (SARA) Title III plans.
 - Report the number of total SARA Title III sites, provided by MSP/EMHSD and the Michigan Department of Environmental Quality (MDEQ).
- Document any problem areas with SARA Title III plans.
 - Does not apply: Municipal programs can select this.
- Verify receipt and distribution of scheduled drill days for school buildings.
 - Drill distribution was received: Select Yes or No
 - Drill distribution was distributed: Select Yes or No

Resources:

MSP/EMHSD Publications: http://michigan.gov/msp/0,4643,7-123-1645_4607-14743--,00.html
 Pub 201 Local Emergency Planning Workbook
 Emergency Operations and Emergency Action Guidelines Templates
 Pub 201a Review Guide for Local Emergency Operations Plans and Emergency Action Guidelines
 Pub 204 Local Support Plan Guide
 LEPC Organizing for Success
 Guidance for Community Hazmat Response Plans
 FEMA Plan: <http://www.fema.gov/plan>

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 Wendy Galbreath: (517) 333-5032, GalbreathW@michigan.gov, School Planning

Work Agreement Objective 7: Incident Management

Goal: Verify that the jurisdiction maintains an EOC call list, including the CEO, performs a call out drill, and conducts an EOC orientation session. Ensure that the local jurisdiction is compliant with the National Incident Management System (NIMS).

Pub 206 Standard: Section 4.7

Metrics:

- Indicate whether the EOC call list, including the CEO, has been updated and sent to the DC.
 - EOC call list is updated: Select Yes or No
 - EOC call list has been sent to the DC: Select Yes or No
- Indicate if changes have been made to the EOC call list and sent to the DC
 - Changes have been made: Select Yes or No
 - Changes have been sent to the DC: Select Yes or No
- Indicate whether an EOC call out drill or actual event has been performed to verify accuracy of the EOC call list.
 - EOC call out drill has been performed: Select Yes or No
 - EOC call out for an actual event has been performed: Select Yes or No
- Indicate whether an EOC orientation was conducted.
 - Select Yes or No
- Indicate whether the EMD-70 NIMS Training Progress Report and EMD-71 NIMS Certification forms and were submitted.
 - EMD-70 has been submitted: Select Yes or No
 - EMD-71 has been submitted: Select Yes or No

Notes:

- EOC orientations can be integrated with EOC planning meetings or an EOC call out drill.
- EOC orientation may include orientation for new employees, training of new EOC technology/equipment, review of EOC procedures, etc.
- EOC call out drill can count towards exercise credit if an After Action Report (AAR) is completed.
- The EMD 70 and 71 will be submitted electronically.

Resources:

<http://www.fema.gov/national-incident-management-system>

EOC Management and Operations: <http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-775>

MSP/EMHSD NIMS: <http://www.michigan.gov/msp/0,4643,7-123-1564-191891--Y,00.html>

Contacts:

DCs: http://www.michigan.gov/documents/EMD_Map-2_5-12-05_124830_7.pdf

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Work Agreement Objective 8: Resource Management and Logistics & Mutual Aid

Goal: Ensure that Mutual Aid Agreements (MAAs) and Memoranda of Understandings (MOUs) are developed and maintained, the Michigan Emergency Management Assistance Compact (MEMAC) is promoted, and that the jurisdiction's NIMS typed resources are current in the Michigan Critical Incident Management System (MI CIMS).

Pub 206 Standard: Sections 4.8 & 4.9

Metrics:

- List number of new, updated, and current MAAs/MOUs.
 - List number of new MAA/MOUs
 - List number of updated MAA/MOUs
 - List number of current MAA/MOUs
- Document the name of new MEMAC members.
- Indicate whether the EMD-003 Resource Inventory Certification Form was submitted.
 - Select Yes or No

Notes:

- The EMD-003 will be submitted electronically.

Resources:

NIMS RLTL Tool: <https://rltl.ptaccenter.org/Public>

<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-703.a>

MSP/EMHSD NIMS: <http://www.michigan.gov/msp/0,4643,7-123-1564-191891--Y,00.html>

MSP/EMHSD MEMAC: http://www.michigan.gov/msp/0,4643,7-123-60152_69727_69730_69743-9460--.00.html

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Work Agreement Objective 9: Communications and Warning

Goal: Verify that the jurisdiction maintains a primary and secondary warning system, participate in radio tests and MI CIMS drills, and are actively involved in exercising additional communication methods. Verify attendance at regional Michigan Association of Broadcasters (MAB)/Emergency Alert System (EAS) meetings and review of regional plans.

Pub 206 Standard: Section 4.10

Metrics:

- Document the name of the primary and secondary notification systems.
- List the number of radio tests that the jurisdiction participated in.
 - List the number of district radio tests

- List the number of state radio tests
- List the number of other radio tests
- List the number of MI CIMS drills that the jurisdiction participated in.
 - List the number of district MI CIMS drills
 - List the number of state MI CIMS drills
- Document additional communication drills that the jurisdiction has participated in.
 - Document name of communication drills
 - List the number of communication drills
- List the number of regional Michigan Association of Broadcasters (MAB)/EAS meetings attended.
- Indicate whether the jurisdiction's warning capabilities were compared to the regional MAB plan.
 - Select yes or No

Notes:

- Additional communication drills may include members of the public health sector, the general public, airports, special teams, multiple counties or jurisdictions, etc.
- Additional communication drills may test social media, Radio Amateur Civil Emergency Service (RACES)/AUXCOM, Ham Radio, Emergency Alert System (EAS), Integrated Public Alert & Warning System (IPAWS), etc.
- State MI CIMS drills include any drill conducted by the state MI CIMS administrators e.g., Statewide load tests, etc.
- State and local EAS plans require a password.
- All regional plans were approved and submitted to Federal Communications Commission by MAB.
- All emergency managers are on their respective EAS region Local Emergency Communications Committee. Membership includes the local broadcast stations, the DC, every county emergency manager, and representatives of special interest groups. Notices of meetings will be issued by the MAB.
- The MAB has a program to assist emergency managers with any and all issues with public alerting.

Resources:

IPAWS: http://www.michigan.gov/documents/msp/IPAWS_Informational_Letter_2-4-13_410325_7.pdf
 EMNet Training: <http://www.michmab.com/EASFCC/EmergencyAlertSystemEAS/EMnetTraining>
 EAS Required Monthly Test Schedules
<http://www.michmab.com/EASFCC/EmergencyAlertSystemEAS/AreaEASTestSchedules>
 Password required EAS Forum
<http://www.michmab.com/Login?returnurl=%2fEASFCC%2fEmergencyAlertSystemEAS%2fMichiganEASForum>

Contacts:

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Work Agreement Objective 10: Operations and Procedures & Facilities

Goal: Verify that procedures for requesting a Governor's emergency or disaster declaration and state assistance are up to date in the jurisdiction's plans and that they are reviewed by public officials. Ensure that the jurisdiction maintains EOC procedures and provides an updated copy to the DC.

Pub 206 Standard: Sections 4.11 & 4.12

Metrics:

- Indicate whether the procedures for requesting a governor's emergency or disaster declaration and state assistance are up to date in the jurisdiction's plans and been reviewed with public officials.
 - Procedures are up to date in plans or procedures: Select Yes or No
 - Procedures have been reviewed with public officials: Select Yes or No
- Indicate whether the EOC procedures are current and have been provided to the DC.
 - EOC activation, operation, and deactivation procedures are current: Select Yes or No
 - Procedures have been sent to DC: Select Yes or No
- Indicate whether major updates have been made to EOC procedures and sent to the DC.
 - Major updates have been made: Select Yes or No
 - Major updates have been sent to the DC: Select Yes or No

Notes:

- Review with public officials can include a phone call, email, meeting, etc.

Resources:

MSP/EMHSD Publications: http://michigan.gov/msp/0,4643,7-123-1645_4607-14743--,00.html

Pub 901 Michigan Damage Assessment Handbook

Attachment C, page 23: Formatting for Declaring a local "State of Emergency"

Attachment D, Page 24: Format for Requesting a Governor's Emergency or Disaster Declaration and State Assistance

EOC Management and Operations: <http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-775>

<http://www.fema.gov/mitigation-best-practices-portfolio/emergency-operations-center-assessment-checklist>

Contacts:

DCs: http://www.michigan.gov/documents/EMD_Map-2_5-12-05_124830_7.pdf

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Work Agreement Objective 11: Training

Goal: Verify that jurisdiction is promoting emergency management courses.

Pub 206 Standard: Sections 4.13

Metrics:

- Indicate if the emergency management course schedule has been promoted.
 - Select Yes or No

Notes:

- All training is included in the EMD-065 Quarterly Training and Exercise Report. The EMD-65 now includes the previous Quarterly Training Report and Quarterly Exercise Report. They have been combined and will be submitted electronically.
- State Training provides the Emergency Management Course Catalog for each year
- Emergency Management Institute (EMI) provides the list of Federal Training courses for each year, including EOC specific training.

Resources:

MSP EMHSD Training & Exercise: http://www.michigan.gov/msp/0,4643,7-123-60152_69852---,00.html

MI-Train: <https://mi.train.org/DesktopShell.aspx>

EMI - <http://training.fema.gov/>

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Work Agreement Objective 12: Exercises, Evaluations and Corrective Actions

Goal: Verify that the jurisdiction has submitted the EMD-065 and the multi-year training and exercise plan.

Pub 206 Standard: Sections 4.14

Metrics:

- Indicate whether the EMD-065 has been submitted.
 - Select Yes or No
- Indicate whether the multi-year training and exercise plan has been submitted.
 - Select Yes or No

Resources:

MSP EMHSD Training & Exercise: http://www.michigan.gov/msp/0,4643,7-123-60152_69852---,00.html

http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13_.pdf
hseep.dhs.gov/hseep_em

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Work Agreement Objective 13: Crisis Communications, Public Education and Information

Goal: Document efforts to educate the public about preparedness activities and report Citizen Corps activities.

Pub 206 Standard: Sections 4.15

Metrics:

- Document efforts to educate the public about preparedness activities
 - Awareness weeks: Document name e.g., Severe Weather, Winter Awareness, National Preparedness month, etc.
 - Media: document name of media e.g., social, print, TV, radio, etc.
 - See Something/Say Something: Select Yes or No
 - Seven Signs of Terrorism: Select Yes or No
- List the number of trainings performed by the jurisdiction's Citizen Corps teams.
- List the number of times Citizen Corps teams were deployed or activated.

Resources:

MSP/EMHSD Preparedness: http://www.michigan.gov/msp/0,4643,7-123-60152_68558---,00.html
MSP/EMHSD 7 Signs of Terrorism: <http://www.michigan.gov/msp/0,4643,7-123-1564-171767--,00.html>
<http://www.ready.gov/citizen-corps>
<http://www.fema.gov/national-preparedness>
<http://www.dhs.gov/see-something-say-something>

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