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| EMHSD-31  Michigan State Police  Emergency Management and  Homeland Security Division | **Jurisdiction Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Fiscal Year (FY) 2026  **Local Emergency Management Program (LEMP)**  **Work Agreement and Quarterly Report Outline** | | | Work Agreement  Due: October 1, 2025 | |
| **Purpose** | | | | | |
| The **LEMP Work Agreement** and **Quarterly Report Outline** defines the scope of work for a sustainable and effective emergency management (EM) program in the State of Michigan. The work agreement must be signed annually by the jurisdiction’s Chief Elected Official (CEO), the Emergency Management Coordinator (EMC), the Michigan State Police (MSP) District Coordinator (DC), and the EM Program Manager, where applicable.  By signing the work agreement, the jurisdiction is certifying their commitment to maintaining the minimum standards of an effective EM program in the State of Michigan. The jurisdiction also agrees to comply with quarterly reporting requirements, providing details on the EM program’s activities in relation to the standards outlined in the Quarterly Report Outline section of this document.  Quarterly reporting is completed in an online survey and will follow the format and schedule included in this work agreement. Quarterly reporting is required by EM programs that meet the criteria defined under the Administrative Rules for State Assistance to Counties and Municipalities to Public Act 390 of 1976, as amended, MCL 30.419 (P.A. 390). Specific activities included in the Quarterly Report Outline are required to be completed and are identified as required in the outline. Performance based activities that are not required, but serve as standards to enhance program effectiveness, are also labeled accordingly. Regardless of designation, all activities must be reported on in the quarterly reports. Activities for each standard were established by a group of local and state EM subject matter experts who maintain a baseline set of standards for EM programs in Michigan.  Note: Jurisdictions receiving Emergency Management Performance Grant (EMPG) funding must maintain all grant documentation, including a signed copy of the LEMP Work Agreement, for three years after the federal award is closed. The EMPG has a three-year period of performance. Please verify exact dates for specific grant years by contacting the MSP, Emergency Management and Homeland Security Division (EMHSD). | | | | | |
| SIGNATURE OF CHIEF ELECTED OFFICIAL | | DATE | SIGNATURE OF EMERGENCY MANAGEMENT COORDINATOR | | DATE |
| SIGNATURE OF EMERGENCY MGMT. PROGRAM MANAGER | | DATE | SIGNATURE OF DISTRICT COORDINATOR | | DATE |

**Quarterly Report Outline**

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| **Overview** |
| The following pages provide an outline of required reporting for LEMP activities. Each section provides a definition of the overall objective and lists activities, designed to measure progress toward meeting the objectives. The reporting tables include the following details (column titles, as presented left to right):   * Activity – These are the activities that will be reported on, and which programs should be completing or working towards. * Report Outline – Questions that will be displayed with the quarterly reporting process via an online survey. * Reporting Schedule – Notes which quarter(s) each question will be asked. * Designation – Identifies if the activity is required to be completed or if it is something the jurisdiction should be working towards achieving.   + Activities designated “Required”, each LEMP is expected to accomplish the task within the given timeframe.   + Activities marked with “Perform” are performance-based. Perform indicates the activity should be pursued, but it is understood each program has varying resources to dedicate towards the activity.   The reporting quarters follow the State of Michigan FY:   |  |  |  | | --- | --- | --- | | **Quarter** | **Reporting Period** | **Submission Deadline** | | Quarter 1 | October 01 - December 31 | January 10 | | Quarter 2 | January 01 - March 31 | April 10 | | Quarter 3 | April 01 - June 30 | July 10 | | Quarter 4 | July 01 - September 30 | October 10 |     Additional guidance on each standard included in this document can be found in the 2026 Supplemental Guidance to the LEMP Work Agreement on the MSP/EMHSD website: [Emergency Management Performance Grant](https://www.michigan.gov/msp/divisions/emhsd/grant-programs/empg/emergency-management-performance-grant) |

# Section 1: Administration and Finance

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| The EMC shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies, and procedures to carry out emergency financial and administrative responsibilities. The local emergency manager shall provide a copy of their job description(s) that incorporate their EM activities. Emergency Management (EM) activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans. |

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| **Quarterly Reporting: Administration and Finance** | | | |
| **Activity** | **Report Outline** | **Reporting Schedule** | **Designation** |
| Submit **2026** LEMP work agreement documents to EMHSD by **10/01/25**. | EMHSD-31 Form Submitted: Yes/No  Position Description Submitted: Yes/No  EMHSD-17 Form Submitted: Yes/No | Quarter 1 | Required  Required Required\* |
| Complete the [FY 26 Executive Compensation](https://app.smartsheet.com/b/form/f6f3f87a4a38433b9b905f1536ea230b) form by **10/01/25**. | Executive Compensation form was submitted: Yes/No | Quarter 1 | Required\* |
| Submit the EMPG quarterly expense report timely and with required signatures. | Emergency Management Performance Grant (EMPG) quarterly expense reports were submitted: Yes/No | Quarters 1, 2, 3, & 4 | Required\* |
| Submit for 2027 LEMP work agreement documents to EMHSD by **10/1/26**. | EMHSD-31 Form Submitted: Yes/No  Position Description Submitted: Yes/No  EMHSD-17 Form Submitted: Yes/No | Quarter 4 | Required  Required\* Required\* |
| Complete the [FY 27 Executive Compensation](https://app.smartsheet.com/b/form/0197227a62be7923ad0ce3e318be1d5b) form by **10/1/26**. | Executive Compensation form was submitted: Yes/No | Quarter 4 | Required\* |

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| **NOTE:** Items marked with an asterisk are only required for emergency management programs that received EMPG funding. |

# Section 2: Laws and Authorities

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| The EM Program shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended) and applicable laws and regulations and have a local EM resolution. |

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| **Quarterly Reporting: Laws and Authorities** | | | |
| **Activity** | **Report Outline** | **Reporting Schedule** | **Designation** |
| Attend quarterly district EM meetings | Quarterly meeting attended: Yes/No | Quarters 1, 2, 3, & 4 | Perform |
| Report attendance at EM and Emergency Support Function (ESF) meetings | *Meeting Type / Focus, Number of Meetings per ESF:*   * [ESF #1 - Transportation](http://www.fema.gov/library/viewRecord.do?id=7350) * [ESF #2 - Communications](http://www.fema.gov/library/viewRecord.do?id=7351) * [ESF #3 - Public Works and Engineering](http://www.fema.gov/library/viewRecord.do?id=7784) * [ESF #4 - Firefighting](http://www.fema.gov/library/viewRecord.do?id=7353) * [ESF #5 - Information and Planning](http://www.fema.gov/library/viewRecord.do?id=7354) * [ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services](http://www.fema.gov/library/viewRecord.do?id=7355) * E[SF #7 - Logistics](http://www.fema.gov/library/viewRecord.do?id=7356) * [ESF #8 - Public Health and Medical Services](http://www.fema.gov/library/viewRecord.do?id=7359) * [ESF #9 - Search and Rescue](http://www.fema.gov/library/viewRecord.do?id=7360) * [ESF #10 - Oil and Hazardous Materials](http://www.fema.gov/library/viewRecord.do?id=7376) * [ESF #11 - Agriculture and Natural Resources](http://www.fema.gov/library/viewRecord.do?id=7365) * [ESF #12 - Energy](http://www.fema.gov/library/viewRecord.do?id=7785) * [ESF #13 - Public Safety and Security](http://www.fema.gov/library/viewRecord.do?id=7367) * ESF #14 - Cross-Sector Business and Infrastructure * [ESF #15 - External Affairs](http://www.fema.gov/library/viewRecord.do?id=7377) * Local * District * Regional * State * Federal | Quarters 1, 2, 3, & 4 | Perform |

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# Section 3: Threat and Hazard Identification, Risk Assessment, and Consequence Analysis

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| The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for significant hazards, to consider their impact on the public, responders, continuity of operations that include the delivery of services; property, facilities, and infrastructure; the environment; the economic condition of the jurisdiction, and public confidence in the jurisdiction’s governance. |

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| **Quarterly Reporting: Threat and Hazard Identification, Risk Assessment, and Consequence Analysis** | | | |
| **Activity** | **Report Outline** | **Reporting Schedule** | **Designation** |
| Document threat and hazard identification, risk assessment, or consequence analysis activities. | *Type of Risk Assessment Completed and Number of Assessments Reviewed/Completed:*   * County * Municipal * Facilities * Special Events | Quarters 1, 2, 3, & 4 | Perform |
| Did you utilize the Cybersecurity and Infrastructure Security Agency’s (CISA) Gateway tool for any of the hazard identification, risk assessment, or consequence analysis activities performed **during the past 12 months**? | Cybersecurity and Infrastructure Security Agency’s (CISA) Gateway tool utilized: Yes/No | Quarter 4 | Perform |

# Section 4: Hazard Mitigation

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| The EMC should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds, then the EMC shall ensure that the jurisdiction’s hazard mitigation plan (HMP) is developed and updated every five years. |

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| **Quarterly Reporting: Hazard Mitigation** | | | |
| **Activity** | **Report Outline** | **Reporting Schedule** | **Designation** |
| Document whether your community has developed an HMP. | Hazard Mitigation Plan (HMP): Yes/No/Adopted County Plan | Quarter 1 | Required |
| Confirm the date of the jurisdiction’s HMP. | Plan is expired: Yes/No  Expiration Date: \_\_\_/\_\_\_\_/\_\_\_\_\_ | Quarter 1 | Required |
| Schedule and host the required annual hazard mitigation planning committee meeting by **September 30**. | Annual planning committee meeting was scheduled: Yes/No  Annual planning committee meeting was held: Yes/No | Quarters 1, 2, 3, & 4 | Required |
| Based on the current HMP, report the areas where local investments have been made **during the past 12 months**. | Investments made in the following areas:   * Property Acquisitions * Culvert Upgrade * Berm Improvement * Backflow Preventer Installation * Conduit Installation * Detention/Retention Basin installation * Warning Systems * Utility Protection and/or relocation * Structure Elevation * Stream Bank Stabilization * Dune Stabilization * Community saferoom | Quarter 3 | Perform |
| Document appropriate steps taken by your jurisdiction to create a new or update an expired plan **during the past 12 months**. | Check appropriate steps.   * Assemble a local planning team. * Collect information about local hazard risks and impacts. * Identify vulnerabilities. * Review, verify, proofread, or edit the plan. * Offer the document for stakeholder or public review. * Meeting(s) to identify or select hazard mitigation actions. * Describe the details of action item implementation. * Official plan adoption by participating jurisdictions. | Quarter 4 | Perform |

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# Section 5: Prevention

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| The EMC has a strategy among disciplines to coordinate prevention activities, monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk, and has procedures for exchanging information between internal and external stakeholders to prevent incidents. |

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| **Quarterly Reporting: Prevention** | | | |
| **Activity** | **Report Outline** | **Reporting Schedule** | **Designation** |
| Identify prevention activities that the jurisdiction participated in **during the past 12 months**. | *Check all that apply.*   * Assigning prevention activities to each agency identified in the jurisdiction’s basic plan portion of the emergency plan. * Establishing a jurisdiction-wide prevention activities coordinator to coordinate with all agencies in prevention activities. * Participating in the Homeland Security Information Network. * Developing a Critical Infrastructure Protection Plan and identifying roles and responsibilities. * Utilizing the Michigan Critical Incident Management System (MI CIMS) or another monitoring system to identify and coordinate prevention activities within the EOC. * Establishing procedures that coordinate reporting with the Michigan Intelligence Operations Center (MIOC) regional liaison and MIOC. * Developing and implementing information sharing procedures. * Other: \_\_\_\_\_ | Quarter 4 | Perform |

# Section 6: Operational Planning

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| The EMC shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP) or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction’s current CEO has signed the updated/revised EOP, EAG, and emergency support plans. |

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| **Quarterly Reporting: Operational Planning** | | | |
| **Activity** | **Report Outline** | **Reporting Schedule** | **Designation** |
| Report the number of Local Planning Team (LPT) meetings that occurred. | Attended/Hosted #\_\_\_\_\_ LPT meetings. | Quarters 1, 2, 3, & 4 | Perform |
| Confirm if the jurisdiction’s EOP/EAG is current and identify if the plan will expire within the **current FY**. | EOP/EAG is current: Yes/No  Expiration Date: \_\_\_/\_\_\_\_/\_\_\_\_\_ | Quarter 1 | Required |
| Identify EOP/EAG annexes that were reviewed and/or updated during the quarter. Ensure any section/annex updates are in compliance with Pub 201a. | Total Annexes in the EOP/EAG: #\_\_\_\_  Reviewed Annexes: #\_\_\_\_\_  Annexes Updated: #\_\_\_\_ | Quarters 1, 2, 3, & 4 | Perform |
| Report participation in EM activities with school officials. | *School Activities/Number of Activities:*   * Planning: #\_\_\_\_\_ * Seminars: #\_\_\_\_\_ * Outreach: #\_\_\_\_\_ * Special Events: #\_\_\_\_\_\_\_ | Quarters 1, 2, 3, & 4 | Perform |
| Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD. Ensure that the plan is signed by the current CEO. Emergency Management (EM) programs are encouraged to submit new or updated support plans to the DC. | Total Support Plans: #\_\_\_\_\_  Current plans: #\_\_\_\_\_   * Does Not Apply | Quarter 1 | Required |
| Verify that the CEO original signature is current in the EOP/EAG, if new CEO, forward contact information to the DC. | EAG CEO signature is current: Yes/No  Current CEO contact information was sent to DC: Yes/No   * Does not apply | Quarter 2 | Required |
| Report the status of Superfund Amendments and Reauthorization Act (SARA) Title III plans and report any noncompliant areas. | Total Sites: #\_\_\_\_\_  Total Plans: #\_\_\_\_\_\_\_  Noncompliant Areas: \_\_\_\_\_\_\_\_   * Does not apply | Quarter 3 | Required |
| Host four Local Emergency Planning Committee (LEPC) meetings by  **September 30** (within the FY). | Hosted four LEPC meetings within the fiscal year: Yes/No | Quarter 4 | Required |
| Track and record receipt of each school’s scheduled drill days for all school buildings operated by the school, school district, intermediate school district, or public academy for the **2025-2026** school year by **September 15**. Distribute list to appropriate emergency response personnel and DC. | Scheduled drill dates were tracked and recorded: Yes/No  Drill schedule dates were distributed: Yes/No | Quarter 4 | Required\* |

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| **NOTE: \***This item should be conducted in compliance with Michigan Public Act 12 of 2014, codified at Mich. Comp. Laws §29.19. Items in this section marked with an asterisk are only required of County EMCs. Scheduled school drill dates received by the EMC should be distributed to appropriate emergency response personnel in each district. |

# Section 7: Incident Management

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| The EMP shall comply with Homeland Security Presidential Directive/HSGP-5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction’s EOC. |

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| **Quarterly Reporting: Incident Management** | | | |
| **Activity** | **Report Outline** | **Reporting Schedule** | **Designation** |
| Update EOC call list, including the CEO, and submit a copy to the DC by the end of the quarter. | Emergency Operations Center (EOC) call list is updated: Yes/No  Emergency Operations Center (EOC) call list has been sent to the DC: Yes/No | Quarters 1, 2, 3, & 4 | Perform |
| Perform an EOC call out for a drill or an actual event by **September 30**. | Emergency Operations Center (EOC) call out drill has been performed: Yes/No | Quarter 4 | Perform |
| Conduct EOC orientation session by **September 30.** | Changes have been made: Yes/No  Changes have been sent to the DC: Yes/No  Emergency Operations Center (EOC) orientation was conducted: Yes/No | Quarter 4 | Perform |
| Submit the EMHSD-071 NIMS Implementation Certification by  **September 30**. | EMHSD-071 submitted by September 30: Yes/No | Quarter 4 | Required |

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# Section 8: Resource Management, Logistics, and Mutual Aid

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| The EMC shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials, to address hazards identified in the jurisdiction. The EMC should also develop Mutual Aid Agreements (MAA)/Memoranda of Understanding (MOUs) and promote memberships in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps in the jurisdiction. |

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| **Quarterly Reporting: Resource Management, Logistics, and Mutual Aid** | | | |
| **Activity** | **Report Outline** | **Reporting Schedule** | **Designation** |
| Train and track EMPG-funded personnel in accordance with the National Qualification System (NQS). | Emergency Management Performance Grant (EMPG)-funded personnel are trained and tracked in accordance with the NQS? Yes/No | Quarter 1 | Required\* |
| Report new, updated, or current MAA/MOUs within the emergency management program **during the past 12 months**. | New MAA/MOUs: #\_\_\_\_\_\_\_  Updated MAA/MOUs: #\_\_\_\_\_\_\_  Current MAA/MOUs: #\_\_\_\_\_\_\_\_ | Quarter 4 | Perform |
| Report any MEMAC membership additions that occurred **during the past 12 months**. | Michigan Emergency Management Assistance Compact (MEMAC) Member Name: | Quarter 4 | Perform |
| Verify that the jurisdiction’s NIMS typed resources are identified and inventoried and complete the resource portion of form EMHSD-071 NIMS Implementation Certification by **September 30**. | National Incident Management System (NIMS) typed resources are identified and inventoried: Yes/No | Quarter 4 | Perform |

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| **NOTE:** Items marked with an asterisk are only required for emergency management programs that received EMPG funding. |

# Section 9: Communications and Warning

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| The EMC shall ensure that the jurisdiction communicates both internally and externally with all EMP stakeholders and emergency personnel. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC staff, state and federal government officials, and the public. The EMP should have alert and warning plans and procedures that include analysis and decision-making protocols for sending an alert, public alert message writing best practices, procedures for coordination, review, and approval of message delivery, as well as plans for training on and exercising alert dissemination through Integrated Public Alert & Warning System (IPAWS), if available. Their communication systems should be interoperable with other communication systems. |

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| **Quarterly Reporting: Communications and Warning** | | | |
| **Activity** | **Report Outline** | **Reporting Schedule** | **Designation** |
| Identify the primary and backup public alerting system used in the jurisdiction, (i.e., Emergency Alert System (EAS) and Wireless Emergency Alerts (WEA), sirens, weather radio, etc.). | Primary Public Alerting System: \_\_\_\_\_\_\_\_\_\_\_\_  Backup Public Alerting System: \_\_\_\_\_\_\_\_\_\_\_\_ | Quarter 1 | Perform |
| Identify the primary and backup public opt-in mass notification systems used in the jurisdiction. | Primary Mass Notification System: \_\_\_\_\_\_\_\_\_\_  Backup Mass Notification System: \_\_\_\_\_\_\_\_\_\_ | Quarter 1 | Perform |
| Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab. | Integrated Public Alert & Warning System (IPAWS) Proficiency Demonstrations Completed: yes/no   * Does not apply | Quarters 1, 2, 3, & 4 | Required\* |
| Participated in communications drills or exercises. | *Type of drills or exercises:*   * None * 800 MHz * AUXCOMM * Other Radios * Other communication tests / exercises | Quarters 1, 2, 3, & 4 | Perform |
| Meet with Local Emergency Communications Committee (LECC)/Michigan Association of Broadcasters (MAB) area representatives between by **September 30**. | Local Emergency Communications Committee (LECC)/ MAB regional meetings were held: Yes/No | Quarter 4 | Perform |
| Review and compare your jurisdiction’s alert and warning plan for compliancy with the regional EAS plan by **September 30**. | Jurisdiction has an alert and warning plan: Yes/No  Jurisdiction’s plan was compared with the regional EAS Plan: Yes/No | Quarter 4 | Perform |

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| **NOTE: \***Answer the monthly IPAWS proficiency question for your jurisdiction, even if the testing is not completed by the EMC.If your jurisdiction is not yet an IPAWS Alerting Authority, select Not Applicable (N/A) as your response. |

# Section 10: Operations, Procedures, and Facilities

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| The EMC shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The EMP shall have a primary facility EOC capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly. |

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| **Quarterly Reporting: Operations, Procedures, and Facilities** | | | |
| **Activity** | **Report Outline** | **Reporting Schedule** | **Designation** |
| Verify that the procedures for Requesting a Governor’s Emergency or Disaster Declaration and State Assistance are up to date in the jurisdiction’s plans or procedures by **December 31**. | Procedures are up to date in plans or procedures: Yes/No | Quarter 1 | Perform |
| Report updates to EOC activation procedures for the jurisdiction’s EOC and provide a copy to the DC by  **December 31**. | Emergency Operations Center (EOC) activation, operation, and deactivation procedures are current: Yes/No  Procedures have been sent to DC: Yes/No | Quarter 1 | Perform |
| Ensure that procedures for declaring a local “State of Emergency” and requesting a Governor’s Emergency or disaster declaration, and state assistance are reviewed with the jurisdiction’s public officials by **March 31**. | Procedures have been reviewed with public officials: Yes/No | Quarter 2 | Perform |
| Report any major updates to EOC activation, operation, and deactivation procedures | Major updates have been made: Yes/No  Major updates have been sent to DC: Yes/No | Quarters 2, 3, & 4 | Perform |

# Section 11: Training

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| The EMC shall have a formal, documented training program composed of training needs, assessment, curriculum, course evaluation, and records of training. Necessary training includes the Professional Development Series, MI CIMS, DA, and NIMS training courses. The local emergency manager shall complete the **Quarterly Training and Exercise Reporting Worksheet (EMD-065) in Smartsheet** and promote available EM training courses for all personnel, including EOC staff, specific to their responsibilities. |

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| **Quarterly Reporting: Training** | | | |
| **Activity** | **Report Outline** | **Reporting Schedule** | **Designation** |
| Promote Michigan’s Professional Emergency Manager program and related courses. | Emergency management (EM) course schedule has been promoted: Yes/No | Quarter 2 & 4 | Perform |

# Section 12: Exercises, Evaluations, and Corrective Actions

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| The EMP shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program. The local emergency manager shall track all exercises on the **EMD-065 Quarterly Training and Exercise Report form in Smartsheet**, including the type, grant funding, and number of participants. An **EMD-006 Annual Training and Exercise Plan Worksheet** must be submitted by the local emergency manager by the end of the FY to ensure that each EMP is meeting annual exercise requirements.  All LEMPs must participate in no fewer than one exercise in the 12-month FY. Participation includes roles as exercise director, player, evaluator, controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation. The EMD-065 must be submitted by the local emergency manager by the end of each quarter to track the progress of this requirement.  No fewer than one exercise must be conducted within the funded jurisdiction and test the local program EOP. By authority conferred on the director of the department of state police by Section 19 of 1976 P.A. 390, as amended, MCL 30.419). Per R 30.51 (Admin Code) each program shall have "(D) An exercise that tests the EOP at least once each fiscal year (October 1 to September 30)."  At least one After Action Report and Improvement Plan (AAR/IP) for an exercise that tests the local jurisdiction or program’s EOP must be submitted to EMHSD each FY. Efforts should be made to submit the AAR/IP within 90 days of the exercise conclusion. It is requested that all AAR/IPs be submitted to EMHSD for tracking purposes. |

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| **Quarterly Reporting: Exercises, Evaluations, and Corrective Actions** | | | |
| **Activity** | **Report Outline** | **Reporting Schedule** | **Designation** |
| Submit EMD-065 – Quarterly Training and Exercise Report. | EMD-065 has been submitted: Yes/No | Quarters 1, 2, 3, & 4 | Perform |
| Develop and submit EMD-006 – Annual Training and Exercise Plan Worksheet by **September 30**. | EMD-006 has been submitted: Yes/No | Quarter 4 | Perform |

# Section 13: Crisis Communications, Public Education, and Information

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| The EMP provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks and MIREADY campaigns. |

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| **Quarterly Reporting: Crisis Communications, Public Education, and Information** | | | |
| **Activity** | **Report Outline** | **Reporting Schedule** | **Designation** |
| Document efforts to educate the public about preparedness activities occurring.  Reporting about outreach activities includes data presented in person and through the media (could include print, broadcast, social media, in-person, etc.). | *Outreach:*  Estimated number of outreach activities: #\_\_\_\_\_\_\_   * Awareness Weeks * Speaking Engagement * See Something/Say Something * Signs of Terrorism * Ok2Say * Social Media Campaigns * Other | Quarters 1, 2, 3, & 4 | Perform |
| Report on Citizen Corps activity | *Participated in Citizen Corps Activities:*  Training: yes/no  Deployment/Activation: yes/no | Quarters 1, 2, 3, & 4 | Perform |

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# Section 14: Other - Unscheduled Emergency Management Activities

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| **Quarterly Reporting: Other - Unscheduled Emergency Management Activities** | | | |
| **Activity** | **Report Outline** | **Reporting Schedule** | **Designation** |
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**Appendix**

MSP/EMHSD Contacts

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|  | | |  | | |
| First Name | **Last name** | **Email** | | **Phone Number** | **Position** |
| Lt. Charles | **Barker** | [BarkerC@michigan.gov](mailto:BarkerC@michigan.gov) | | 810-233-8466 | District 3 Coordinator |
| Mr. Jack | **Calhoun III** | [CalhounJ1@michigan.gov](mailto:CalhounJ1@michigan.gov) | | 517-897-6120 | State Training Officer |
| Lt. Josh | **Collins** | [CollinsJ1@michigan.gov](mailto:CollinsJ1@michigan.gov) | | 517-202-5545 | District 5 Coordinator |
| Lt. Michael | **deCastro** | [DecastroM@michigan.gov](mailto:DecastroM@michigan.gov) | | 231-499-8266 | District 7 Coordinator |
| Mr. Jeremy | **Hagerman** | [HagermanJ3@michigan.gov](mailto:HagermanJ3@michigan.gov) | | 517-224-6336 | EMPG Coordinator |
| Mr. Henrik | **Hollaender** | [HollaenderH@michigan.gov](mailto:HollaenderH@michigan.gov) | | 517-898-4235 | Local Planner/NIMS/Quarterly Reports |
| Lt. LaMarr | **Johnson** | [JohnsonL30@michigan.gov](mailto:JohnsonL30@michigan.gov) | | 248-508-9171 | District 2S Coordinator |
| Lt. Eric | **Johnson** | [JohnsonE23@michigan.gov](mailto:JohnsonE23@michigan.gov) | | 906-298-1431 | District 8 Coordinator |
| Ms. Deanna | **Johnston** | [JohnstonD3@michigan.gov](mailto:JohnstonD3@michigan.gov) | | 517-648-8689 | State Exercise Officer |
| Lt. Timothy | **Ketvirtis** | [KetvirtisT@michigan.gov](mailto:KetvirtisT@michigan.gov) | | 517-202-5597 | District 2N Coordinator |
| Ms. Amanda | **Lung** | [LungA@michigan.gov](mailto:LungA@michigan.gov) | | 517-388-8569 | Financial Analyst |
| Lt. Orville | **Theaker** | [TheakerO@michigan.gov](mailto:TheakerO@michigan.gov) | | 269-953-6099 | District 6 Coordinator |
| Lt. Robert | **Wolf** | [WolfR2@michigan.gov](mailto:WolfR2@michigan.gov) | | 517-927-0393 | District 1 Coordinator |