

***(Emergency Action Guidelines, v. September 2015)***

(Jurisdiction Name)

**EMERGENCY ACTION GUIDELINES (EAG)**

An all-hazards plan for use in the event of disaster or severe emergency of natural, human, wartime, technological or terrorism origin.

(insert date)

The information contained in this template, developed by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD), should be used to assist in developing a local EOP which should then be reviewed by the Local Planning Team (LPT) and modified based on the community's emergency response capabilities.











**Record of Distribution**

The following is a list of the individuals and facilities that have been provided a copy of the EOP in order to conduct the assigned tasks addressed in this plan.

<b>Title of Recipient</b>	<b>Name of Recipient</b>	<b>Agency</b>	<b>Date</b>	<b>Number of Copies</b>
EMC				
Assistant to the EMC				
MSP/EMHSD District Coordinator (DC)				
CEO of Jurisdiction				
Warning Official				
Communications Official				
Damage Assessment (DA) Official				
Public Information Official (PIO)				
Law Enforcement Official				
Fire Services Official				
Health Services Official				
Public Works Official				
Human Services Official				
EMS Official				
American Red Cross (ARC) Official				
EOC				
Alternate EOC				
Joint Information Center (JIC)				

## Basic plan

### I. Purpose

*(This section describes the purpose for developing and maintaining the EOP)*

This EOP is being developed and maintained as required by local executive order, pursuant to Michigan Emergency Management Act (1976 PA 390, as amended), and Publication (Pub) 201a developed by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD). This plan will establish policies and procedures that will allow **(Jurisdiction Name)** to provide a coordinated response to save lives, minimize injuries, protect property, preserve functioning civil government and maintain economic activities essential to its survival and recovery from natural disasters and technological hazards.

This EOP provides **(Jurisdiction Name)** agencies with a general concept of potential emergency assignments before, during, and following emergency situations. It also establishes the guidelines for conducting efficient, effective, and coordinated emergency operations involving the use of all resources belonging or available to this jurisdiction, and coordinates local agency SOPs. The EOP includes a basic plan, functional annexes, and hazard-specific appendices.

### II. Scope

*(This section describes what times or under what conditions this plan would be activated)*

The EOP provides a common all-hazard approach to be utilized by **(Jurisdiction Name)**, and the communities within it, during all hazards that may impact the jurisdiction. This EOP must be activated in a timely manner, in the beginning of a disaster or emergency, as stated in 1976 PA 390, as amended, in order to receive state and federal disaster funds.

### III. Authorities and References

*(This section identifies the legal basis for emergency operations and activities)*

#### A. Authority of local officials during an emergency:

1. 1976 PA 390, as amended
2. **(Jurisdiction Name)**, resolution for the adoption of the NIMS,
3. **(Jurisdiction Name)**, local EM resolution,
4. **(Jurisdiction Name)**, resolution for emergency operations,
5. **(Jurisdiction Name)**, adoption of the EOP,
6. Executive Directive No. 2005-09, the state adoption of the NIMS,
7. The Robert T. Stafford Disaster Relief and Emergency Assistance Act,
8. Emergency Planning and Community Right to Know Act of 1986 (EPCRA) also known as the Superfund Amendments and Reauthorizations Act (SARA), Title III,
9. Good Samaritan Law and Know Act of 1986.

#### B. References used to develop the EOP:

1. NIMS,
2. NRF,
3. Michigan Emergency Management Plan (MEMP), MSP/EMHSD,
4. Pub 201 and 201a, MSP/EMHSD.

#### C. See Attachment A for glossary.



**IV. Plan Development and Maintenance**

*(This section discusses the overall approach to planning and the process used to review and update the EOP)*

- A. The planning development process used to develop this EOP includes the following steps:
1. Establish a LPT: Key departments, such as law enforcement, fire, public works, and public health, were part of the LPT and will be used to establish and monitor programs and assist the local EMP in developing and maintaining the EOP.
  2. Identify Hazards and Risks: Hazards and risks were identified in the community through the creation of a community profile, identifying hazards, performing a risk assessment, and determining vulnerabilities.
  3. Define Goals and Objectives: Goals and objectives have been defined to clearly state problems, issues, and opportunities in hazard mitigation and other areas. The EOP and actions outlined in the plan are based on clear goals and objectives.
  4. Identify Actions and Assess Capabilities: Courses of action, capabilities to respond to an incident, and available resources, to achieve defined goals and objectives, have been identified and outlined in this EOP.
  5. Evaluate and Select Feasible Actions: Actions in the plan have been deemed feasible and are within the means of authorities and operating standards of [\(Jurisdiction Name\)](#).
  6. Plan development, review and approval: The EOP was developed using the [\(agency, function, or ESF based\)](#) template and has been approved by all required parties including: [\(insert parties, e.g., EM, CEO\)](#).
  7. Plan Implementation and Update: Implementation and evaluation of this EOP's effectiveness has been determined by the CPG 101 criteria; adequacy, feasibility, acceptability, completeness and compliance.
  8. Consistent Updates to the EOP: Each quarter a portion of the plan is updated and the entire EOP is updated every 4 years. The plan will also be updated after:
    - a. A change in elected officials,
    - b. Major exercises,
    - c. A change in the jurisdictions demographics or hazards,
    - d. The enactment of new or amended law and/or ordinances,
    - e. A change in operational resources,
    - f. A formal update of planning guidance or standards.
- B. The structure of the EOP Includes:
1. The Basic Plan: Provides an overview of the jurisdiction's preparedness and response strategies. It describes hazards, outlines agency roles and responsibilities, and explains how the EOP is kept current.
  2. Annexes: Individual chapters on concept of operation for specific functions, beyond what is provided in the basic plan. Sections include purpose/mission, objectives, lead and support agencies, structure, and roles and responsibilities.
  3. Appendices: Procedures/strategies for managing the functions in a specific hazard.

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- C. The EOP is coordinated with local political subdivisions (with a population over 10,000) by incorporating their support plans into the county EOP. The EOP is coordinated with adjoining county EOP's by [\(insert process, e.g., discuss at regional meetings, attend adjoining county LPT meetings, review other EMP EOPs, etc.\)](#).
- D. The EOP is distributed to the whole community including; county/city departments, disaster organizations, surrounding jurisdictions, and the MSP/EMHSD. See the Plan Distribution table on [\(insert page #\)](#) for full list of recipients.
- E. Public distribution: The EOP is distributed to the public via [\(insert methods, e.g. the EMP website, public board meetings, etc.\)](#)
- F. The plan review process:
1. The EOP has been checked for its adherence to applicable regulatory requirements and federal and state agency standards, and its usefulness in practice.
  2. Per 1976 PA 390, as amended, the entire EOP is updated every four years with a current CEO signature. The CEO will review and approve the EOP by signing and dating the document. The EOP is also submitted to and approved by MSP/EMHSD.
  3. Local organizations and agencies are responsible for updates to their portions of the EOP. They submit changes through [\(insert process, e.g., attend LPT meeting, submit changes to be incorporated into the annex when requested by EMC, update the section/annex to be incorporated into the EOP\)](#).
  4. Plan updates are outlined in the EMHSD Emergency Management Performance Grant (EMPG) work agreement. Generally, at least one annex of the EOP is updated and submitted to the DC each quarter.
  5. [\(Jurisdiction Name\)](#) has submitted a Pub 201a "Review Guide for Local Emergency Operations Plans and Emergency Action Guidelines" to the DC.
  6. The following CPG 101 criteria is used to validate this EOP:
    - a. Adequacy: The EOP identifies critical tasks effectively, accomplishes the assigned missions, and addresses valid and reasonable assumptions.
    - b. Feasibility: The EOP documents how organizations accomplish assigned missions and tasks by using available resources within the time allowed in the plan, allocating resources to tasks and resource tracking.
    - c. Acceptability: The EOP meets the requirements driven by threats, decision makers, public costs, and time limitations. It is also consistent with the law.
    - d. Completeness: The EOP incorporates tasks to be accomplished, required capabilities, needs of the general population, children, and individuals who require Functional Needs Support Services (FNSS), a complete picture of the sequence and scope of the planned response operations, time estimates for achieving objectives, success criteria, and a desired end-state.
    - e. Compliance: The EOP complies with the Pub 201a, CPG 101, and NIMS.

**V. Situation Overview**

*(This section provides an overview of the steps taken by the jurisdiction to prepare for disasters)*

- A. **(Jurisdiction Name)** has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:
1. The mitigation of potential hazards.
  2. Identification of emergency response agencies and mechanisms that will protect life and property before, during and after an emergency.
  3. Tasking agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under the "Organization and Assignment of Responsibilities."
  4. Identification of lines of succession and the ICS and organizational relationships of emergency responders, agencies, and incident management personnel.
  5. Identification of available resources and the development of resource management guidelines.
  6. Train and exercise first responders in the NIMS and ICS concepts and principles, and the identification of capabilities by reviewing resources, personnel, and agencies using the FEMA 31 core capabilities list.
  7. Integration with the MEMP, hazard mitigation plan (HMP), local support plans, etc.
- B. Hazard and threat analysis summary  
*(This section summarizes the hazards or threats likely to impact the jurisdiction - insert hazard analysis from Hazard Mitigation Plan or fill out the following sections.)*
1. **(Jurisdiction Name)** is vulnerable to many hazards, all of which have the potential to disrupt the community, cause damage, create casualties, and will require the activation of this EOP. Hazards include **(list possible hazards including unique threats, e.g., nuclear incident, terrorist threat, dam failure, train derailment)**
  2. Hazmat Incidents:
    - a. The **(Jurisdiction Name)** Local Emergency Planning Committee (LEPC) is responsible for the development of community hazmat response plans for SARA Title III, Section 302 sites within **(Jurisdiction Name)** and its municipalities.
    - b. The **(Jurisdiction Name)** maintains a list of sites with extremely hazardous substances (SARA Section 302 sites): These include: **(list sites, or list appendix or attachment with listing of sites)**.
  3. Terrorism/critical infrastructure threats:
    - a. Intelligence information from **(insert method, e.g., the DSEMIIC, MIOC, national intelligence agencies, etc.)** has been incorporated into the hazard analysis through **(insert process, e.g., assist in identifying CIKR as high risk areas, analyze cyber-security risks, issues with supply chain integrity and security were identified, etc.)**.
    - b. Protection activities have been incorporated into the vulnerability/risk assessment through **(insert process/methods, e.g., identify areas with**

limited access control and identity verification as high risk, include physical protective measures in risk assessment, etc.).

- c. Incidents involving acts of terrorism will be managed by Presidential Decision Directive 39 and HSPD-5.
  - d. Agriculture, food supply and cyber security, Chemical, Biological, Radiological, Nuclear, and high yield Explosive (CBRNE) events and pandemics have been addressed and incorporated into the (insert page of hazard analysis, annex, or additional plan).
4. Risks that originate in neighboring jurisdictions and possibly create hazardous conditions in (Jurisdiction Name) include (insert risks, e.g., critical infrastructure loss, watershed runoff, chemical incident, riot/terrorism act, etc.).
5. The method to complete a hazard analysis includes:
- a. Develop a Community Profile:
    - i. (Jurisdiction Name) is located (insert area of state) and surrounded by (insert surrounding counties). Major cities include (Major City Names).
    - ii. According to the 2010 U.S. Census, (Jurisdiction Name) has a population of (insert population), land mass of (insert land mass), has (insert number) incorporated jurisdictions, and an estimated (insert number) individuals requiring FNSS.
    - iii. Geographic features that cause threats include (insert features, e.g. rivers, floodplains, etc.).
  - b. Identify Common Hazards:
    - i. To establish common hazards, the jurisdiction researched past incidents, assessed topology/geology/environment, spoke with residents, media and the public, and reviewed the Michigan Hazard Analysis.
    - ii. (Jurisdiction Name) has experienced (insert hazards experienced in the past) every (insert how often hazard is experienced, e.g., major flooding every 5 years).
  - c. Measure Risks:
    - i. The jurisdiction has measured the risks that apply to the community by assessing the likelihood of occurrence, significance of impact, frequency of occurrence, potential size of the affected area, and population impact.
    - ii. It is likely that (insert hazards) will continue to threaten the community in the future, based on this risk analysis.
  - d. Identify Vulnerable/High Risk Areas or Situations:
    - i. (Jurisdiction Name) has identified high-risk areas through a hazard and threat analysis. These areas that include (insert high risk areas, e.g., congregate care facilities, homes in flood plain, areas around chemical facility).

- ii. The **(Jurisdiction Name)** has the following unique areas or critical infrastructure and key resources (CIKR) sites that may require extra attention and/or planning: **(insert areas/facilities, e.g., state park, nuclear power plant)**.
- iii. **(Jurisdiction Name)** has the following special or unique events that may pose a high risk situation: **(insert events, e.g., significant race, festival, fair)**.
- iv. **(Jurisdiction Name)** has identified that the following time variables may influence hazard risks on the community.
  - a) **(insert time variable, e.g., rush hour), (insert hazard, e.g., hazmat spill on freeway)**.
  - b) **(insert time variable, e.g., time of day incident occurs), (insert hazard, e.g., terrorist attack downtown)**.

**(Insert maps of high risk areas e.g. floodplains, ingestion zones, CIKR, hazmat routes)**

## VI. **Capability Assessment**

*(This section describes the process used to determine capabilities and limits.)*

- A. **(Jurisdiction Name)** has implemented the process below to define its capabilities and limits. **(provide details about process if different from this, which is outlined in Pub 201)**
  - 1. Establish an Incident Timeline: Cover all mission areas.
  - 2. Depict the Scenario: Identify hazards and response goals and objectives.
  - 3. Identify and Depict Decision Points: Indicate when leaders anticipate making decisions on courses of action.
  - 4. Identify and Depict Operational Tasks: Verify the action, who does it, when it is completed, how long it takes to complete, and what happens after completion.
  - 5. Identify Resources and Assess Capabilities: Document resource needed to accomplish task.
  - 6. Identify Information and intelligence Needs: Verify needs for response participants.
  - 7. Assess Progress of Courses of Action: Identify progress made, single point of failures, omissions or gaps, and inconsistencies or mismatches.

- B. The following chart shows the phases of EM and the major capabilities/actions that have been established to be performed within the scope of this EOP:

Phase	Purpose	Capabilities/Actions
Mitigation	Reduce the potential for hazard events	Write plans, train personnel, create pre-and post-incident public awareness, education, and communications plans and protocols, prepare individuals and families, and acquire hazard prone properties.
Preparedness	Establish emergency responsibilities and pre-arrange resources	Publish, test and update EOP, identify capabilities, acquire resources, train personnel, equip first responders, conduct planning workshops, conduct exercises, inventory and maintain NIMS typed resources.
Prevention	Avoid, stop or deter an incident	Heighten security for potential targets, investigate the nature and source of threats, implement public health and agricultural surveillance and testing, disrupt illegal activities and apprehend perpetrators.
Response	Take action to protect lives, property and stabilize the community	Use NIMS & ICS at site and EOC, activate Mutual Aid Agreements (MAA)/Memorandum of Understanding (MOUs), develop Incident Action Plan (IAP), coordinate with multiple agencies and jurisdictions, provide shelter operations, unite families, provide continued medical treatment, increase security and stabilize the affected area.
Recovery	Restore the community	Conduct DA, review and update plans, apply for disaster assistance, upgrade equipment and communications systems, deploy necessary resources rapidly and prepare for re-entry into the area.  *Planning for recovery will be implemented at the same time local governments are taking the emergency response actions necessary to protect the public.

Hazard specific capabilities are listed in the associated appendices ([list hazard specific appendices, e.g., Catastrophic Event, Flood/Dam Failure, Hazardous Materials Incident, Severe Weather Event, and WMD & Terrorism Incidents](#)).

- C. Depending on the type and severity of the event, ([Jurisdiction Name](#))'s response may be limited by factors such as:
1. Damage to facilities and Infrastructure,
  2. Transportation services,
  3. Staff and resource availability,
  4. Communication,
  5. Fiscal constraints,
  6. ([List any other program limitation](#)).

**VII. Planning Assumptions**

*(This section describes what the planning team assumes to be facts for planning purposes in order to make it possible to execute the EOP.)*

- A. The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in **(Jurisdiction Name)**.
- B. Some incidents occur with enough warning that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.
- C. **(Jurisdiction Name)** has the primary responsibility for emergency operations within its borders and will commit available resources to save lives, stabilize the incident, and minimize property damage.
- D. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with the occurrence. It may be necessary to request assistance through volunteer organizations, the private sector, MAA/MOUs, and/or state and federal sources. When provided, these will supplement, not substitute for, relief provided by local jurisdictions.
- E. All emergency response agencies within **(Jurisdiction Name)** of the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services and protect the environment.
- F. All emergency response personnel have completed appropriate levels of NIMS and ICS training in accordance to the incident management standards.
- G. All planning for the care, housing, transportation, and treatment of the individuals requiring FNSS is included in the five phases of emergency management: mitigation, prevention, preparedness, response, recovery.
- H. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.
- I. Emergency planning is a work-in-progress; the EOP is consistently reviewed and updated.
- J. During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.
- K. The planning process outlined in the approval and implementation section was followed to develop this plan.

**VIII. Concept of Operations**

*(The following provides the operational components for the basic plan and should describe the general sequence of the planned response.)*

- A. Activating and deactivating the EOP:
  - 1. Upon the recommendation of the **(Insert Title, e.g., CEO)**, the **(List Name and Title, e.g., EMC)** may activate this plan and declare a local “state of emergency” pursuant to the Emergency Management Resolution of **(insert date)** to initiate and direct emergency response and recovery actions. At this time, county and municipal governments will assign and make available for duty the emergency personnel, resources or property of **(Jurisdiction Name)** for response and recovery efforts. These same resources may be available to assist other communities within the State of Michigan or other states, if necessary.



2. When the disaster or emergency has diminished to the point where normal day-to-day resources and the organization can cope with the situation, the [\(Insert Title, e.g., EMC\)](#) may terminate the local “state of emergency” and deactivate the plan. If the governor has declared a “state of disaster” or “state of emergency”, it shall remain in effect for 28 days, unless terminated or extended by executive order or proclamation, and approved by the legislature. If a presidential declaration of a “state of disaster” or “state of emergency” is made, it will be terminated following their existing protocols and procedures.
  3. See Attachment C for the Requesting a Governor’s Emergency Disaster or Disaster Declaration and State Assistance form.
- B. Issuing a local declaration includes the following steps:
1. The local EMP will perceive the threat, assess the hazard, determine its scope and magnitude, select a control strategy, stabilize the incident, and monitor the hazard.
  2. Those day-to-day functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.
  3. The [\(Insert Title, e.g., CEO, EMC, etc.\)](#) will decide if additional assistance is required to accomplish emergency tasks. If assistance is required the EMC may activate the EOC and recommend that the CEO declare a local “state of emergency.”
  4. If the CEO deems an incident is beyond the control of the EMP and that state or federal assistance is needed, they may request that the Governor declare a “state of disaster” or “state of emergency.” This will activate state assistance in accordance with Section 14, 1976 PA 390, as amended. This request will be submitted by the [\(Insert Title e.g. EMC\)](#) to the EMHSD DC. The DC in conjunction with the [\(Insert Title e.g. EMC\)](#) will assess the incident’s nature, scope, and magnitude. The assessment and recommendations will be sent through the appropriate channels to the governor.
  5. If the president declares a “state of emergency” or “state of disaster”, the [\(Insert Title e.g. EMC\)](#) will coordinate response/recovery activities with the respective state and federal entities.
  6. The declarations are shared with neighboring jurisdictions via [\(Insert method for sharing declaration information e.g. phone or email, notification system\)](#) and through the MI CIMS. All jurisdictions can access the EM Program Status Board in the MI CIMS to view which areas are operating under a declaration.
  7. A template for a local “state of emergency” can be found in the MI CIMS under Reference Info, File Library, and then Emergency Declaration Templates. It can also be located at: [\(Insert local spot for template e.g. shared drive\)](#).
  8. See Attachment B for a graphic depicting the declaration process.
- C. Protective action/executive orders:
1. Orders issued for the jurisdiction are implemented upon the CEO’s authority.
  2. Protective action orders (PAO) are based on recommendations from the chief of the assigned expert agency (after the hazard has been analyzed). They are made to the jurisdiction’s CEO and are issued under his/her authority.



3. After the governor's declaration, state agency EMCs provide recommendations to the governor for issuing PAOs.
  4. Once a public action is determined, the public will be warned via (list public warning devices, e.g., radio, TV, text messaging, social media sites).
  5. A protective action implementation plan should be determined and includes steps to monitor the implementation, control access to the area, support the evacuation, provide decontamination support, medical treatment and individuals requiring FNSS, and search and rescue of the area.
- D. Legal questions and issues:
1. Legal questions or issues are resolved in (Jurisdiction Name) through (insert process, e.g., inquiries are sent to legal department or legal counsel working as a technical specialist in the EOC that will work with IC on legal matters).
  2. Legal issues include:
    - a. The legal authority for the EOP and emergency operations is 1976 PA 390, as amended, and the (Jurisdiction Name) Emergency Management Resolution of (insert date).
    - b. Section 30.411 of 1976 PA 390, as amended, addresses the following legal issues: Powers and duties of personnel of disaster relief forces; liability for personal injury or property damage; right to benefits or compensation; disaster relief workers; immunity; additional authority of dentists, veterinarians, nurses, or paramedics; liability and legal obligation of persons owning or controlling real estate or other premises used for shelter.
    - c. Additional legal issues may include: evacuation issues (e.g. authority to order evacuation, mandatory evacuation, transportation issues, pet evacuation, refusal to evacuate), sheltering (e.g. accessibility, FNSS, service animals, household pets, discrimination, infectious diseases, social distancing), licensing and credentialing and federal financial assistance and reimbursement (e.g. plan must be activated in timely manner, ineligible debris removal, permissible and prohibited contracts).
- E. Coordination between agencies, boards, and divisions within the jurisdiction:
1. Agency/division meetings will occur on a (insert time, e.g., monthly, quarterly) basis to discuss emergency management related issues, topics, upcoming trainings, exercises and After Action Reports (AAR).
  2. Board meetings will occur on a (insert Time e.g. monthly, quarterly) basis to discuss emergency management projects and funding.
  3. LPT and/or LEPC meetings occur (insert time, e.g., monthly, quarterly) and will include individuals from the following divisions or agencies (insert divisions/agencies, e.g., school, fire, EMS, finance, etc.).
  4. The local EMP is responsible for maintaining communications and coordinating departments and other public and private assisting agencies/departments.
  5. Coordination of response, emergency incident communications, public warning and information between agencies, boards, and divisions is managed in the EOC.

6. Notification of law enforcement, fire, and EMS personnel to report to the EOC is made through the 911 dispatch center. The EMC is responsible for contacting the other key personnel to report to the EOC.
  7. Trainings will be coordinated through the (insert division/position, e.g., training department), and will occur (insert time, e.g., whenever necessary, three times a year, etc.). A list of training courses that includes multiple agency/division participation includes (insert trainings, e.g., IS 100, 200, 700, 800).
  8. The EMP will coordinate jurisdictional exercises that include (insert agencies/divisions, e.g., Fire, Police, EMS, finance, HazMAT, etc.). Exercises will occur (insert time, e.g., twice a year, once a month, etc.).
- F. The needs of children during a disaster will be managed through:
1. Incorporating children's needs in all phases of emergency management and the following documents, procedures, and plans (insert documents/plans/procedures, e.g., annex, SOP, mass care and evacuation, school safety plans etc.).
  2. Establishing shelters that have resources necessary for children, including but not limited to: diapers, formula, food, portable cribs, playpens, and the capacity to supervise any unaccompanied children (insert additional resources).
  3. Providing emergency childcare services during an incident through (insert child services, e.g. disaster recovery centers provide free childcare, etc.).
  4. The reunification of children with families will occur through (insert process, e.g., use the National Emergency Child Locator Center during presidential disasters, establish toll free number for families to call, etc.).
  5. The requirement of FEMA course IS-366: "Planning for the Needs of Children in Disasters" for EM staff.
- G. The needs of Individuals requiring FNSS will be managed through:
1. Incorporating FNSS in all phases of emergency management and in the following documents, procedures, plans: (insert documents/plans/procedures, e.g., annex, SOP, mass care and evacuation, etc.)
  2. Creating customized awareness materials and preparedness messages to increase the ability of individuals requiring FNSS to plan for and survive an incident.
  3. Implementing a 211 system with a Telecommunications Device for the Deaf (TDD) and hard of hearing. (remove if not accurate or add additional systems)
  4. Utilizing television stations to provide messaging for public warning announcements.
  5. Providing evacuation plans to individuals requiring FNSS, agencies, and care centers, etc. to increase awareness prior to and during an emergency, and to inform them of procedures for evacuating affected areas.
  6. Confirming that shelters will comply with the Americans with Disabilities Act (ADA) standards and will have specialized equipment, such as walkers, wheelchairs, medication, personal assistance services, interpreters, (insert additional resources) for individuals requiring FNSS.

## H. The needs of pets and animals guidelines include:

1. Pets are not allowed in ARC disaster shelters, unless they are service animals with their masters, according to the ADA.
2. Shelters shall not exclude service animals unless they are a direct threat to the health and safety of the public.
3. Privately owned facilities or adhoc shelters may be needed for providing congregate care for sheltering pets.
4. Shelters will have service animal equipment including but not limited to: safety harnesses, leashes, cages, blankets, [\(insert additional resources\)](#).
5. During a governor's declaration, the Michigan Department of Agriculture and Rural Development (MDARD) is the agency responsible for coordinating animal care needs with the county and state animal response teams
6. Law enforcement personnel have the primary responsibility for the search and rescue of pets and animals with assistance from other public and private agencies.
7. The [\(insert division, e.g., animal control, EM, local humane society, National Animal Rescue and Sheltering Coalition, etc.\)](#) will assist residents in locating pets lost during a disaster.

## I. Additional support/response plans:

1. Municipalities with a population of 10,000 or more, and which have incorporated into their county EMPs per 1976 PA 390, as amended, have developed support plans that are part of this EOP. These municipalities include: [\(Municipality Names\)](#)
2. The [\(Jurisdiction Name\)](#) has a FEMA approved HMP detailing the hazard analysis conducted and the potential mitigation actions that reduce the effects of the hazards to the community. This plan has been sent to EMHSD and kept on file.
3. Agencies and institutions that have developed plans that directly support the implementation of this EOP include: hospitals, schools, facilities, NGOs and Radio Amateur Civil Emergency Services (RACES), and [\(list additional agencies\)](#).
4. [\(List additional support/response plans, e.g., mass care/evacuation, disaster donations management, disaster logistics management, etc.\)](#)

**IX. Organization and Assignment of Responsibilities**

*(This section describes the responsibilities assigned to each organization that has a mission assignment defined in the plan)*

## A. Board of supervisors/commission/council roles and responsibilities Include:

1. Appoint an EMC pursuant to 1976 PA 390, as amended
2. Serve as, or appoint a, PIO for the county during emergency events.
3. Establish policy and provide guidance to staff related to response and recovery efforts.
4. Review and ratify local declarations of emergency

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5. Host community meetings to ensure needs are being addressed and to disseminate information to residents.
  6. Coordinate with elected officials at the state and regional level.
- B. **(Jurisdiction Name)** agency/department roles and responsibilities:
1. Local EMP/EOC agency roles and responsibilities include:
    - a. Develop, maintain, and activate the county/city EOP, HMP, SOPs, resource lists, MAA/MOUs and alerting procedures
    - b. Maintain and activate the local EOC
    - c. Ensure their program is NIMS compliant including maintaining the accuracy of NIMS typed resource information in the MI CIMS
    - d. Verify that personnel assigned emergency tasks and responsibilities are properly trained
    - e. Prepare and submit assessment data and other reports as requested or required
    - f. When incidents occur, respond with all applicable and available resources to the maximum extent possible and appropriate, including the use of nearby resources and MAA/MOUs
    - g. If local resources and capabilities have been exhausted and unmet needs still exist, request supplemental assistance in accordance with the process established by the MSP/EMHSD
    - h. Form and maintain incident management partnerships with the whole community (local, state, regional, and federal entities, the private sector, and Non-Governmental Organizations (NGO)) and include them in the development and/or revision of the EOP.
    - i. Address the requirements for individuals requiring FNSS, children, and pets, including providing for medical needs, transportation, and other emergency support.
  2. General roles and responsibilities for other departments or agencies Identified in this EOP and assigned to the EOC include:
    - a. Support EOP concepts, processes, and structures while carrying out their assigned functional responsibilities
    - b. Work with appropriate incident management leadership, as appropriate and consistent with their own authorities and responsibilities
    - c. Designate representatives to staff the EOC, during drills, exercises, and emergencies
    - d. Provide cooperation, resources, and support to implement the EOP
    - e. Provide updates to their portions of the EOP in a timely manner, when requested by the EMC/EMP

- f. Maintain SOPs, emergency response plans, resource lists (in the MI CIMS), MAA/MOUs, checklists and notification rosters in compliance with the EOP
- g. Develop time estimates, success criteria, and desired end-states for achieving goals
- h. Utilize department- and agency-specific authorities, resources, and programs to facilitate incident management activities in accordance with the EOP
- i. Developing, exercising, and refining local and regional capabilities to ensure sustained operational readiness in support of the EOP
- j. See Attachment D for primary and secondary responsibilities.
- k. Specific tasks are described in detail in each functional annex.

C. State responsibilities supporting local emergency operations:

1. The MSP/EMHSD is the Primary Agency for EM. Its responsibilities include:
  - a. Activate the State Emergency Operation Center (SEOC), and JIC, if necessary to support local emergency operations and incident management.
  - b. Provide resources once local resources are exhausted.
  - c. Act as Liaison between local EMP and federal agencies (e.g. FEMA).
  - d. Provide planning guidance for EOP and supporting documents including debris management, donation management, local continuity planning, etc.
  - e. Approve and verify that the local EMP meets federal criteria for preparedness funding.
  - f. Ensure that the local EMP is compliant with NIMS
2. The MSP/EMHSD DC assists the EMP with:
  - a. Verification that the EMP meets all necessary requirements imposed by MSP/EMHSD and federal agencies.
  - b. Review and approval of the EOP.
  - c. Providing training and participating in exercises (e.g. MI CIMS).
  - d. Emergency response, if necessary.
3. The Michigan Department of Environmental Quality (MDEQ): Supports the EMP through management of information about SARA Title III sites, testing of air, ground water and surface water, technical assistance on flood impacts/dam failures, etc.
4. The Michigan Department Agriculture and Rural Development (MDARD): Supports the EMP through the inspection of food/distribution/processing stores in affected areas, issuing agriculture PAOs, and assisting with animal sheltering needs, etc.
5. [\(Insert additional state agencies and their roles and responsibilities\)](#)

- D. Regional organizations and their responsibilities that support local operations Include:
1. [E.g., the council of governments may assist in coordination of regional emergency resources.](#)
  2. [E.g. West Michigan Shoreline Regional Development Commission: responsible for the management and administration of the homeland security program, the metropolitan medical response system and mitigation plans.](#)
  3. [\(Insert additional regional organizations and responsibilities\)](#)
- E. Federal agencies and their responsibilities that support local EM operations include:
1. [FEMA](#): Will provide monetary assistance, response teams, support at incident facilities such as the EOC and Joint Field Office (JFO), and additional resources, such as interim housing during a federally declared disaster.
  2. [Federal Bureau of Investigation \(FBI\)](#): Will investigate terrorism and WMD attacks, provide task forces to assist with investigations and gather intelligence information
  3. [US Department of Transportation \(US DOT\)](#): Will provide emergency relief aid, assist in maritime emergencies, and provide assistance with road/bridge assessments.
  4. [\(Insert additional federal agencies and roles, e.g., US Coast Guard, Federal Aviation Administration, National Transportation Security Board, Department of Defense, U.S. Department of Agriculture, etc.\)](#)
- F. Government sponsored teams and their responsibilities that support local EM operations include:
1. [Volunteers in Policing \(VIP\)](#): Increases the use of volunteers in existing programs, may assist with general policing duties.
  2. [Michigan Voluntary Organizations Active in Disaster \(MIVOAD\)](#): Provides volunteers during a disaster to assist with disaster relief efforts such as preparing and delivering meals.
  3. [Community Emergency Response Teams \(CERT\)](#): Coordinates volunteer activities to assist in fire safety, light search and rescue, medical operations, etc.
  4. [\(Insert additional teams and responsibilities, e.g., auxiliary police, Fire Corps or Medical Reserve Corps\)](#)
- G. Private sector and voluntary organizations and their responsibilities that support Local EM operations include:
1. [ARC](#): Provides disaster relief services, including shelters, food, health and mental health services.
  2. [Salvation Army](#): Provides emergency disaster services including mobile feeding kitchens, medical services, etc.
  3. [\(Insert additional private sector and voluntary organizations and responsibilities, e.g., disability advocacy groups, business and industry partners, animal response, social services, health related organizations, etc.\)](#)

- H. Prevention roles and responsibilities and linkages with fusion centers Include:
1. The establishment and maintenance of partnerships with the Michigan Intelligence Operation Center (MIOC) and the Detroit and Southeastern Michigan Information and Intelligence Center (DSEMIIC) (if applicable)
  2. The (insert department, e.g., EM, planning, etc.) provides timely, accurate, and actionable information that results from the planning, collection, processing, analysis, production, dissemination, and evaluation of information concerning threats or use of WMDs to the MIOC or DESMIIC.
  3. (Insert department, e.g., law enforcement, EM) will assist the MIOC and/or DSEMIIC in conducting forensic analysis, attributing terrorist acts ( the means and methods of terrorism) to their source, and preparation for attacks in an effort to prevent initial or follow-up acts and/or to swiftly develop counter-options
  4. (Insert department, e.g., law enforcement, EM, etc.) Will assist the MIOC/DSEMIIC in the delaying, diverting, intercepting, halting, apprehending, of security threats/hazards.
  5. (Insert department, e.g., law enforcement, EM, etc.) Will assist the MIOC/DSEMIIC to implement surveillance techniques, if necessary, to detect threats and hazards.
- I. CIKR protection and restoration activities in (Jurisdiction Name) include:
1. Developing and maintaining protection plans to ensure adequate continuity of operations. Plans can be located (Insert location)
  2. The (Insert department, e.g., law enforcement, fusion center, etc.) attempting to delay, divert, intercept, halt, apprehend, or secure threats and/or hazards
  3. Applying a broad range of physical, technological, and cyber measures to control admittance to critical locations and systems, limiting access to authorized individuals through (insert measures, e.g., physical and computer/data security systems, restrict access to data, ID cards or security guards, video surveillance, etc.)
  4. Protecting against damage to, the unauthorized use of, and/or the exploitation of, and the restoration of electronic communications systems and services and data. (insert methods, e.g., implement firewalls, intrusion detection systems, monitor attempted intrusions into systems, etc.)
  5. Reducing or mitigating risks to CIKR by (insert methods, e.g., developing actions targeted at threats, vulnerabilities, and/or consequences, controlling movement and protecting borders and critical infrastructure).
  6. Identifying, assessing, and prioritizing risks and incorporating them into protection activities
  7. Exchanging intelligence, information, data, or knowledge among Federal, state, local, or private sector entities through (insert methods, e.g., MI CIMS, HSIN, public/private partnerships etc.).
  8. Identifying, discovering, or locating threats and/or hazards through active and passive surveillance and search procedures. (Insert procedures, e.g. use of systematic examinations and assessments, sensor technologies, or physical investigation and intelligence)

9. Working to restore and revitalize all sector CIKR systems and services (insert methods, e.g., provide emergency services to CIKR incidents, facilitate the repair/replacement of telecommunication systems, wastewater, electric, etc.)
- J. (Jurisdiction Name) addresses unaffiliated volunteers through the following methods:
1. Forming partnerships with volunteer organizations (insert organizations, e.g., MVOAD, Citizen Corps, etc.) to manage unaffiliated volunteers.
  2. Continuously researching liability issues and laws that affect unaffiliated volunteers.
  3. Establishing a disaster control check point during disasters to interview unaffiliated volunteers. Unaffiliated volunteers who are not interviewed will not be utilized.
  4. Implementing the (insert system, e.g., MI CIMS, volunteer tracking software, on-scene paper process etc.) to track volunteers.
  5. Establishing a local volunteer registration center if necessary to screen, coordinate, direct, and assign roles and responsibilities to volunteers.
  6. Developing media and public education campaigns that encourage people to undertake pre-involvement and affiliation with existing organizations. Campaigns include (insert campaigns, e.g., Citizen Corps, social media, events etc.)
  7. Developing standard messages to address volunteer needs before, during, and after an emergency
  8. (Insert location of more information on this topic, e.g., annex or separate plan)
- K. Current MAA/MOUs exist between (Jurisdiction Name) and the following:
1. Response Groups: (list response group MAA/MOUs, e.g., fire, police, EMS)
  2. Neighboring Jurisdictions Response Forces: (list response force MAA/MOUs, e.g., fire, police, EMS)
  3. Providing and receiving resources through the Emergency Management Assistance Compact (EMAC), coordinated through MSP/EMSHD
  4. Receiving alerts, notifications and emergency public information through (insert alert, notification, and public information MAA/MOUs)
  5. Resource agreements: (list resource MAA/MOUs)
  6. Medical facilities inside and outside of the jurisdiction, (list medical MAA/MOUs, e.g., using facilities, accepting patients, etc.)
  7. Water and wastewater utilities inside and outside jurisdiction; (List Utility MAA/MOUs)
  8. Shelter Facilities used during an evacuation; (insert evacuation MAA/MOU's e.g., use of buildings restaurants and homes as shelters)
  9. Private Businesses: e.g., waste haulers, spill contractors, landfill operators, etc.



- L. NIMS Resource Documentation Includes:
1. Inventorying NIMS typed resources each year through the MI CIMS and (insert any additional method to track NIMS resources). The NIMS resources are verified each year in the MI CIMS by September 30<sup>th</sup>. A resource certification form is signed and sent to EMHSD to ensure the state that the (Jurisdiction Name) has provided an up to date NIMS typed resource inventory for NIMS compliancy.
  2. Storing resources in the MI CIMS. The EMC and a designee are the individuals that can add, edit or delete resources in the MI CIMS, but all users can view resources. The MI CIMS is used for inventory only, not for the tracking of deployed resources.
- M. Responsibilities of local agencies and departments to maintain current documents include:
1. Preparing and maintaining the SOP, checklists and notification rosters to carry out the specific functions assigned to their agency.
  2. Storing documents in the MI CIMS, at the EOC and (insert other area in the jurisdiction where these documents are stored)
  3. Updating and reviewing SOPs every (insert month, year, etc.)
- N. See Attachment D: Primary and Secondary Responsibilities, for assignment of primary & secondary agencies to each EOC function
- O. Public safety enforcement actions that maintain public order Include:
1. Law enforcement teams: (insert specific teams) that handle individuals disrupting the public order, violating laws, requiring quarantine, etc.
  2. Employing safety and security plans/procedures within (insert time) of an incident.
  3. Public safety policies which are stored at: (insert location of public safety polices)

**X. Direction, Control, and Coordination**

*(This section describes the framework for all direction, control, and coordination activities)*

- A. General tactical and operations control guidelines include:
1. The CEO is ultimately responsible for emergency management activities within the boundaries of the jurisdiction.
  2. The commissioner of (Jurisdiction Name) is responsible for those activities in the unincorporated areas of the county. The CEO of each municipality (i.e., mayor, city administrator) has a similar responsibility within their corporate boundaries. These officials can delegate their authority, but not their responsibility.
  3. At no time will the CEO supersede the authority of the elected officials of any of the incorporated subdivisions unless:
    - a. Requested to do so by those elected officials
    - b. The local subdivisions governmental body is incapacitated or ceases to exist
    - c. Empowered to do so by the governor under the authority of 1976 PA 390, as amended
  4. In those municipalities that have no emergency management capability, the county will control operations by request of the mayor of the affected municipality.

5. The local EMP is responsible for maintaining communications and coordinating departments and other public and private assisting agencies/departments as set forth in this plan.
  6. An IAP will be developed and maintained by command and general staff to guide the direction and strategy for managing an incident.
  7. Direction and control will originate from the EOC.
  8. The appropriate responding agency will assume incident command or a Unified Command (UC) may be established, depending on the incident and capabilities.
- B. Lines of succession include:
1. **(Jurisdiction Name)**
    - a. The line of succession for the jurisdiction proceeds from the **(insert position)** then to the **(insert position)** then to the members of the board (by seniority), and to **(insert position)**, in accordance with jurisdiction policy.
    - b. Lines of succession for emergency services and other department/agency heads will be directed by the **(insert title, e.g., CEO)** in conjunction with the appropriate department/agency heads.
    - c. In the event circumstances resulting from a disaster prevent a political entity from performing effective operations, the next higher political subdivision may assume authority until the first political entity is able to adequately resume operations.
  2. **(insert municipality reference)** if applicable
    - a. The line of succession for each incorporated jurisdiction from the Mayor (or Chairman) to the Mayor Pro-Tem to be followed by members of the City Council (or Board of Aldermen) as they decide.
  3. **(Jurisdiction Name)** Emergency Management Director
    - a. Emergency Management Director
    - b. Assistant Emergency Management Director
    - c. Local Emergency Planning Committee Chairperson
  4. The individual or agency responsible for each annex (emergency function) identified in this plan must establish a line of succession and ensure that departmental personnel and the EMC are informed of this line of succession.
- C. Multijurisdictional coordination systems and processes Include:
1. The National Incident Management System/Incident Command System
    - a. Per HSPD-5, state and local governments must adopt the NIMS and institutionalize the ICS for the eligibility of federal preparedness funds.
    - b. NIMS is adopted as the state's standard in incident management through Executive Directive No. 2005-09.
    - c. It is expected that all response personnel will have satisfied NIMS and ICS training standards sufficient to their operational level.

- d. The EMC implements the NIMS for the EMP.
- e. All incidents will be managed using the concepts and principles of NIMS/ICS for the coordination and control of multi-jurisdictional emergency response organizations to an incident. Expanding or complex incidents may require the assistance of Incident Management Teams (IMT).
- f. This document integrates the concepts and principles of NIMS.

2. A chart that identifies the EOC command staff's major functions:

<b>Incident Command</b>	<b>Incident Management (IM), including public safety and public information, will determine the management structure and its size (i.e. structure based on size and complexity of an incident). IC directs, controls, and orders resources, including people and equipment. It acts as a liaison and coordinates and communicates with response jurisdictions and agencies.</b>
<b>Operations Section</b>	<b>Tactical actions including: Warning and Communication, Fire Services, Public Safety, Human Service, and Health and Medical.</b>
<b>Logistics Section</b>	<b>Providing facilities, services, personnel, equipment and materials for the incident.</b>
<b>Planning Section</b>	<b>Collection, evaluation, documentation, dissemination, and use of information about the incident, and the status of resources used or needed at the scene. Develop the Incident Action Plan (IAP).</b>
<b>Finance/Administration Section</b>	<b>Tracking all incident costs, evaluating the financial considerations of the incident, and for any administrative duties not handled by other functions.</b>

3. Incident Facilities

- a. The EOC guidelines include:
  - i. The EOC is organized by (insert structure, e.g., ICS, functional organization, MAC group).
  - ii. The primary EOC for is located at (insert address). In the event the primary EOC cannot be used, an alternate EOC will be established at (insert address). Communications and a generator are available at this location.
  - iii. (insert maps of primary and alternate EOC, if available)
  - iv. Agencies assigned to the EOC include (insert list of agencies, e.g., fire, EMS, ARC, etc.)
  - v. In the event of a complex incident, command and control within the EOC may be setup through a UC system.
  - vi. Coordination of response, emergency incident communications, public warning and information, information collection, analysis, and dissemination and resource (facilities, personnel, equipment, and materials) allocation and tracking are accomplished in the EOC.
  - vii. The EOC will provide support and coordination to the Incident Commander (IC) and command personnel at the Incident Command Post (ICP), and will receive requests, locate, acquire, document and track outside resources requested for mitigation of an incident.

- viii. Communication between the EOC and the on-scene incident management operations will be through the liaison officer using 800 MHz radio system.
  - ix. The EMC is responsible for opening, staffing and managing the local EOC.
  - x. Notification of law enforcement, fire, and Emergency Medical Services (EMS) personnel to report to the EOC will be through the 911 dispatch center. The EMC is responsible for contacting the other key personnel to report to the EOC.
  - xi. The primary section holders of the annexes will report to the EOC when activated for scheduled exercises or disasters, or delegate another representative from their agency to staff the EOC and implement the plan.
- b. The JIC guidelines include:
- i. The JIC will be established near the EOC and will be managed by the PIO.
  - ii. The JIC will integrate incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, and timely information during crisis or incident operations
  - iii. The JIC is the central point of contact for all news media at the scene of an incident.
  - iv. PIOs from all participating agencies will co-locate at the JIC.
  - v. A pre-designated site will be selected for the JIC, this is located at [\(insert location\)](#)
  - vi. JIC procedures including: [\(insert procedures, e.g., JIC set up procedures or equipment lists etc.\)](#) are maintained and located at [\(insert location, e.g., network drive, hard copy files, etc.\)](#)
- [\(Insert map of JIC or JIC floor plan, if applicable\)](#)
- c. ICP guidelines include:
- i. An ICP will be established in the vicinity of the incident site, established by the appropriate responding agency, and structured using the ICS.
  - ii. The ICP will signify the location of the tactical level, on-scene incident command organization, and will conduct incident planning.
  - iii. The ICP procedures can be located [\(Insert location of ICP procedures, e.g., set up procedures, equipment lists, etc.\)](#).
- d. Security at the incident facilities will be assigned to the [\(insert department, e.g., sheriff/police department\)](#) and all personnel reporting to the facilities will be required to wear IDs. Check-in personnel will maintain a roster of the

personnel who are to report. Unwanted personnel will be turned away unless directed otherwise.

## **XI. Communications**

*(This section describes the communication and coordination protocols used between response organizations during an incident.)*

### **A. Notification and Mobilization:**

1. Upon the declaration of a “state of emergency” by the CEO or designee, the key personnel responsible for EOC operations will be notified by the EMC. Staff will then be notified by (insert position, e.g., the operations chief of their annex/function, logistics group chief, etc.).
2. The (insert system, e.g., SmartMSG) will be used to summon staff to the EOC.

### **B. Emergency Communications:**

1. Upon activation of the EOC, communications and coordination will be established between incident command and the EOC.
2. All emergency response agencies will be briefed to the potential dangers associated with hazmat, fire, and other hazards during emergency operations.
3. Communication between the EOC and the on-scene operations will be channeled through the liaison officers at both locations.
4. Communications channels used during emergencies includes:
  - a. 800 MHZ Radios: Will be used to communicate between ICP, EOC, and other facilities and personnel.
  - b. Television Stations: Will provide public information and warning. The following television stations are used: (insert television stations).
  - c. Radio Stations: Will provide public information and warning. The following radio stations are used: (insert radio stations).
  - d. Door to Door: Will ensure people are aware of emergencies and take precaution. The following groups are used for door to door communications: (insert groups, e.g., Citizen Corp).
5. The 911 dispatch center uses (insert system) to communicate between law enforcement, fire, and EMS personnel.
6. The EMC notifies key EOC personnel of a local declaration via the MI CIMS EM Program Status Board, phone, or by (insert additional methods).
7. Plain language terminology/communication will be used between multi-agencies and jurisdictions unless circumstances demand unique or coded language.
8. RACES will provide additional communication capabilities for agencies and facilities.
9. Messages and updates will be posted on social media sites including: (insert social media sites, e.g., Facebook, Twitter, and Flickr)

10. An additional interoperability plan that outlines and defines the current and future vision for communications interoperability in the community can be located at [\(insert location of plan, e.g. network drive, hard copy file, etc.\)](#)

## **XII. Information, Collection, Analysis, and Dissemination**

*(This section describes the required critical or essential information common to all operations identified during the planning process)*

- A. The EOC planning /intelligence staff [\(insert position, e.g., fusion center liaison\)](#) will:
  1. Anticipate and identify emerging and imminent threats through the intelligence cycle
  2. Share relevant, timely, and actionable information and analysis with the federal, state, private sector and disseminate classified and unclassified projects.
  3. Provide federal, state, local, and private sector partners access to a mechanism that submits terrorism-related information and suspicious activity reports to law enforcement.
- B. Coordination between the EOC and fusion center occurs through the following actions:
  1. Information sharing on potential events between the local fusion center and the EOC before the event occurs and the EOC is activated.
  2. Information and intelligence sharing between the local fusion center and EOC to support the incident management or response activities during activation.
  3. Establishing partnerships between the EOC and the fusion center through [\(insert actions that established partnerships, e.g., fusion center may provide personnel to serve as liaisons to EOC during an incident, develop MAA/MOUs defining roles and responsibilities, EOCs provide fusion center with situational awareness and warnings that can support ongoing all-hazards prevention and protection efforts, etc.\)](#)
  4. Hosting meetings between EOC and fusion center staff [\(insert time, e.g., monthly\)](#) to discuss their respective capabilities and needs and requirements.
  5. Preparing lists by the local fusion center and EOC that outline each facilities needs/requirements, available reports, and essential elements of information
  6. Integrating and maintaining EOC and fusion center roles and responsibilities into and in facility EOPs and/or SOPs.
  7. Attending training and participating in exercises by fusion center and EOC staff.
- C. Information will be collected during a disaster and disseminated through the following methods and protocols:
  1. Verbally: Through [\(insert methods, e.g., SEOC briefings, meetings with fusion center, and, secured if necessary, phone lines\)](#).
  2. Electronically: Through [\(insert methods, e.g., MI CIMS, \(encrypted\) email, Homeland Security Information Network \(HSIN\)\)](#).
  3. Graphically: Through [\(insert methods, e.g., Geographical Information Systems \(GIS\)/Maps in the EOC, charts, tables, pictures\)](#).

4. MI CIMS: Shared on the Incident Boards, EM Program Status Board – Essential Elements of Information, Statewide Significant Events Boards, Situation Report, Activity logs and through the mapper.
  5. Procedures to collect, analyze, display, report, and disseminate disaster related information to, from, and among response personnel, EOC staff, state and federal government officials, and the public are located at (insert location).
- D. During an incident critical information needs and collection priorities include:
1. Boundaries of the disaster
  2. Declaration Information
  3. Injuries/deaths
  4. Property/environmental damage
  5. Resources expended/committed
  6. Impact on public facilities and services
  7. Mandatory evacuation/In-place shelter status
  8. Social/economic/political impacts
  9. Major response/recovery actions taken or being taken
  10. Reception centers and shelters open
  11. Weather data and its impact on response and recovery operations
  12. Locations and status of disaster facilities (e.g., EOCs, ICP, JIC, etc.)
- E. (Jurisdiction Name) implements the following long-term Information collection, analysis and dissemination strategies:
1. Identifying and resolving structural impediments to improving the counterintelligence function within the county/EOC.
  2. Establishing intelligence priorities, policies, processes, standards, guidelines, and procedures.
  3. Implementing and maintaining information sharing systems and continuously exploring and deploying technical and programmatic capabilities for providing access to and delivering information.
- F. (Jurisdiction Name) will collaborate with general public and sector-specific watch programs through the following methods:
1. Providing information to the general public via (insert dissemination methods, e.g., website, social media sites, video uploads, public meetings, etc.).
  2. Providing information to sector specific watch programs via (insert dissemination methods, e.g., the Homeland Security Information Network (HSIN), Protective Security Advisors (PSAs), Sector Coordinating Councils (SCC), etc.).
  3. Collecting information from the community via (insert methods, e.g., Suspicious Activity Reports (SAR), tip line, social media, etc.).

**XIII. Administration**

*(This section describes administrative protocols used during an emergency operation)*

**A. Administrative documentation includes:**

1. Historical records of the actions taken will be used to recover disaster costs, address insurance needs, settling possible litigation, and develop future mitigation strategies.
2. Each department head, or the person responsible for an emergency function, must collect, analyze, display report, and disseminate accurate records of all actions taken during an emergency, resources expended, economic and human impacts, and lessons learned.
3. Logging significant events by each agency pertaining to the agency's response to the incident. This is done through the MI CIMS.
4. The use of MI CIMS for management of resources before, during, and after an incident.
5. The collection of public and private DA data through MI CIMS, DA and EM Program Status Boards, within 72 hours of an event. This is done through the collaboration of local EOC personnel and on-site state inspection teams. Back up forms should be in place in the event that the MI CIMS is inoperable.
6. Damage survey worksheets that will be used by on-site inspection teams for surveying both private and public damage; this is based on the current FEMA Preliminary Damage Assessment (PDA) guidelines.
7. Use of the following methods to create permanent historical record of the incident, including actions taken, resources expended, economic and human impact, and lessons learned by agencies involved in the response: [\(insert methods, e.g., entering data into MI CIMS, virtually back-up files, create hard copy back-ups, update EOP to incorporate lessons learned etc.\)](#)
8. Vital records in various forms such as written, microfilmed, or computerized. These records are stored at [\(insert location\)](#). Records are also kept by each division/department and/or in each [\(Jurisdiction Name\)](#) office. Essential records for municipalities are available at each city hall and/or city department.
9. The protection and preservation of all vital records of both a public and private nature recorded by county and city officials such as the clerk, assessor, etc., must be protected and preserved including legal documents, property deeds, tax records, vital statistics, payroll, etc.
10. The identification of records and documents that are critical to the continuance of government following a disruption of normal activities, such as a major disaster. These records and documents are to be identified by officials responsible for their day-to-day maintenance.
11. [\(Insert additional procedures to document event information\)](#)

**B. After-Action report requirements include:**

1. An AAR is mandatory for all exercises using Homeland Security Grant Program (HSGP) or Emergency Management Performance Grant (EMPG) funds. The AAR is meant to review actions taken, identify equipment needs, shortcomings and highlight strengths.



2. All jurisdictions and organizations must electronically submit their AAR to their respective DC for review within 60 days of the conclusion of the exercise.
3. Multi-jurisdictional exercises may produce one AAR for the exercise. However, each jurisdiction shall complete their own improvement plan matrix as part of the AAR in order to identify corrective actions needed in their jurisdiction.
4. Copies of exercise sign-in sheets must be maintained by the program manager for audit purposes. All EMPG funded participants must be noted.
5. Seminar, Orientations and Workshops must have an executive summary, exercise overview, conclusion, participant's feedback and improvement plan completed.
6. Tabletop and operations based exercises must have a complete AAR, including an analysis of objectives.
7. The AAR will be reviewed by the DC and forwarded to the State Exercise Officer (EO) for approval/disapproval.
8. The jurisdiction ensures that the deficiencies and recommendations identified in the AAR are corrected and completed by [\(insert process/person/document, e.g., updating exercise plan, incorporate in new exercise, re-exercising, etc.\)](#).

C. Exercise reporting requirements include:

1. The creation of a National Exercise Schedule (NEXS) entry for exercise and email NEXS ID number to DC at least 60 days prior to exercise (in lieu of EMD-052, Pre-Exercise Report Form).
2. Functional and full scale exercises require the EOC must be opened and staffed with at least six functional representatives.
3. Conduct a hotwash and after-action conference in order to develop an after action review/improvement plan.
4. Complete and submit an AAR to the DC within 60 days of a completed exercise for review. DC's will forward AAR to the State EO for final review and approval or disapproval.

#### **XIV. Finance**

*(This section describes finance protocols used to recover the costs incurred during an emergency operation)*

A. Federal and state assistance available to local EMPs includes:

1. Public Assistance (PA): Assistance for repair, replacement, or restoration of disaster-damaged publicly owned facilities.
2. Individual Assistance (IA): Assistance for individuals, families and businesses with costs not covered by state and local programs or private insurance, including housing, hotel costs, rental assistance, home repair, home replacement, and transportation, medical, dental and funeral costs.
3. Farm Service Agency (FSA): Emergency assistance, including physical or production loss loans to farmers, ranchers, and agriculture operations that have suffered a loss of crops or enterprise.

4. Small Business Administration (SBA): Direct and bank participation low interest disaster loans to qualified homeowners, businesses, and agriculture or commercial fishing industries.
  5. Disaster assistance from the state will be utilized in accordance with 1976 PA 390, as amended, and from the federal government, in accordance with the Robert T. Stafford Act.
  6. Section 19 disaster relief funding that may be available in the absence of federal PA funds. Requirements include:
    - a. The local EMP must declare a local “state of emergency”
    - b. The local EMP must activate its EOP and submit DA information in a timely manner
    - c. Funds are limited to \$100,000 or 10% of the total annual operating budget of the jurisdiction for the preceding fiscal year, whichever is less
    - d. Completion of an MSP/EMHSD 19 Application for Disaster Assistance with a resolution by the governing body must be submitted to the DC
  7. Additional Benefits include veterans, unemployment, crisis counseling, tax refunds, legal counseling, National Flood Insurance Program (NFIP), Housing and Urban Development (HUD) disaster recovery, fire management assistance grants, flood protection and recovery, federal aid for highways, search and rescue, health and sanitation – See Michigan Damage Assessment Handbook for more details.
- B. Costs incurred during a disaster will be documented and submitted to MSP/EMHSD financial staff. Staff will collect, store and provide any documentation to FEMA, if necessary. Documentation requirements include:
1. Personnel/Overtime costs: (insert documentation Procedures, e.g., develop a project code specific to the emergency (include disaster name and date) and assign personnel/OT time related expenses to that code) Paystubs, time sheets, EFT payments or payroll stubs specific to personnel/OT will show the amount over normal hours worked and will be filed/saved for submittal to EMHSD, etc.)
  2. Equipment Used: (insert documentation procedures, e.g., document resources requests/status through the Resource Request board in MI CIMS, charge resources expenses to emergency project code, etc.) Hardcopy or electronic copies and backups of resource invoices and proof of payments (e.g. copy of checks, bank statements, etc.) will be filed/saved for submittal to EMHSD.
  3. Contracts: (insert documentation procedures, e.g., copies of valid contracts between two parties will be filed/saved for submittal to EMHSD as well as proof of payment (e.g., copy of checks, time cards, etc.)
- C. (Jurisdiction Name) educates EM staff on recovery costs through:
1. The federal course from the Emergency Management Institute (EMI) on Emergency Support Function (ESF) #14 – Long Term Recovery.
  2. State training courses: Michigan Core Emergency Management Knowledge Requirements (MI-CEMKR) course and DA Applications.
  3. (Insert Additional Educational Methods)

- D. In [\(Jurisdiction Name\)](#), insurance is always the first source for recovery costs and coverage. State and federal assistance will not cover any items covered by insurance. To maximize insurance costs and coverage:
1. The EMC will promote and educate communities about the NFIP.
  2. The EMC will promote and educate homeowners and businesses on necessary insurance coverage.
  3. Insurance information will be collected during the PDA and reported via the MI CIMS Damage Assessment Board. The percentage of damaged structures that are insured, uninsured, and underinsured will be reported to MSP/EMHSD.
- E. Pre and post disaster assistance for household pets and service animals includes:
1. Assistance if evacuees arrive to the community from areas with a major disaster declaration. Assistance includes costs associated with pet rescue, sheltering, and evacuee-supported costs.
  2. Household pet rescue may include personnel and transportation equipment.
  3. Eligible Costs for household pet sheltering such as facilities, supplies and commodities, labor, equipment, emergency veterinary services, transportation, security, cleaning and restoration, removal and disposal of carcasses, and tracking.
  4. Federal financial and/or material support of animal care support functions will be managed by MSP/EMHSD.
  5. Additional information can be found in FEMA Disaster Assistance Policy DAP 9523.19, EMHSD's Pub 101c: MEMP Animal Care Support Plan and Pub 113: Local Evacuation and Mass Care Planning Handbook

## XV. Logistics

*(This section describes the logistics and resource management mechanisms used to identify and acquire resources in advance of and during emergency operations, especially to overcome gaps identified in a capability assessment)*

- A. Whenever possible, procurement of necessary resources will be accomplished using normal, day-to-day channels. During unusual situations when such constraints result in the loss of life and property, normal requisition procedures can be circumvented. This will be done under the authorities and by the procedures set forth in the local ordinance(s).
- B. The EMP has an inventory consisting of typed resources for all jurisdictions in accordance to the NIMS and made available in the MI CIMS. The inventory is verified for accuracy on an annual basis and is certified in concert with annual NIMS certification through the State.
- C. [\(Jurisdiction Name\)](#) has capabilities and resources, which, if effectively employed, will minimize or eliminate the loss of life and damage to property in the event of an emergency or major disaster. This includes the utilization of private and volunteer organizations to the greatest extent possible.
- D. [\(Jurisdiction Name\)](#) has identified resource shortfalls and resources only available outside the jurisdiction through [\(insert process to identify shortfalls, e.g., completed a THIRA \(UASI Areas\), conducted hazard analysis, followed planning process in EMHSD Pub 201, performed a capability analysis, etc.\)](#).

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- E. Resources that are only available outside the jurisdiction include: (insert resources, e.g., bomb squad, hazmat, water rescue, search and rescue teams, etc.).
- F. The process to request resources outside the jurisdiction include: (insert processes, e.g., MAA/MOUs, MEMAC, resource request made through MI CIMS, etc.).
- G. (Jurisdiction Name) has specialized equipment, facilities, personnel, and emergency response organizations currently available to respond to hazards.
1. (List specialized equipment, e.g., mobile EOC, public safety dive team, etc.)
  2. (List specialized facilities, e.g., decontamination center, mass care shelter, etc.)
  3. (List specialized personnel, e.g., shelter manager, donations coordinator, public assistance coordinator, etc.)
  4. (List specialized response organizations, e.g., ARC, faith-based organizations, Community Emergency Response Teams (CERT), etc.)
- H. (Jurisdiction Name) has specialized equipment, facilities, personnel, and emergency response organizations available to support children, individuals with disabilities, and others with access and functional needs.
1. (List specialized equipment, e.g., cribs, walkers, wheelchairs, diapers, etc.)
  2. (List specialized facilities, e.g., rehab centers, nursing homes, day cares etc.)
  3. (List specialized personnel, e.g., sign language interpreter, behavioral Health Specialist, medical personnel, child care providers, etc.)
  4. (List specialized response organizations, e.g., Center for Independent Living, Michigan Disability Network, Area on Aging, etc.)
- I. (Jurisdiction Name) has identified private agencies/contractors that will support resource management issues including:
1. (List process used to identify private agencies/contractors, e.g., form partnerships with private companies, work with critical infrastructure sites, develop MAA/MOUs, establish liaison between the public and private stakeholders, establish well defined role for private sector, FEMA debris removal contractor registry, etc.)
  2. (List private agencies/contractors identified e.g., water haulers, spill contractors, landfill operators, hotels, funeral homes, engineering firms, retail stores etc.)
  3. Existing MAA/MOU with these organizations are listed in the MAA/MOU section

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**Attachment A: Glossary**

**ACCESS CONTROL POINT** - A point established by law enforcement officials to control access to a hazardous or potentially hazardous area.

**AFTER ACTION REPORT (AAR) / IMPROVEMENT PLAN (IP)** - These are the main products of the evaluation and improvement planning process. The AAR captures observations of an exercise and makes recommendations for post-exercise improvements; and an Improvement Plan (IP), which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for completion

**AMERICANS WITH DISABILITIES ACT (ADA)** - The ADA is one of America's most comprehensive pieces of civil rights legislation that prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else to participate in the mainstream of American life -- to enjoy employment opportunities, to purchase goods and services, and to participate in State and local government programs and services. Modeled after the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, sex, or national origin -- and Section 504 of the Rehabilitation Act of 1973 -- the ADA is an "equal opportunity" law for people with disabilities.

**AMERICAN RED CROSS (ARC)** - The American Red Cross, a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement, will provide relief to survivors of disaster and help people prevent, prepare for, and respond to emergencies.

**BIOLOGICAL AGENTS** - Living organisms or the toxic materials derived from them that cause disease or harm to humans, animals or plants, or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols, or dry powders.

**CATASTROPHIC INCIDENT (EVENT)** - Any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption affecting the population, infrastructure, environment, economy, national morale, and/or government functions. It may cause national impacts over a prolonged period of time; almost immediately exceeds resources normally available to state, local, tribal and private sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to an extent that national security could be threatened.

**CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)** – CDC works 24/7 to protect America from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same

**CHIEF EXECUTIVE OFFICIAL (CEO)** - The individual elected, either by electorate or by his/her elected peers to be in charge of managing a county or municipality and that is responsible for the review and approval of the EOP and all changes to the document.

**COMMUNITY EMERGENCY RESPONSE TEAMS (CERT)** - A community-level program administered by the Federal Emergency Management Agency that trains citizens to understand their responsibility in preparing for disaster. The program increases its members' ability to safely help themselves, their family, and their neighbors. Trained CERT volunteers provide immediate assistance to disaster survivors in their area, organize spontaneous volunteers who have not had the training, and collect disaster intelligence that will assist professional responders with prioritization and allocation of resources following a disaster.

**COMMAND STAFF** - In an incident management organization, the command staff consists of the IC and the special staff positions of PIO, safety officer, liaison officer, and other positions as required, who report directly to the IC. They may have an assistant or assistants, as needed.

**CBRNE WEAPONS** - Weapons of Mass Destruction are also commonly referred to as “CBRNE” Weapons – an acronym for chemical, biological, radiological, nuclear and explosives / incendiary devices.

**COMMON TERMINOLOGY** - Normally used words and phrases, avoiding the use of different words/phrases for same concepts, to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of functions and hazard scenarios.

**COMPREHENSIVE PREPAREDNESS GUIDE (CPG) 101** - A guide developed by the FEMA and designed to assist jurisdictions with developing emergency operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans

**CONTAMINATION** - The deposit of chemical, biological or radioactive material on the surfaces of structures, objects, or persons following a nuclear incident/explosion or a hazardous material incident.

**CONTINUITY OF OPERATIONS** - An effort within individual organizations to ensure that primary mission essential functions continue to be performed during a wide range of emergencies.

**COUNTY OR LOCAL EMERGENCY MANAGEMENT COORDINATOR (EMC)** - A person appointed pursuant to 1976 PA 390, as amended, to coordinate emergency management activities for a county or municipal EMP. Also commonly called County or Local “Emergency Manager.”

**CRITICAL INFRASTRUCTURE AND KEY RESOURCES (CIKR)** - Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

**CRISIS INCIDENT STRESS DEBRIEFING** – Process that that prevents or limits the development of post-traumatic stress in people exposed to critical incidents.

**CYBER** - Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

**DAMAGE ASSESSMENT (DA)** - The systematic process of determining and appraising the nature and extent of the loss, suffering, or harm to a community resulting from an emergency or disaster.

**DECONTAMINATION** – The reduction or removal of contaminating material from a structure, area, object, or person. Decontamination may be accomplished by: 1) treating the surface so as to remove or decrease the contamination; 2) letting the material stand so that the contamination is decreased as a result of natural decay; and 3) covering the contamination.

**DECONTAMINATION CENTER** – A location with shower facilities and a parking area used to monitor evacuees for contamination and to decontaminate evacuees and their belongings. Several centers may be established on the periphery of the hazard area. They may also double as reception centers.

**DEPARTMENT OF HOMELAND SECURITY (DHS)** – A Cabinet-level agency established to coordinate and report directly to the President on all issues related to domestic terrorism preparedness. The mission of the DHS is to oversee and coordinate a comprehensive national strategy to safeguard the country against terrorism and other homeland security threats, and to respond to any attacks that may occur.

**DEPARTMENT OF TRANSPORTATION (DOT)** - Serves the United States by ensuring a fast, safe, efficient, accessible and convenient transportation system that meets our vital national interests and enhances the quality of life of the American people, today and into the future.

**DETROIT SOUTHEAST MICHIGAN INFORMATION AND INTELLIGENCE CENTER (DSEMIIC)** - Serves as a node of the MIOC to help streamline the flow of information sharing in southeast Michigan and statewide.

**DISASTER** - An occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or human-made cause, including, but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders, as defined in 1976 PA 390, as amended.

**DEBRIS MANAGEMENT CENTER (DMC)** - The facility established at or near the EOC from which the debris management function is coordinated

**DEBRIS MANAGEMENT TEAM (DMT)** – The team made up of representatives of governmental agencies and nongovernmental relief organizations who are responsible for managing the clearance, separation, removal, transportation, storage, reduction, and disposal of disaster debris. Its mission is to implement this Disaster Debris Management Plan, to protect public health and safety and facilitating response and recovery operations by rapidly and efficiently managing disaster debris.

**DISASTER MITIGATION ACT (DMA) OF 2000** - Public Law 106-390, signed into law on October 30, 2000, which amended sections of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) and placed new hazard mitigation planning requirements on states and local governments in order to obtain Stafford Act disaster relief assistance.

**DISTASTOR MORTUARY RESPONSE TEAMS (DMORT)** – Special team that provide identification of the deceased and mortuary services. Teams include private citizens with particular fields of expertise.

**DISASTER RECOVERY CENTER (DRC)** - A facility established within or near the disaster area at which disaster survivors (individuals, families or businesses) can apply for disaster aid, and that functions as a “one-stop” information source for disaster recovery and hazard mitigation related issues. DRCs are staffed by personnel from FEMA and other federal agencies, state and local agencies, and private, voluntary relief organizations.

**DISTRICT COORDINATOR (DC)** - The MSP/EMHSD employee serving at any of eight MSP District Headquarters, whose primary job is to work directly with local communities on EM activities.

**EMERGENCY** - Any occasion or instance in which assistance is needed to supplement efforts to save lives, protect property and the public health and safety, or to lessen or avert the threat of a disaster or catastrophe.

**EMERGENCY ACTION LEVEL CLASSIFICATION SYSTEM** - A system for classifying emergencies or disasters according to their level of severity. State and local emergency response organizations use this classification system as a basis for emergency actions in accordance with the appropriate EOP.

**EMERGENCY ALERT SYSTEM (EAS)** - A national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service (SDARS) providers, and direct broadcast satellite (DBS) providers to provide the communications capability to the President to address the American public during a national emergency

**EMERGENCY COORDINATION CENTER (ECC)** – The site, established by each state agency, where agency officials gather to provide logistical support, policy direction and technical assistance to the agency representative in the State Emergency Operations Center (SEOC), and to strategically plan and implement the agency’s disaster response and recovery activities. Each state agency is tasked to identify, develop and maintain an ECC as part of its emergency and business continuity planning efforts.

**EMERGENCY MANAGEMENT (EM)** - The managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters

**EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)** - The interstate agreement that streamlines the assistance one governor can lend to another after a natural, technological or human-caused disaster (including a terrorist attack) by providing a framework for flexible response. The EMAC is an arrangement of the states, by the states, and for the states. It addresses all the issues associated with requesting assistance, reimbursement of services, workman's compensation insurance, and liability in advance of a disaster.

**EMERGENCY MANAGEMENT COORDINATOR (EMC)** -The person appointed pursuant to 1976 PA 390, as amended, to coordinate emergency management activities for an EMP. Also commonly called County or Local "Emergency Manager."

**EMERGENCY MANAGEMENT INSTITUTE (EMI)** - The training organization established to support the DHS and FEMA's goals by improving the competencies of the U.S. officials in Emergency Management at all levels of government to prepare for, protect against, respond to, recover from, and mitigate the potential effects of all types of disasters and emergencies.

**EMERGENCY MANAGEMENT AND HOMELAND SECURITY DIVISION (EMHSD)** – The division within the MSP that coordinates the homeland security and emergency management activities (prevention / mitigation, preparedness, response and recovery) of state and local government and maintains the MEMP. The commanding officer of the division is designated the Deputy State Director of Homeland Security and Emergency Management.

**EMERGENCY MANAGEMENT PROGRAM (EMP)** -The basic emergency planning and operational entity at the local government level. Each county has an appointed emergency manager and enabling legislation creating an EMP. In accordance with the provisions of 1976 PA 390, as amended, municipalities with a population of 10,000 or more may elect to also appoint an emergency manager and maintain a separate EMP from the county in which they are located.

**EMERGENCY MANAGEMENT PERFORMANCE GRANTS (EMPG) PROGRAM** - the EMPG Program is to make grants to States to assist State, local, territorial, and tribal governments in preparing for all hazards, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*

**EMERGENCY MEDICAL SERVICES (EMS)** - Services, including personnel, facilities, and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition (which includes medical disposition within a hospital, temporary medical facility, or special care facility; release from the site; or being declared dead). EMS specifically includes those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

**EMERGENCY OPERATIONS CENTER (EOC)** - The site at which the coordination of information and resources to support incident management activities normally takes place. An EOC may be a temporary or permanent facility and may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., federal, state, regional, county, city or tribal), or by some combination thereof.

**EMERGENCY OPERATIONS PLAN (EOP)** – The plan developed and maintained by an EMP as a counterpart to the MEMP for the purpose of organizing and coordinating the EM activities of the jurisdiction(s) under the plan. An EOP usually consists of a basic plan or other introductory section with various supporting annexes (sections) for each service or function.

**EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW ACT (EPCRA)** - The purpose is to encourage and support emergency planning efforts at the state and local levels and to provide the public and local governments with information concerning potential chemical hazards present in their communities. EPCRA is synonymous with SARA Title III.

**EMERGENCY SUPPORT FUNCTION (ESF)** - A grouping of state agency capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to prevent injuries, save lives, protect property and the environment, restore



essential services and critical infrastructure, and help survivors and communities return to normal, when feasible, following a disaster or emergency. The ESFs serve as the primary operational-level mechanism through which state agencies provide assistance to local communities.

**EXECUTIVE DIRECTIVE 2005-9** - A Michigan executive directive issued by that adopted the NIMS as the state standard for incident management in Michigan.

**EXERCISE OFFICER (EO)** - The SME responsible for the design, development and implementing the improvement planning cycle for exercises. An EO also ensures all exercises developed and administered meet grant requirements per the Homeland Security Exercise Evaluation Program (HSEEP).

**EVACUATION** - A population protection strategy that provides for the orderly movement of people away from an actual or potential hazard.

**FARM SERVICE AGENCY (FSA)** - Farm Service Agency is equitably serving all farmers, ranchers, and agricultural partners through the delivery of effective, efficient agricultural programs for all Americans.

**FEDERAL BUREAU OF INVESTIGATION (FBI)** - As an intelligence-driven and a threat-focused national security organization with both intelligence and law enforcement responsibilities, the mission of the FBI is to protect and defend the United States against terrorist and foreign intelligence threats, to uphold and enforce the criminal laws of the United States, and to provide leadership and criminal justice services to federal, state, municipal, and international agencies and partners.

**FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)** - The primary federal agency that coordinates emergency planning, preparedness, mitigation, response and recovery within the federal government, and administers the president's disaster relief program. FEMA is housed within DHS.

**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 (6 U.S.C. 101), 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 and NGOs.

**FUNCTIONAL NEEDS SUPPORT SERVICES (FNSS)** - is defined as services that enable individuals to maintain their independence in a general population shelter. FNSS includes: reasonable modification to policies, practices, and procedures, durable medical equipment (DME), consumable medical supplies (CMS), personal assistance services (PAS), other goods and services as needed. Children and adults requiring FNSS may have physical, sensory, mental health, and cognitive and/or intellectual disabilities affecting their ability to function independently without assistance. Others that may benefit from FNSS include women in late stages of pregnancy, elders, and people needing bariatric equipment.

**GENERAL STAFF** - A group of incident management personnel organized according to function and reporting to the IC. The general staff normally consists of the operations section chief, planning section chief, logistics section chief, and finance/administration section chief. An intelligence/investigations chief may be established, if required, to meet incident management needs.

**GEOGRAPHIC INFORMATION SYSTEM (GIS)** - A system for capturing, storing, analyzing and managing data and associated attributes which are spatially referenced to the earth. In the strictest sense, it is a computer system capable of integrating, storing, editing, analyzing, sharing, and displaying geographically-referenced information

**HAZARD MITIGATION** - Any action taken to reduce or permanently eliminate the long-term risk to human life and property from natural, technological and human related hazards.

**HAZARD MITIGATION PLAN (HMP)** – A plan to propose actions that can reduce or prevent harm from hazards. It is a written explanation of hazard mitigation actions that a community might achieve.

**HOMELAND SECURITY GRANT PROGRAM (HSGP)** – A grant program that plays an important role in the implementation of PPD – 8 by supporting the development and sustainment of core capabilities to fulfill the National Preparedness Goal (NPG). The following are descriptions of each HSGP component programs. HSGP is comprised of three interconnected grant programs: State Homeland Security Program (SHSP), Urban Areas Security Initiative (UASI), and Operation Stonegarden (OPSG). These grant programs fund a range of preparedness activities, including planning, organization, equipment purchase, training, exercises, and management and administration.

**THE HOMELAND SECURITY INFORMATION NETWORK (HSIN)** - A trusted network for homeland security mission operations to share sensitive but unclassified information. Federal, state, local, tribal, territorial, international and private sector homeland security partners use HSIN to manage operations, analyze data, send alerts and notices, and in general, share the information they need to do their jobs

**HOMELAND SECURITY PRESIDENTIAL DIRECTIVE (HSPD)-5** – Issued on February 28, 2003 that is intended to enhance the ability of the United States to manage domestic incidents (which include terrorist attacks, major disasters, and other emergencies) by establishing a single, comprehensive NIMS. Refer to the NIMS and NRF definitions for additional information.

**HOMELAND SECURITY PRESIDENTIAL DIRECTIVE (HSPD)-7** – Issued on December 17, 2003 that established a national policy for federal departments and agencies to identify and prioritize U.S. critical infrastructure and key resources (CIKR) and to protect them from terrorist attacks.

**HOT WASH** - A facilitated discussion held immediately following an exercise among exercise players from each functional area that is designed to capture feedback about any issues, concerns, or proposed improvements players may have about the exercise.

**HOUSING AND URBAN DEVELOPMENT (HUD)** – A federal agency whose mission is to create a strong, sustainable, inclusive communities and quality affordable homes for all. HUD is working to strengthen the housing market to bolster the economy and protect consumers; meet the need for quality affordable rental homes: utilize housing as a platform for improving quality of life; build inclusive and sustainable communities free from discrimination; and transform the way HUD does business.

**INCIDENT** - An occurrence or event, natural or human-caused, which requires emergency response to protect life or property. Incidents include major disasters, emergencies, terrorist attacks and threats.

**INCIDENT COMMAND** - The ICS organizational element responsible for overall management of the incident and consisting of the IC (either single or UC structure) and any assigned supporting staff.

**INCIDENT COMMANDER (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**INCIDENT ACTION PLAN (IAP)** – An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments, as well as attachments that provide direction and important information for management of the incident during one or more operational periods.

**INCIDENT COMMAND POST (ICP)** – The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be co-located with other incident facilities and is normally identified by a green rotating or flashing light.

**INCIDENT COMMAND SYSTEM (ICS)** - A standardized on-scene emergency management structure 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. The 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. The ICS is used for all types of emergencies and is applicable to small as well as large and complex incidents

**INCIDENT COMMANDER (IC)** - The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**INCIDENT MANAGEMENT TEAM (IMT)** - An IC and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining “type,” or level, of IMT.

**INDEPENDENT STUDY (IS)** - The EMI distance learning section offers the Independent Study Program (ISP). This is a program which offers training free of charge, to the nation’s emergency management network and the general public. The ISP offers over 125 courses via the training website: <http://training.fema.gov/IS/>.

**IN-PLACE SHELTERING** - A population protection strategy that provides for the sheltering indoors of people to prevent contact with a hazard.

**INTEROPERABILITY** - Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

**JOINT FIELD OFFICE (JFO)** - A temporary federal facility established locally to provide a central point for federal, state, local and tribal officials with responsibility for incident oversight, direction and/or assistance to effectively coordinate protection, prevention, mitigation, preparedness, response and recovery actions. The JFO will combine the traditional functions of the Joint Operations Center (JOC), the FEMA Disaster Field Office (DFO), and the JIC into a single federal facility.

**JOINT INFORMATION CENTER (JIC)** - 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 and organizations are co-located at the JIC.

**JOINT OPERATIONS CENTER (JOC)** – A FBI facility established to manage a terrorist threat based upon a graduated and flexible response. The JOC is the focal point for all federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident. It is managed by the Senior Federal Law Enforcement Official (SFLEO) – normally the FBI Senior Agent-in-Charge (SAC). The JOC consists of four functional groups: Command; Operations; Support; and Consequence Management. The JOC becomes a component of the JFO when the National Response Plan is activated.

**LAW ENFORCEMENT INFORMATION NETWORK (LEIN)** - A statewide computerized information system, which was established July 1, 1967, as a service to Michigan's criminal justice agencies. The goal of LEIN is to assist the criminal justice community in the performance of its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information readily available to all criminal justice agencies.

**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)** - Are volunteer based government bodies that are made of local representatives from the community: government, nongovernment organizations, and private industries. They do not respond to actual emergency situations, but attempt to identify and catalogue potential hazards, identify available resources, mitigate hazards when feasible, and write community wide emergency plans.

**LOCAL GOVERNMENT** - Public entities responsible for the security and welfare of a designated area as established by law. A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments, regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

**LOCAL PLANNING TEAM (LPT)** - A team is a group of individuals responsible for designing, developing, and implementing the community emergency operations plan. Members include first responders and individuals who support the functions of an emergency operation.

**LOCAL STATE OF EMERGENCY** - A declaration by a county or municipality with an appointed emergency manager when circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property from natural or human-made cause exists.

**MICHIGAN CORE EMERGENCY MANAGEMENT KNOWLEDGE REQUIREMENTS (MI-CEMKR)** - This course is part of the Professional Emergency Manager (PEM) program in Michigan, offered by the MSP EMHSD. It covers important EM topics and provides Michigan specific information.

**MICHIGAN CRITICAL INCIDENT MANAGEMENT SYSTEM (MI CIMS)** - Operated and maintained by the MSP/EMHSD for the use by its staff, state and local EM partners, and other authorized users for the purpose of managing, researching or monitoring emergency responses and activities

**MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT** - The state agency that assures food safety, agricultural, environmental, and economic interests of the people of the State of Michigan are met through service, partnership, and collaboration.

**MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ)** - The state agency that promotes wise management of Michigan's air, land, and water resources to support a sustainable environment, healthy communities, and vibrant economy.

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATIONS (LARA)** – Supports business growth and job creation while safeguarding Michigan's citizens through a simple, fair, efficient and transparent regulatory structure.

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES (MDNR)** - Is committed to the conservation, protection, management, use and enjoyment of the state's natural and cultural resources for current and future generations

**MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)** – Provides the highest quality integrated transportation services for economic benefit and improved quality of life.

**MICHIGAN'S EMERGENCY MANAGEMENT ACT (1976 PA 390, as amended)** - An act to provide for planning, mitigation, response, and recovery from natural and human-made disaster within and outside this state; to create the Michigan emergency management advisory council and prescribe its powers and duties; to prescribe the powers and duties of certain state and local agencies and officials; to prescribe immunities and liabilities; to provide for the acceptance of gifts; and to repeal acts and parts of acts.

**MICHIGAN EMERGENCY MANAGEMENT ASSISTANCE COMPACT (MEMAC)** – The statewide mutual-aid assistance compact, authorized under 1976 PA 390, as amended, that allows participating jurisdictions to render or receive assistance in time of crisis and share vital public safety services and resources more effectively and efficiently. The MEMAC is designed specifically for those situations in which a participating jurisdiction has exhausted its local resources, or its resources are inadequate or overwhelmed in response to a threat or event being faced, and it requires additional resources to protect public health and safety, property or the environment. (The MSP/EMSHD administers the MEMAC on behalf of the State of Michigan and is responsible for processing requests for resources by participating jurisdictions.)

**MICHIGAN EMERGENCY MANAGEMENT PLAN (MEMP)** – The plan developed and continuously maintained by the MSP/EMHSD for the purpose of coordinating the homeland security and emergency management activities of prevention, mitigation, preparedness, response and recovery within the state.

**MICHIGAN INTELLIGENCE OPERATION CENTER (MIOC)** – The state’s fusion center that promotes public safety by operating in a public-private partnership that collects, evaluates, analyzes, and disseminates information and intelligence in a timely and secure manner while protecting the privacy rights of the public.

**MICHIGAN RAPID IMPACT ASSESSMENT TEAM** – Will be activated as required to assist the MSP/EMHSD, the Executive Office, affected state agencies, and local and tribal governments in assessing the nature, scope, magnitude, anticipated duration, and severity of disasters and emergencies. The MRIAT allows the State to take a more proactive role in determining the damage and negative impacts caused by a disaster or emergency to the built and natural environments, essential services, critical facilities and infrastructure, and the affected population. The team is composed of state agency subject matter experts, plus an ARC liaison.

**MICHIGAN VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER (MIVOAD)** - Fosters cooperation, communication, coordination, and collaboration among Michigan-based voluntary organizations.

**MITIGATION** - The capabilities necessary to reduce the loss of life and property by lessening the impact of disasters.

**MULTI-AGENCY COORDINATION (MAC) GROUP** - A group of administrators or executive, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multi-agency committees, emergency management committees, or as otherwise defined by the MAC System.

**MUTUAL AID AGREEMENT (MAA)** - A written agreement between agencies, organizations, and/or jurisdictions that indicates that they will assist one another on request by furnishing personnel, equipment, materials, and/or expertise in a specified manner.

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)** - A system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, tribal, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents regardless of their cause, size or complexity. NIMS core concepts include the ICS; multi-agency coordination systems; UC; training; identification and management of resources; qualifications and certifications; and the collection, tracking, and reporting of incident information and incident resources.

**NATIONAL RESPONSE FRAMEWORK (NRF)** - The framework developed by the federal DHS, pursuant to HSPD-5, which integrates the family of federal domestic prevention, preparedness, response and recovery plans into a single, all-discipline, all-hazards plan for domestic incident management. The NRF is built on the template of the NIMS, which provides a standardized framework for incident management at all jurisdictional levels – regardless of the cause, size or complexity of the incident.

**NATIONAL EXERCISE SCHEDULE (NEXS)** - An online toolkit associated with the Homeland Security HSEEP. The toolkit has templates, tips, and an online scheduling system to help assist an exercise planning team during the design, conduct, evaluation, and improvement planning of an exercise.

**NATIONAL FLOOD INSURANCE PROGRAM (NFIP)** – A federal program to help provide a means for property owners to financially protect themselves. The NFIP offers flood insurance to homeowners, renters, and business owners if their community participates in the NFIP. Participating communities agree to adopt and enforce ordinances that meet or exceed FEMA requirements to reduce the risk of flooding.

**NATIONAL STRATEGIC STOCKPILE (NSS)** – Repository of antibiotics, vaccines, chemical antidotes, antitoxins, and other critical medical equipment and supplies.

**NATIONAL WEATHER SERVICE (NWS)** – A federal agency that provides weather, water, and climate data, forecasts and warnings for the protection of life and property and enhancement of the national economy.

**NONGOVERNMENTAL ORGANIZATION (NGO)** - A private nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples include faith-based charity organizations and the ARC.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)** – Equipment work to minimize exposure to serious workplace injuries and illness.

**PLANNING** - A systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

**PUBLIC INFORMATION** - Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders.

**PUBLIC INFORMATION OFFICER (PIO)** - A member of the command staff who serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.

**PRELIMINARY DAMAGE ASSESSMENT (PDA)** - An assessment conducted by teams of federal, state and local officials to determine the severity and magnitude of a disaster and also to identify capabilities and resources of state, local and other federal agencies.

**PREPAREDNESS** - The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private sector and non-governmental organizations to identify threats, determine vulnerabilities, and identify required resources.

**PREVENTION** - The prevention mission area comprises the capabilities necessary to avoid, prevent or stop a threatened or actual act of terrorism. It is focused on ensuring we are optimally prepared to prevent an imminent terrorist attack within the United States.

**PRESIDENTIAL DECISION DIRECTIVE (PDD) 39** - PDD 39, U.S. Policy on counterterrorism, establishes policy to reduce the nation's vulnerability to terrorism, deter and respond to terrorism, and strengthen capabilities to detect, prevent, defeat, and manage the consequences of terrorist use of WMD.

**PRESIDENTIAL DECISION DIRECTIVE (PDD) 62** - PDD 62, Combating Terrorism, reinforces the missions of federal departments and agencies charged with roles in defeating terrorism.

**PROTECTION** - Addresses the capabilities necessary to secure the homeland against acts of terrorism and manmade or natural disasters.

**PROTECTIVE ACTIONS ORDERS (PAO)** - Emergency measures taken to protect the population from the effects of a hazard. These may include in-place sheltering or evacuation.

**PROTECTIVE SECURITY ADVISOR (PSA) PROGRAM** - PSAs are trained critical infrastructure protection and vulnerability mitigation subject matter experts. Regional Directors are Supervisory PSAs, responsible for the activities of eight or more PSAs and geospatial analysts, who ensure all Office of Infrastructure Protection critical infrastructure protection programs and services are delivered to state, local, territorial, and tribal stakeholders and private sector owners and operators.

**PUBLIC SAFETY ANSWERING POINTS (PSAPS)** – Call center responsible for answering emergency calls for police, fire, and ambulance services.

**RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES)** - a protocol created by the FEMA and the Federal Communications Commission. Government agencies train their Auxiliary Communications Service (ACS) volunteers using the RACES protocol. The volunteers serve their respective jurisdictions pursuant to guidelines and mandates established by local emergency management officials.

**RECEPTION CENTER** - A center established to register evacuees and assess their disaster-related needs.

**RECOVERY** - The core capabilities necessary to assist communities affected by an incident to recover effectively.

**RECOVERY PLAN** - A plan developed by the state, with assistance from the affected local communities and responding federal agencies, to restore an area affected by a disaster or emergency.

**RESOURCE TRACKING** - A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

**RESPONSE** - The capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

**SECTOR COORDINATING COUNCILS (SCC)** - Principal entities for coordinating with the government on a wide range of critical infrastructure protection activities and issues and are self-organized, self-run, and self-governed, with a spokesperson designated by the sector membership.

**SHELTER** - A facility safe from the effects of a hazard that may be used to house and care for evacuees.

**SMALL BUSINESS ADMINISTRATION (SBA)** - Aids, counsels, assists and protects the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation.

**STAGING AREA** - A large parking lot or other suitable open area to provide a base for registration, unloading and transfer of resources, assembly of persons, and a rally point for mutual aid forces.

**STATE COORDINATING OFFICER (SCO)** - Appointed by the Governor to manage all aspects of a federally declared disaster, in cooperation with the Federal Coordinating Officer (FCO). The Division Commander or Assistant Division Commander of the MSP/EMHSD is normally appointed to this position.

**STATE EMERGENCY OPERATIONS CENTER (SEOC)** - The primary center for coordination of state government response and recovery operations maintained and operated by the MSP/EMHSD.

**STANDARD OPERATING PROCEDURES (SOP)** - Detailed procedures that are unique to a specific emergency or disaster situation or those that are written by a specific department or agency to detail the tasks assigned in an EOP.

**STATE OF DISASTER OR STATE OF EMERGENCY** - A declaration by executive order or proclamation by the Governor under the provisions of 1976 PA 390, as amended, which activates the response and recovery aspects of state and local emergency operation plans.

**SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT (SARA)** - Encourages and supports emergency planning efforts at the state and local levels and to provide the public and first responders with information concerning potential chemical hazards present in their communities. This act is the same as the EPCRA.



**TELECOMMUNICATIONS DEVICE FOR THE DEAF (TDD)** - A tele printer or an electronic device for text communication over a telephone line, that is designed for use by persons with hearing or speech difficulties

**TERRORISM** – An intentional, unlawful use of force, violence or subversion against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political, social, or religious objectives.

**THREAT AND HAZARD IDENTIFICATION AND RISK ASSESSMENT (THIRA)** - A tool that allows a jurisdiction to understand its threats and hazards and how the impacts may vary according to time of occurrence, season, location, and other community factors. This knowledge helps a jurisdiction establish informed and defensible capability targets.

**URBAN AREAS SECURITY INITIATIVE (UASI)** - Addresses the unique planning, organization, equipment, training, and exercise needs of high-threat, high-density urban areas, and assists them in building an enhanced and sustainable capacity to prevent, protect against, mitigate, respond to, and recover from acts of terrorism.

**UNIFIED COMMAND (UC)** - An application of the ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC to establish their designated ICs at a single Incident ICP and to establish a common set of objectives and strategies and a single IAP.

**UNSOLICITED GOODS** - Donated items offered by and/or sent to the incident area by the public, the private sector, or other source that have not been requested by government or nonprofit disaster relief coordinators.

**VOLUNTEERS IN POLICE SERVICE (VIPS)** - Provides support and resources for law enforcement agencies interested in developing or enhancing a volunteer program and for citizens who wish to volunteer their time and skills with a community law enforcement agency.

**VOLUNTEER** - Any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed.

**WEAPON OF MASS DESTRUCTION (WMD)** - Under Title 18, U.S.C. § 2332a, “(1) Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four 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.”



**Attachment B: Declaration Process**

<b>LEVEL</b>	<b>MAJOR ACTIONS</b>
<b>INCIDENT OCCURS</b>	<ul style="list-style-type: none"> <li>Initial incident intelligence collected / evaluated / reported by first responders.</li> <li>Incident Command established in accordance with situational circumstances.</li> <li>Initial life safety and property protection measures taken.</li> <li>Key officials notified.</li> </ul>
<b>LOCAL EMERGENCY MANAGEMENT PROGRAM JURISDICTION; AFFECTED MSP POST</b>	<ul style="list-style-type: none"> <li>Jurisdiction and affected MSP Post submit initial incident information and updates as necessary.</li> <li>Jurisdiction collects / compiles assessment data per local procedures; field inspection teams collect data; local response agencies provide data through EOC.</li> <li>Jurisdiction may activate local EOC to monitor situation and coordinate response.</li> <li>Jurisdiction may declare local "state of emergency" and request state and federal assistance.</li> <li>Local PIO issues media releases and public advisories per local procedures.</li> <li>Jurisdiction submits detailed DA information within 72 hours of incident; updates initial incident information as necessary.</li> </ul>
<b>MSP/EMHSD</b>	<ul style="list-style-type: none"> <li>SEOC may be activated to monitor situation and coordinate response.</li> <li>MSP/EMHSD District Coordinator assists jurisdiction in assessing and analyzing situation; determines scope and magnitude of event; determines supplemental resource needs.</li> <li>MRIAT may be activated to provide supplemental assessment assistance.</li> <li>SEOC Planning Section compiles and analyzes incoming assessment data.</li> <li>PIOs issue media releases and public advisories per MEMP; JIC may be activated.</li> <li>Governmental agencies and private relief organizations are alerted to standby status; may provide immediate support to address threats to public health, safety and welfare.</li> </ul>
<b>GOVERNOR</b>	<ul style="list-style-type: none"> <li>May declare "state of emergency" or "state of disaster" under 1976 PA 390, as amended; state assistance rendered to supplement local efforts.</li> <li>May activate MEMAC / EMAC if appropriate.</li> <li>May request federal disaster relief assistance, if warranted, through FEMA Region V in Chicago, Illinois.</li> </ul>
<b>FEMA</b>	<ul style="list-style-type: none"> <li>May provide direct response assistance under National Response Framework (NRF) to save lives, prevent injuries, protect property and the environment.</li> <li>Conducts PDA; state and local personnel assist in PDA process.</li> <li>FEMA Region V reviews and analyzes Governor's request; FEMA Headquarters (Washington, DC) makes recommendation to President.</li> </ul>
<b>PRESIDENT</b>	<p style="text-align: center;"><b>Issues Declaration:</b></p> <ul style="list-style-type: none"> <li>Federal disaster assistance programs are activated.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p style="text-align: center;"><b>Denies Declaration:</b></p> <ul style="list-style-type: none"> <li>Limited federal assistance may still be available.</li> <li>Governor may provide assistance through State Disaster Contingency Fund under 1976 PA 390, as amended, if sufficient state resources (financial and/or materiel) are available.</li> </ul>

**Attachment C: Format for Requesting a Governor’s Emergency or Disaster Declaration and State Assistance**

To: Governor, State of Michigan

On [\(insert date\)](#), pursuant to Section 10 of 1976 PA 390, as amended, I declared that a "state of emergency" exists in [\(insert name of political jurisdiction\)](#) due to [\(describe the type of incident – e.g., tornado, flood, ice storm, etc.\)](#) which caused widespread and severe damage, injury or loss of life and property. The response and recovery elements of the [\(insert name of political jurisdiction\)](#) Emergency Operations Plan have been activated, and local resources are being utilized to the fullest possible extent. Despite these efforts, local resources are not sufficient to cope with the situation.

Therefore, in accordance with Section 12 of 1976 PA 390, as amended, I deem this incident to be beyond the control of this political subdivision and I respectfully request, for and on behalf of the citizens of this political subdivision, that you declare that a "state of disaster" or "state of emergency" exists therein and that consideration be given, if conditions warrant, to petitioning the President of the United States for assistance provided by Public Law 93-288, as amended. In support of this request, we will submit specific damage assessment information through official channels and in accordance with the guidance provided by the Emergency Management and Homeland Security Division of the Michigan State Police (MSP/EMHSD) within three to seven (3-7) days of this incident, unless circumstances dictate an earlier submittal as requested by the MSP/EMHSD. Furthermore, I understand that this request **will not** be acted upon without sufficient damage assessment information to substantiate the need for assistance, and I acknowledge that it is the responsibility of [\(insert name of political jurisdiction\)](#) to provide that information in the manner prescribed by the MSP/EMHSD.

Specifically, I request the following state assistance to supplement local response and recovery efforts: [\(Describe the assistance needed to cope with the situation – e.g., state law enforcement officers to staff eight access control points; five dump trucks and front-end loaders plus operators for debris removal; 50 traffic barricades for traffic control; state law enforcement officers to provide 24-hour security for eight severely damaged schools; forestry crews to assist with hazard tree removal; engineers to assess damaged roads, bridges, and drains; etc.\)](#).

Accordingly, be advised that [\(insert name/title of local official – usually the Emergency Manager\)](#) will provide liaison and coordination with state and federal authorities for assistance related to this incident, and in accordance with Section 14 of 1976 PA 390, as amended, he/she is directed to transmit this request to the MSP/EMHSD.

Authorized by: [\(insert name/title of chief executive\)](#)

**Submittal Instructions**

1. This request must be promptly forwarded (via the MI CIMS as an **attachment to the EM Program Status board, or by e-mail, facsimile, or LEIN as a backup only if the MI CIMS is inoperable or not accessible / available**) to the Commanding Officer of the Emergency Management and Homeland Security Division, Michigan State Police (e-mail address: emdseoc@michigan.gov; facsimile #: 517/333-4987; LEIN code: ELES), and the appropriate MSP/EMHSD District Coordinator, in the same manner as the local "state of emergency" declaration.
2. If the MI CIMS is inoperable or not accessible / available and using e-mail, facsimile, or LEIN will delay the information, the telephone should be used. If telephone service is not available, radio may be used. MI CIMS or hardcopy confirmation must be forwarded as soon as possible.
3. This request **will not** be acted upon without sufficient information to substantiate the need for assistance.
4. In accordance with Section 12 of 1976 PA 390, as amended, the chief executive official of a county or municipality may initiate or authorize this request for their political subdivision.
5. A copy of this request should be kept on file with the local Clerk (County Clerk for counties; City or Township Clerk for municipal emergency management programs). A copy will also be available within the MI CIMS, as a back-up.

**Attachment D: Primary and Secondary Responsibilities**

Response Agency or Organization  P = Primary S=Secondary	Emergency Manager	(Chief Elected Official)	(Agriculture and Animal Control)	(Legal Department)	(Civil Rights Department)	(Community Health Department)	(Corrections Agency)	(Department of Education)	(Department of Human Services)	(Department of Licensing) / Clerk	(Housing Department)	(Public Works Department)	(Parks and Recreation Department) / DNR	(Police Department)	(Technology and Management Department)	(Transportation Department)	MIVOAD	Red Cross	Citizens Corps
	Access / Traffic Control	S	S		S		S	S	S	S	S		S	S	P	S	S	S	S
Animal Care	S		P														S	S	S
Barricades / Signage												S				P			
Clothing / Furnishings	S	S					S		P						S		S	S	
Donations Management	S	S							P						S		S	S	S
Driver License / ID Card															S				
Employment Assistance									S	P									
Evacuation Authority	S	P		S		S								S	S	S			
Evacuation Route Selection	P	S										S	S	S		S			
Evacuation Monitoring	P	S				S	S	S	S			S	S	S	S	S			
Faith-Based Needs		S			S				P								S	S	
Family Reunification									S		S						S	P	
Food / Basic Sustenance	S	S	S				S	S	S						S		S	P	
Health / Medical Needs	S	S	S		S	P			S								S	S	
Housing	S			S	S				S		P						S		
Information Technology	S														P				
Insurance Assistance				S		S			S	P									
NGO Coordination	P	S			S				P		S						S	S	S
Public Information	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Re-entry Authority	S	P		S		S				S			S	S		S			
Re-entry Support	P					S	S			S		S	S	S		S			S
Rehabilitation Services					S				S	P									
School Enrollment		S						P	S	S									
Security / Law Enforcement	S			S			S						S	P	S				S
Shelter Facility /Housing ID	P	S	S			S	S	S	S	S			S	S	S		S	P	
Shelter Management	S					S			P	S					S		S	P	S
Shelter Supplies	S	S				S	S		S						P		S	P	
FNSS	S	S			S	S			P	S	S					S	S	S	S
Transportation, Individual	S						S	S	P				S		S	S	S		S
Transportation, Mass	S						S	S	S			S			S	P			

## **ANNEXES**

The annexes attached to the basic plan are all-hazard functions that describe the roles and responsibilities of agencies responsible for implementing the EOP and should be considered during an emergency for which the plan has been activated. Each annex contains: the agencies responsible for carrying out the functions, their assigned tasks, and concept of operations. Some include attachments which provide additional reference material for the function.

The annexes attached to this plan include the following functions:

Annex A, Communications

Annex B, Damage Assessment

Annex C, Direction, Control, and Coordination

Annex D, Firefighting

Annex E, Mass Care, Emergency Assistance, Housing, and Human Services

Annex F, Public Health and Medical Services

Annex G, Public Information

Annex H, Public Safety

Annex I, Public Works

Annex J, Warning

## **APPENDICES**

The appendices attached to this plan that provide hazard specific procedures include:

Appendix 1, Catastrophic Event procedures

Appendix 2, Flood/Dam Failure procedures

Appendix 3, Hazardous Materials Incident procedures

Appendix 4, Severe Weather Event procedures

Appendix 5, WMD & Terrorism Incidents procedures

**ANNEX A  
COMMUNICATIONS**

The Communications function is responsible for alerting and notification of key officials, the dissemination of warnings and emergency information throughout the county, and the establishment, maintenance, and coordination of communication protocols and links between the EOC and state facilities, including the EOC

Responsible Agency: (e.g., 911 Communications Center)  
Supporting Agency: (e.g., Emergency Management)

**All – Hazards Checklist: Communications**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Ensure communications group is available on a 24-hour basis.
	<b>Communication links</b>
	Establish and maintain communication channels, channels include <u>(insert communication channels)</u> .
	Establish and maintain radio frequencies, frequencies include: <u>(insert radio frequencies)</u> .
	Coordinate the provision of extra telephone lines and/or cellular telephones through the local telephone company.
	Implement additional radio resources through the local RACES, as needed.
	Coordinate communications between EOC and JIC.
	Provide communications between shelters and the EOC.
	Establish communications links with adjacent communities and higher levels of government.
	If normal telephone service is disrupted and emergency response equipment is unavailable, utilize the following as back up equipment:
	<ul style="list-style-type: none"> <li>• Cellular telephones,</li> <li>• Amateur Radio,</li> <li>• Citizens' band radios</li> </ul>
	<b>Assistance to other agencies</b>
	Provide support to warning official in contacting individuals to report to the EOC.
	<b>Logistics</b>
	Provide a system for augmenting existing resources as it relates to this function.
	Maintain accurate records and logs.

**Hazard Specific Checklist: Communications**

**Catastrophic Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Utilize the media (including social media) to assist in communications with the public.
	Ensure that back up communications are operable.
	Request communication assistance from the state, as needed.

**Flood/Dam Failure**

	Provide appropriate support listed under All-Hazards Checklist.
	Present coordinated and accurate information to the public, including downriver properties, regarding flooding and dam failure.

	Utilize the PIO for warnings that do not involve an immediate pending disaster, if necessary.
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**Hazardous Materials Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Monitor the effects of Personal Protective Equipment (PPE) on voice communications.
	Ensure proper reports are forwarded to MSP Operations and EMHSD.

**Severe Weather Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Consider use of amateur radio as weather spotters and communications augmentation.
	Monitor the effects of adverse weather on communications systems.

**WMD/Terrorism Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Evaluate the effects on the communications infrastructure of CBRNE and terrorism events.
	Identify central dispatch, key communications towers, wire and fiber optic lines, etc. as potential targets of an attack.
	Monitor and prepare for cyber-attacks that may affect communications.
	Evaluate the effects of "electro-magnetic pulse" in a radiological event.
	Evaluate the vulnerability of off-site communications if another attack is imminent, expected, or possible.

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**COMMUNICATIONS**

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Communications functions during a response to an emergency or disaster situation is:

TITLE	AGENCY

[\(Insert title of individual or responsible department\)](#) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises (when applicable), emergencies, or disasters to coordinate and represent the Communications function.

SIGNATURE OF COMMUNICATIONS OFFICIAL	DATE

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**ANNEX B****DAMAGE ASSESSMENT**

This function is concerned with a DA process to document damage from incidents or disasters in the community. Information gathered may be used to determine the extent of damage and impact on the community resulting from a disaster to justify future federal funding, declarations of emergency, and disaster proclamations. An accurate DA is a necessary part of the recovery phase and determines qualification for state and federal disaster aid. Future mitigation funds will also be determined by DAs.

Primary Agency: [\(e.g., Damage Assessment Teams \(DATs\)\)](#)

Supporting Agency: [\(e.g., Emergency Management and Equalization Departments\)](#)

**All – Hazards Checklist: Damage Assessment**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>Damage assessment</b>
	Maintain current list of DA field team members.
	Maintain DA field team supplies for contingency purposes, i.e., DA handbook, blank forms, flashlights, cameras, pencils, paper, maps, etc.
	Activate DA field teams.
	Collect both public and private DA information.
	Augment DA field teams, as the situation dictates.
	<b>Dissemination of DA Information</b>
	Provide an initial DA to EOC staff.
	Provide and verify DA information to the CEO for use in deciding whether a local state of emergency declaration is needed.
	Prominently display DA information in the EOC, including maps, situation updates and assessment data.
	Ensure public and private DA information is reported separately.
	Provide and verify DA information via the Damage Assessment Board in MI CIMS. See figure 1.
	Provide the PIO with current DA information for release to the public.
	<b>Logistics</b>
	Provide a system for augmenting existing resources as it relates to this function.
	Maintain accurate records and logs.
	Maintain a status list of requested resources.
	Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.

**Hazard Specific Checklist: Damage Assessment****Catastrophic Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Use quick reference techniques to calculate debris in a catastrophic incident. See Michigan DA Handbook for further information.
	Consult with the MSP/EMHSD and determine if an immediate PDA is necessary following a catastrophic incident.
	Ensure DA teams have the necessary equipment and that the incident scene is safe and secure.

**Flood/Dam Failure**

	Provide appropriate support listed under All-Hazards Checklist.
	Ensure DA field teams have appropriate adverse weather gear.
	Evaluate the long-term effects of flooding, i.e., basement flooding.
	Evaluate the need for using amateur radios for communications between field team members.
	Evaluate the need for and use of floodplain maps, if necessary.
	If incident conditions (e.g., lingering flood waters) do not allow for submittal of final assessment within 3 days, an <u>initial report</u> must be submitted within 3 days and a final assessment report within 7 days.
	Verify if affected homes/businesses have flood insurance and if the community participates in the NFIP.
	Report on natural resource and property damage downstream from a dam failure.

**Hazardous Materials Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Consider prolonged effects of chemical exposure.
	Ensure DA field teams never enter an active HAZMAT incident.
	Be aware of hot, warm and cold zones.


**Severe Weather Incident**

	Provide appropriate support listed under All-Hazard Checklist.
	Ensure DA field teams have appropriate adverse weather gear.
	Utilize amateur radios for communications between field team members.
	Use of GIS, GPS, cameras and aerial surveys, as needed.

**WMD/Terrorism Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Ensure DA team safety by not deploying to an active event.
	Evaluate the possibility of secondary devices.
	If chemical or biological agents are involved, ensure all contaminated members of DA team have been decontaminated.
	Conduct DA from cold zones only.
	Document DA precisely since it is evidence in a WMD/Terrorism incident.

Figure 1. MI CIMS Damage Assessment Board

 <b>Damage Assessment Board</b> <b>Back-Up Submittal Form (Page 1)</b>						
Details						
EM Program:	(Line 1)	Telephone #:	(Line 4)			
Region:	(Line 2)	Facsimile #:	(Line 5)			
Prepared By (name / title):	(Line 3)	E-mail Address:	(Line 6)			
Part I: Private Property (Cumulative Damages)						
Property Type	#	# Major	# Minor	#	Estimated Dollar	Estimated Insurance
<b>PERMANENT HOMES</b>						
Single Family	(Line 7a)	(Line 7b)	(Line 7c)	(Line 7d)	(Line 7e) \$	(Line 7f)
Multi-Family	(Line 8a)	(Line 8b)	(Line 8c)	(Line 8d)	(Line 8e) \$	(Line 8f)
Mobile Homes	(Line 9a)	(Line 9b)	(Line 9c)	(Line 9d)	(Line 9e) \$	(Line 9f)
<b>BUSINESSES</b>						
Business / Non-Profit	(Line 10a)	(Line 10b)	(Line 10c)	(Line 10d)	(Line 10e)\$	(Line 10f)
	(Line 11a)	(Line 11b)	(Line 11c)	(Line 11d)	(Line 11e)\$	(Line 11f)
Part II: Public Property (includes eligible non-profit facilities) (Cumulative Damages)						
Type of Property	# of Sites	Estimated Dollar Loss	Insured (%)			
Category A (Debris Removal)	(Line 12a)	(Line 12b)\$	(Line 12c)			
Category B (Emergency Protective Measures)	(Line 13a)	(Line 13b)\$	(Line 13c)			
Category C (Roads and Bridges)	(Line 14a)	(Line 14b)\$	(Line 14c)			
Category D (Water Control Facilities)	(Line 15a)	(Line 15b)\$	(Line 15c)			
Category E (Public Buildings and Equipment)	(Line 16a)	(Line 16b)\$	(Line 16c)			
Category F (Public Utilities)	(Line 17a)	(Line 17b)\$	(Line 17c)			
Category G (Parks and Recreation Facilities)	(Line 18a)	(Line 18b)\$	(Line 18c)			

(Form continued on next page)



## Damage Assessment Board

### Back-Up Submittal Form (Page 2)

EM Program: \_\_\_\_\_

**Part III: Budget**

Annual Budget	(Line 19) \$
Annual Budget – Current Balance	(Line 20) \$
Preceding Annual Budget	(Line 21) \$
Date Fiscal Year Begins	(Line 22)
Public Works Budget (if applicable)	(Line 23) \$
Public Works – Current Balance	(Line 24) \$
Road Budget (if applicable)	(Line 25) \$
Road Budget – Current Balance	(Line 26) \$

**Part IV: Community Impacts**

Unresolved or Emerging Public Health/Safety/Welfare Threats	(Line 27)
Impacts on Essential Public Services and Facilities	(Line 28)
List (by location) of Roads and Bridges Closed as a Result of the Disaster	(Line 29)
Impacts on Specific Groups within the Community (e.g., elderly, young children, non-English speaking, homeless)	(Line 30)
Socio-economic Impacts on the Community (e.g., economy, environmental, historical, political, psychological)	(Line 31)
Cities, Townships, Villages Affected (Counties Only)	(Line 32)
Other Impacts (Specify)	(Line 33)

**Attachments**

Description	Attachment (Name/File Name)
(Line 34a)	(Line 34b)
(Line 35a)	(Line 35b)

**Comments**

(Line 36)
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**DAMAGE ASSESSMENT**

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the DA function during a response to an emergency or disaster situation is:

TITLE	AGENCY

**(Insert title of individual or responsible department)** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises (when applicable), emergencies, or disasters to coordinate and represent the DA function.

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE

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**ANNEX C****DIRECTION, CONTROL, AND COORDINATION**

The direction, control, and coordination function is responsible for the activation, organization and operation of the local EOC and the coordination of incident management, response, and recovery efforts.

Responsible Agency: [\(e.g., Executive Office, Emergency Management\)](#)

Supporting Agencies: All other agencies

**All – Hazards Checklist: Direction, Control, and Coordination**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>EOC operations</b>
	Maintain logistic and administrative materials for the EOC, i.e., pencils, paper, maps, and status boards, as appropriate.
	Activate the EOC.
	Ensure that appropriate emergency response and EOC staff is notified.
	Ensure EMC assumes chief of staff to the chief executive official duties.
	Provide frequent staff briefings and ensure all groups function as planned.
	Ensure EOP/EAG and EOC SOPs are available to EOC staff.
	Coordinate with PIO to hold EOC briefings just prior to press briefings.
	Coordinate with law enforcement officials for EOC security.
	Coordinate with communications officials for appropriate support.
	<b>Local authority</b>
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources.
	Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary.
	Convene the governing body, as soon as practical, for their participation in responding to the incident.
	Based on compiled data on the incident, use appropriate channels to request that the governor declare a state of disaster or emergency.
	If a state of disaster or emergency is declared by the governor, assign and make available for duty the employees, property, or equipment of the jurisdiction, as ordered by the governor or the director of the MSP/EMHSD.
	Make, amend or rescind ordinances or rules necessary for emergencies which supplement a rule, order, or directive issued by the governor or a state agency under a governor's directive.
	Issue directives as to travel restrictions on jurisdiction or local roads.
	Recommend appropriate protective measures to ensure the health and safety of people and property.
	<b>Assistance to other agencies</b>
	Establish communications with and provide support to ICP.
	Inform legislative body of measures taken.
	Maintain liaison with municipalities included in this plan.
	Maintain communications and act as a liaison to the state and adjacent jurisdictions.
	Advise MSP/EMHSD DC of situation.
	Provide aid to other communities as provided for in MAA/MOUs. (May be for 7 days without board of commissioner's approval.)

	Forward situation reports via the MI CIMS Activity Log, EM Program Status Board, etc., to appropriate parties.
	Review DA information via the MI CIMS Damage Assessment Board and submit to the state.
	Review and authorize the release of information given to the public via the PIO.
	<b>Logistics</b>
	Provide a system for augmenting existing resources as it relates to this function.
	Ensure resource information is accurate in the MI CIMS database.
	Assist the EOC staff in prioritizing and allocating scarce resources.
	Ensure all resources are made available for response.
	Activate MAA/MOUs with neighboring jurisdictions.
	Formulate specific assistance requests to adjacent jurisdictions and the state.
	Ensure staff maintains logs of actions taken and financial records.

### Hazard Specific Checklist: Direction, Control, and Coordination

#### Catastrophic Incident

	Provide appropriate support listed under All-Hazards Checklist.
	Immediately activate MAA/MOUs and request assistance from the state.
	Immediately complete the request for a governor's declaration. State and federal support will be required. All levels of government should work under a UC system.
	Set up an alternate EOC if the primary is in the affected area.

#### Flood/Dam Failure

	Provide appropriate support listed under All-Hazards Checklist.
	Identify DA teams and potentially seek assistance from the Michigan Rapid Impact Assessment Team (MRIAT), if necessary.
	If incident conditions (e.g., lingering flood waters) do not allow for submittal of final assessment within 3 days, an <u>initial report</u> must be submitted within 3 days and a final assessment report within 7 days.
	Assist in assessing availability of sand bags or other necessary equipment to minimize natural hazard effects.
	Warn surrounding jurisdictions of dam failures and possible effects on property and the environment.

#### Hazardous Materials Incident

	Provide appropriate support listed under All-Hazard Checklist.
	Ensure first responders are equipped with necessary PPE.
	Determine if a cleanup team is needed.
	Determine if the Rapid Response Team (RRT) is needed and request through MSP Operations.
	For emergencies involving pipelines, ensure pipeline control centers have been notified.

#### Severe Weather Incident

	Provide appropriate support listed under All-Hazards Checklist.
	Identify DA teams and potentially seek assistance from the MIRAT, if necessary.
	Communicate with the department of Licensing and Regulatory Affairs (LARA) and utility companies regarding power outages, downed power lines, etc.
	Ensure debris clearance and removal activities are in accordance with local, state, and federal regulations.



**WMD/Terrorism**

	Provide appropriate support listed under All-Hazards Checklist.
	Notify surrounding hospitals.
	Notify the MSP bomb squad or search and rescue teams through MSP operations.
	Notify local health departments.
	Issue quarantine orders.
	Establish hot zones, warm zones and cold zones.
	Safeguard the scene evidence.
	Evaluate the possibility of secondary devices.
	Issue evacuation orders and determine shelter locations.
	Provide decontamination and remind EMS not to transport contaminated patients to the hospital prior to decontamination.
	Notify the FBI.
	Evaluate the possibility of another attack.
	Evaluate the possibility of delayed reactions from biological and radiological agents.



**DIRECTION, CONTROL, AND COORDINATION**

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY

**(Insert title of individual or responsible department)** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises, emergencies, or disasters to coordinate and represent the Direction, Control, and Coordination function.

SIGNATURE OF DIRECTION AND CONTROL OFFICIAL	DATE

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**ANNEX D****FIRE SERVICES**

The Fire Services function is concerned with detecting and suppressing wild land, rural, and urban fires and any of these that result from, or occur coincidentally with, an incident response.

Primary Agency: [\(e.g., Fire Department\)](#)

Supporting Agency: [\(e.g., Emergency Management\)](#)

**All – Hazards Checklist: Fire Services**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>Response activities</b>
	Coordinate fire response.
	Activate search and rescue teams, as needed.
	Assist with determining the location of decontamination services and applicable procedures, based upon the type of incident.
	Coordinate fire departments' role in providing EMS.
	<b>Assistance to other agencies</b>
	Assist public works agencies in performing fire safety inspections at facilities designated as shelters.
	Provide trained personnel to inspect damaged buildings before occupancy, after repairs have been done.
	Provide technical advice on issues including the removal of rubble, the structural integrity of buildings, etc.
	Notify the public works organization when gas valves are turned off in order for public works to coordinate the return of gas service.
	Assist in traffic control by providing personnel to direct traffic at certain intersections, as requested by the law enforcement agency.
	Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized.
	Assist with evacuations.
	Report disaster-related DA information to appropriate EOC staff.
	Coordinate the release of information with the PIO at the EOC or JIC.
	Brief EOC staff on fire services related issues (as determined by the EOC chief of staff).
	Ensure that U.S. Coast Guard and sheriff department water rescue teams are notified of shipboard fires.
	Provide communications and other logistical supplies, as needed.
	<b>Logistics</b>
	Provide a system for augmenting existing resources as it relates to this function.
	Activate MAA/MOUs.
	Assist EOC staff in determining firefighting related resources needed to assist IC.
	Assist the IC in determining the location of staging areas. (Keep EOC staff updated on staging area locations.)

**Hazard Specific Checklist: Fire Services****Catastrophic Event**

	Provide appropriate support listed under All-Hazards Checklist.
	Immediately activate MAA/MOUs and request state fire service assistance.
	Set up decontamination area for emergency responders and survivors.
	Assist in maintaining holding/staging areas.
	Assist in transporting survivors.
	Use arson investigator to investigate suspicious fires.

**Flood/Dam Failure**

	Provide appropriate support listed under All-Hazards Checklist.
	Assist debris removal activities.
	Coordinate clean-up of hazardous material releases that occurs as a result of flooding.
	Review status and location of boats and other rescue equipment, fuel, and other essential supplies for use during and after the flood.

**Hazardous Materials Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Inspect possible sources of contamination.
	Keep emergency service organizations informed of existing dangers associated with a hazardous materials emergency.
	Ensure all responder safety precautions are being observed.
	Ensure all responders are in appropriate PPE.
	Evaluate downwind hazards that would be affected by a release.
	Evaluate the need for outside contractors to assist with for cleanup.
	Notify the MDEQ, if necessary.
	Establish a HAZMAT group.
	Set up decontamination area for emergency responders and survivors
	Control the environment, i.e., ventilation, HVAC, utilities.
	Establish a technical decontamination corridor.
	Secure contaminated area and deny access to unauthorized personnel.
	Provide a copy of the Emergency Response Guide to the IC.
	Determine if mass decontamination is necessary.
	Coordinate with human services department and the ARC to assist with canteen operations, family support center, counseling or sheltering activities.
	Utilize local hazardous materials technicians and specialists. Determine if these personnel are available through MAA/MOUs.
	Preserve evidence of illegal spill events.
	Determine if a local hazardous materials ordinance is necessary. If so, notify appropriate agencies and the local government.
	Identify hot, warm and cold zones.
	Notify the Coast Guard.

**Severe Weather Event**

	Provide appropriate support listed under All-Hazards Checklist.
	Ensure fire-fighting apparatus is dispersed from fire department facilities during a severe weather event.
	Provide security at affected areas that contain downed wires.
	Assist with debris removal activities.
	Communicate with MDNR on matters related to wildfires.

**WMD/Terrorism**

	Provide appropriate support listed under All-Hazards Checklist.
	Determine if a commercial HAZMAT response team is necessary.
	Set up a decontamination area for emergency responders and survivors. Carry out initial decontamination of survivors; this may be for a large number of people.
	Evaluate the possibility of secondary devices.
	Preserve evidence.
	Establish hot zones, warm zones and cold zones.
	Evaluate the possibility of another attack.
	Determine if quarantine is necessary. If so, account for all responding firefighters.
	Evaluate the possibility of delayed reactions from biological and radiological agents.
	Minimize number of personnel exposed to danger.
	Use arson investigator to investigate suspicious fires.

**FIRE SERVICES**

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Fire Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY

(Insert title of individual or responsible department) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises (when applicable), emergencies, or disasters to coordinate and represent the Fire Services Functions.

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE



## ANNEX E

## MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

This annex is concerned with issues related to the provision of mass care, emergency assistance, housing, and human services to disaster survivors, including those that require FNSS, throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

Primary Agency: [\(e.g., Human Services Department\)](#)

Supporting Agency: [\(e.g., American Red Cross, Emergency Management, Animal Control\)](#)

## All Hazards Checklist: Mass Care, Emergency Assistance, Housing, and Human Services

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>Disaster-related needs</b>
	Coordinate operations with on-scene and other off-site support agencies.
	Assist in providing food and water at identified feeding sites or mobile feeding operations.
	Establish a means to handle missing person inquiries.
	Coordinate efforts to provide transportation for disaster survivors. (Consider local school buses, council on aging, volunteers, etc.)
	Coordinate mass transportation for disaster workers to and from the staging area.
	Arrange for provision of crisis counseling or Critical Incident Stress Debriefing (CISD) for both survivors and identified disaster workers.
	Track the location of affected family members.
	Establish procedures for identifying and accounting for personal property that may be lost during a disaster or emergency.
	Provide guidance/policies for the care of household pets and service animals that are brought to shelters by evacuees.
	Set up additional facilities (e.g., nursing homes) as emergency treatment centers or as mass casualty collection points.
	Coordinate identification of the deceased, morgue expansion, and mortuary services with the coroner.
	<b>Functional Needs Support Services</b>
	Coordinate with agencies in the community that work with individuals who require FNSS.
	Provide care and support, prescriptions, personal assistance, durable medical equipment, consumable medical supplies, childcare, transportation, and interpreters, to institutionalized populations and individuals who require FNSS.
	<b>Protective action</b>
	Activate mass casualty, sheltering, and evacuation plans.
	Shelters are located at: <a href="#">(insert shelter locations)</a>
	Work with the ARC to ensure shelters are accessible during a disaster, communications are maintained, emergency services are provided, and modify programs or policies when necessary.
	Provide staff and resources to manage open shelters.
	Coordinate care for individuals, including those requiring FNSS, at shelters and for those who have been sheltered-in-place.
	Establish reception center at shelter areas for survivors to notify the missing person information center of their location.
	Determine whether shelters must be opened long or short-term.
	Coordinate with public health or EMS to provide medical care in the shelters.
	Assist in delivery of food, water, and other supplies to evacuees throughout the evacuation process.

	Inform evacuees about the status of the disaster, including information about actions evacuees may need to take when returning home.
	<b>Mass care communications</b>
	Notify PIO of details of CISD so crisis counseling services can be publicized.
	Notify PIO of the telephone number the public can call for transportation.
	Notify PIO of the "volunteer hotline" telephone number and be prepared to coordinate a 24-hour operator for the line.
	Notify PIO of the "missing person" telephone number for release to the public.
	Establish a method to contact hospitals and other shelters to obtain information on the people they are serving.
	Establish and maintain contact with the MSP/EMHSD DC, SEOC, and other state facilities.
	<b>Logistics</b>
	Provide a system for augmenting existing resources as it relates to the function.
	Establish an area for the collection and distribution of donated items such as clothing, food, personal items, etc.
	Manage unsolicited donations
	Establish and staff a volunteer registration center.
	Coordinate efforts with other members of the EOC to effectively utilize volunteers and/or respond to the needs of the volunteers.

### Hazard Specific Checklist: Mass Care, Emergency Assistance, Housing, and Human Services

#### Catastrophic Event

	Provide appropriate support listed under All-Hazards Checklist.
	Activate mass causality, evacuation, and sheltering plan.
	Coordinate with ARC for mass sheltering needs.
	Coordinate with the MSP/EMHSD on emergency assistance that is available.
	Assess and implement emergency relief programs in coordination with volunteer agencies based on the resources available to assist all survivors.
	Assist with initial treatment of survivors and set up triage during mass care event.
	Assist in the establishment of a holding/staging area to receive human remains as they are moved from the disaster site.

#### Flood/Dam Failure

	Provide appropriate support listed under All-Hazards Checklist.
	Enter an active disaster area only under the supervision of an IC with permission from the IC/EOC.
	Ensure all human service providers adhere to appropriate safety precautions.
	Verify that all shelters are not located downstream from dam failure.

#### Hazardous Materials Incident

	Provide appropriate support listed under All-Hazards Checklist.
	Ensure all human service providers understand hot, warm and cold zones.
	Ensure shelters and mass care facility locations are upwind or out of range of hazmat release.
	Inspect food and water supplies after a hazmat incident.
	Support immediate, short-term assistance for individuals, households, and groups dealing with the anxieties, stress, and trauma associated with the incident.

**Severe Weather Event**

	Provide appropriate support listed under All-Hazards Checklist.
	Ensure all human service providers adhere to appropriate safety precautions.
	Review resource lists and availability of road-clearing equipment, four wheel-drive vehicles, emergency generators, fuel, chainsaws, etc.
	Pre-position equipment such as snow/debris-clearing equipment, generators, light sets, fuels, food, cots, and blankets.

**WMD & Terrorism**

	Provide appropriate support listed under All-Hazard Checklist.
	Determine if decontamination is necessary at shelter locations.
	Ensure human service providers are aware of evidence preservation.
	Verify if canteen operations and effectively supporting emergency responders.
	Ensure human service providers are aware of hot zones, warm zones, and cold zones.
	Set up family support centers, if necessary.

**MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES**

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Mass Care, Emergency Assistance, Housing, and Human Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY

**(Insert title of individual or responsible department)** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises (when applicable), emergencies, or disasters to coordinate and represent the Mass Care, Emergency Assistance, Housing, and Human Services function.

SIGNATURE OF MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES OFFICIAL	DATE

**ANNEX F****PUBLIC HEALTH AND MEDICAL SERVICES**

The Public Health and Medical Services function is responsible for assessing public health and medical needs, health surveillance, provision of medical care personnel, provision of health, medical, and veterinary equipment and supplies, patient evacuation and care, safety and security of drugs, biologics, and medical devices, blood and blood products, veterinary medical support, all-hazard public health and medical consultation, technical assistance and support, and provision of mortuary service

Primary Agency: [\(e.g., Health Department\)](#)

Supporting Agency: [\(e.g., EMS, Emergency Management\)](#)

**All – Hazards Checklist: Public Health and Medical Services**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>Patient care</b>
	Coordinate distribution of antidotes, drugs, vaccines, etc., to the general public and shelters.
	Identify the transportation resources and personnel needs to transport patients to temporary care centers.
	Provide transportation of patients and assist hospitals with transfer of patients.
	Coordinate the monitoring of private citizens and emergency workers for exposure to chemical, radiological, or biological contaminants.
	Monitor exposed individuals for health concerns.
	Arrange to have nursing staff at the shelters, if the ARC is not managing shelter service. NOTE: The ARC requires that a registered nurse be at all shelter locations and arranges this service for the shelters they manage.
	Debrief workers and notify public health workers of crisis counseling services.
	<b>Communicable diseases</b>
	Coordinate with hospitals and other treatment centers in the investigation of communicable diseases. Implement disease tracking procedures to assess numbers of persons and area affected to determine the potential for spread of disease.
	Provide for mass inoculations, if necessary.
	Issue quarantines, when necessary.
	<b>Public health</b>
	Provide for the inspection of licensed food service establishments or those temporarily established for emergency workers or disaster survivors to ensure the safety of food products prior to sale and consumption.
	Provide measures and methods to inspect public swimming pools, campgrounds, public bathing beaches, etc. to ensure safe operations. Suspend operating licenses of usable facilities until health standards can be met.
	Work with PIO to issue advisories on food preservation (in the event of power outages), disposal of adulterated products, or consumption of homegrown and other products.
	Identify a site for a temporary morgue. NOTE: The medical examiner is responsible for identifying the deceased. Law enforcement and EMS may provide additional support in collecting and transporting. Implement mass casualty procedures detailing the identification of deceased, release of deceased to next of kin, collection and storage of personal property, etc.
	<b>Environmental health</b>
	Monitor public and private water sources and issue appropriate public health warnings.
	Monitor public and private sewage disposal systems.

	Work with waste removal personnel to arrange for special pickup and disposal of waste items to minimize prolonged exposure of the public potential health and safety hazards.
	Prioritize and coordinate enforcement of nuisance abatement ordinances to keep debris (i.e. glass, brush, etc.) from becoming a health hazard. Advise local government of the need for such emergency ordinances, if necessary.
	Ensure that an environmental health and sanitation representative will investigate and make recommendations for pest infestation control.
	Assist the county Animal Control Unit in the quarantine and disposal of diseased animals.
	<b>Logistics</b>
	Provide a system for augmenting existing resources as it relates to this function.
	Coordinate the provision and distribution of water (bulk or bottled). NOTE: Consider the use of local milk producers as a source of bulk distribution.

### **Hazard Specific Checklist: Public Health and Medical Services**

#### **Catastrophic Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Provide initial treatment of survivors and set up triage.
	Set up additional facilities (e.g., nursing homes) as emergency treatment centers or as mass casualty collection points.
	Identify shortfalls in medical supplies and acquire those resources from local or external sources.
	Coordinate identification of the deceased, morgue expansion, and mortuary services with the coroner

#### **Flood/Dam Failure**

	Provide appropriate support listed under All-Hazards Checklist.
	Evaluate if there has been contamination of septic systems and wells.
	Evaluate the long-term effects of disaster (i.e., drinking water, food contamination, etc.).
	Develop public health regulations and orders. Provide this information to MDEQ and MDHHS.
	Advise responders on safe drinking water practices, food supplies, etc.

#### **Hazardous Materials Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Consider effect of chemical spills on affected population.
	Consider use of health department lab facilities to identify unknown chemicals.
	Ensure all health services personnel report to staging area, and receive explicit permission to enter an active incident location.
	Ensure all health services personnel are in appropriate PPE prior to entering hot or warm zones.
	Ensure health services personnel understand hot, warm and cold zones.

#### **Severe Weather Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Evaluate if there has been contamination of septic systems and wells.
	Evaluate the long-term effects of disaster (i.e. drinking water, food contamination, etc.)
	Inspect damaged housing, emergency shelters, and public facilities affected by weather.

#### **WMD/Terrorism Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Provide supervision for decontamination and other exposure reduction methods.

	Coordinate the provision of appropriate PPE, instruments, anti-dotes and clothing for citizens and emergency workers.
	Provide for mass inoculations.
	Remind all public health workers about evidence preservation, when appropriate.
	Monitor response personnel and general public exposure to chemical, biological, and radiological agents.
	Ensure that all public health workers have been decontaminated appropriately.
	Contact the Centers for Disease Control and Prevention (CDC).
	Coordinate with hospitals and other treatment centers in the investigation of communicable diseases.
	Implement disease tracking procedures to assess numbers of persons and area affected to determine the potential for spread of disease.

**PUBLIC HEALTH AND MEDICAL SERVICES**

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Public Health and Medical Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY

**(Insert title of individual or responsible department)** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises (when applicable), emergencies, or disasters to coordinate and represent the Public Health and Medical Services function.

SIGNATURE OF HEALTH AND MEDICAL OFFICIAL	DATE



**ANNEX G****PUBLIC INFORMATION**

The Public Information function ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies

Primary Agency: [\(e.g., Public Information Officer, Executive Office\)](#)

Supporting Agency: [\(e.g., Emergency Management\)](#)

**All – Hazards Checklist: Public Information**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Coordinate activities with EOC Chief of Staff and EMC.
	<b>Pre-disaster public education</b>
	Distribute prepared public educational materials explaining common hazards, what people can do to protect themselves, and how to mitigate their effects.
	Ensure that written materials are developed for non-English speaking individuals or others who require FNSS.
	<b>Disaster warning and information</b>
	Develop and release updated EAS messages based on incoming information.
	Document which EAS messages have been delivered over radio and television.
	Distribute prepared public educational materials explaining specific hazards, what people can do to protect themselves, and how to recover from their effects.
	Ensure that accurate information is disseminated describing such items as the locations of shelters, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	<b>Media coordination</b>
	Establish a location for a JIC. (The JIC can be used by agency representatives for releasing information to the news media.)
	Monitor all forms of media, both traditional and social, for rumors, and address rumors as soon as possible.
	Prepare news releases.
	Ensure all press releases and official information is reviewed by the executive group.
	Verify that information is accurate before releasing it to the media.
	Schedule media briefings.
	Schedule interviews between CEO/IC and media agencies.
	Coordinate a media tour of the disaster area.
	<b>Logistics</b>
	Provide a system for augmenting existing resources as it relates to this function.

**Hazard Specific Checklist: Public Information****Catastrophic Event**

	Provide appropriate support listed under All-Hazards Checklist.
	Ensure public is aware of evacuation orders and shelter-in-place orders.
	Ensure public is aware of available shelters.
	Monitor state and national media sources.
	Communicate with the state JIC and/or send representative.

	Verify that local hospitals have activated their public information plans, and that the PIO can communicate with them.
	Utilize social media to communicate with the public.

### **Flood/Dam Failure**

	Provide appropriate support listed under All-Hazards Checklist.
	Present coordinated and accurate information to the public, including downriver properties, regarding flooding and dam failure.

### **Hazardous Materials Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Review the North American Emergency Response Guide to ensure personal knowledge of chemical in question.
	Ensure the PIO on-scene is aware of your location and offer assistance to same.
	Understand hot, warm and cold zones.
	Provide public health information and education concerning the effects of the hazmat incident

### **Severe Weather Event**

	Provide appropriate support listed under All-Hazards Checklist.
	Present coordinated and accurate information to the public, including neighboring jurisdictions of severe weather events.

### **WMD/Terrorism**

	Provide appropriate support listed under All-Hazards Checklist.
	Ensure public is aware of evacuation orders and shelter-in-place orders.
	Communicate with the state JIC and/or send representative there.
	Ensure public is aware of which hospitals survivors have been transported to.
	Ensure families of the deceased are consulted prior to releasing personal information.
	Verify that local hospitals have activated their public information plans, and that the PIO can communicate with them.
	Ensure public is aware of the procedures for biological and chemical protection.

**PUBLIC INFORMATION**

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Public Information function during a response to an emergency or disaster situation is:

TITLE	AGENCY

(Insert title of individual or responsible department) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises (when applicable), emergencies, or disasters to coordinate and represent the Public Information function.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE

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**ANNEX H****PUBLIC SAFETY**

The Public Safety function is concerned with assigning responsibilities and providing coordination between the law enforcement agencies operating during emergencies to ensure the safety of all citizens, maintains law and order, protect public and private property, and provide protection for essential industries, supplies and facilities.

Primary Agency: [\(e.g., Police Department\)](#)

Supporting Agency: [\(e.g., Emergency Management\)](#)

**All – Hazards Checklist: Public Safety**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>Response activities</b>
	Coordinate law enforcement response.
	Provide security at the following: <ul style="list-style-type: none"> <li>• EOC</li> <li>• ICP</li> <li>• Jail</li> <li>• Disaster Site</li> <li>• Shelters</li> <li>• Temporary Morgue</li> <li>• Others, as required</li> </ul>
	Ensure security passes are being issued to appropriate personnel in secured areas.
	Implement any curfews ordered by the governor or CEO.
	Enforce evacuation orders and assist in evacuations.
	Implement urban search and rescue capabilities, including animals.
	Active special law enforcement teams (e.g., bomb squad, SWAT, etc.)
	Assist families isolated by the effects of the disaster.
	Develop a method and a location for lost and found service. Inform PIO of the details of how the public can access this service.
	<b>Transportation</b>
	Secure unusable roads. (Use Fire Services and Public Works for support, if necessary).
	Identify routes that need barricades and signs. Request necessary assistance from Public Works.
	Coordinate with the Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works Agencies or Road Commission trucks move vehicles off of the road. Maintain record of where vehicles are being taken. Inform PIO of the details and how the public can access this service.
	<b>Assistance to other agencies</b>
	Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
	Assist warning official when necessary.
	<b>Logistics</b>
	Provide a system for augmenting existing resources as it relates to this function.
	Activate MAA/MOUs.

**Hazard Specific Checklist: Public Safety****Catastrophic Event**

	Provide appropriate support listed under All-Hazards Checklist.
	Plan for loss of communications due to overuse of the systems.
	Prepare for possible looting at the scene of large disasters.
	Locate additional explosive devices, if the situation warrants.
	Provide perimeter control and protection of potential crime scene (s).
	Assist medical examiner with the operation of an incident morgue.

**Flood/Dam Failure**

	Provide appropriate support listed under All-Hazards Checklist.
	Coordinate road closure and debris information with public works department. Emphasize reporting of debris and blocked roads, power outages, power lines, and possible electrical and fire hazards.
	Assist with debris removal, if necessary.
	Provide units for route alerting and door-to-door warnings.

**Hazardous Materials Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Ensure all Law Enforcement responders are in appropriate PPE.
	Ensure all Law Enforcement responders understand hot, warm and cold zones.
	Assist fire department IC as needed.

**Severe Weather Event**

	Provide appropriate support listed under All-Hazards Checklist.
	Provide units for route alerting and door-to-door warnings.
	Coordinate road closure and debris information with public works department. Emphasize reporting of debris and blocked roads, power outages, power lines, and possible electrical and fire hazards.
	Assist with debris removal, if necessary.

**WMD & Terrorism**

	Provide appropriate support listed under All-Hazards Checklist.
	Establish a staging area.
	Establish control zones.
	Verify that emergency responders are aware of evidence preservation.
	Determine if law enforcement must use PPE at the scene.
	Determine if decontamination is necessary and who is conducting decontamination procedures.
	Evaluate the possibility of secondary devices.
	Evaluate the possibility of another attack.
	Notify the FBI and MSP.
	Determine if MSP bomb squad or search and rescue teams are needed.
	Evaluate the possibility that survivors may be potential terrorists.
	Secure the outer perimeter.
	Establish entry/egress routes.
	Establish hot, warm and cold zones. Ensure all law enforcement personnel are aware of them.
	Determine if the RRT is needed and request through MSP Operations.
	Secure evidence: diagram of area, photograph of area, narrative description, evidence log, etc.

**PUBLIC SAFETY**

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Public Safety function during a response to an emergency or disaster situation is:

TITLE	AGENCY

[\(Insert title of individual or responsible department\)](#) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises (when applicable), emergencies, or disasters to coordinate and represent the Public Safety function.

SIGNATURE OF PUBLIC SAFETY OFFICIAL	DATE

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## ANNEX I

## PUBLIC WORKS

The Public Works function is responsible for conducting pre- and post-incident assessments, ensuring critical services are met through existing contracts, providing technical assistance and engineering expertise and construction management, providing emergency repair of damaged public infrastructure and critical facilities, and the clearing of debris from public roads

Responsible Agency: [\(e.g., Public Works Department\)](#)

Supporting Agency: [\(e.g., Emergency Management\)](#)

## All – Hazards Checklist: Public Works

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan
	<b>Response activities</b>
	Assist in rescue efforts by providing equipment and personnel, as necessary. Maintain contact with EOC to implement rescue operations.
	Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the EOC staff.
	Coordinate activities designed to control the flow of floodwater.
	Determine interim and permanent debris collection points.
	<b>Damage assessment</b>
	Provide engineering expertise to inspect public structures and determine if they are safe to use.
	Be prepared to assist the DA group by providing DA information for roads, bridges, buildings, infrastructure, etc.
	<b>Transportation</b>
	Provide barricades and signs for road closures and boundary identification.
	Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow.
	Notify law enforcement of the location(s) of disabled vehicles.
	Contact appropriate Michigan Department of Transportation (MDOT) officials to request travel restrictions on state highways, if necessary.
	<b>Assistance to other agencies</b>
	Assist in identifying access control areas.
	Maintain contact with local utilities to determine the extent and cause of damage and outages. Report this information and restoration schedules to EOC staff.
	Coordinate with utility companies in the restoration of essential services. Provide appropriate assistance, such as debris clearance and traffic control, to expedite restoration.
	In conjunction with public health, help identify sources of potable water.
	<b>Logistics</b>
	Provide a system for augmenting existing resources as it relates to your function.
	Activate MAA/MOUs.
	Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations.
	Prioritize and coordinate the use of emergency lights and other equipment.
	Provide sand for sandbagging.

**Hazard Specific Checklist: Public Works****Catastrophic Event**

	Provide appropriate support listed under All-Hazards Checklist.
	Prioritize critical infrastructure (facilities and transportation routes) for repair.
	Assist with crowd control and providing security at facilities.
	Request transportation assistance from MDOT.

**Flood/Dam Failure**

	Provide appropriate support listed under All-Hazards Checklist.
	Establish communications with the dam owner/operators.
	Determine impact of the dam failure on water and sewer systems.
	Determine if damaged water and sewer systems can be rerouted.

**Hazardous Materials Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Ensure public works personnel understand hot, warm and cold zones.
	Ensure all movement of public works personnel and equipment inside a potential hot or warm zone is closely coordinated with the IC and EOC.
	In the case of spills, ensure all evidence of the spill has been retained prior to disposal of the agent (except for incidents involving life-safety and property protection).
	Identify the chemical and spiller prior to disposal.
	Verify that the contaminated material being disposed of is in an authorized facility and authorized by a properly licensed individual or agency.

**Severe Weather Event**

	Provide appropriate support listed under All-Hazards Checklist.
	Provide technical assistance to engineers and specialists from FEMA, if there is a presidential declaration.
	Prioritize critical infrastructure (facilities and transportation routes) for repair.

**WMD & Terrorism**

	Provide appropriate support listed under General Checklist of Considerations.
	Ensure all public works responders aware of the hot, warm and cold zones.
	Ensure public works agencies are aware of the staging area location.
	Ensure all public works agencies are aware of evidence preservation.

**PUBLIC WORKS**

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Public Works function during a response to an emergency or disaster situation is:

TITLE	AGENCY

[\(Insert title of individual or responsible department\)](#) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises (when applicable), emergencies, or disasters to coordinate and represent the Public Works function.

SIGNATURE OF PUBLIC WORKS OFFICIAL	DATE

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**ANNEX I****WARNING**

The Warning function is responsible for receiving and disseminating warning information and informing the public, including individuals who require FNSS, of critical information related to an incident.

Responsible Agency: [\(e.g., 911 Communications Center\)](#)

Supporting Agency: [\(e.g., Emergency Management\)](#)

**All – Hazards Checklist: Warning**

	Report to the EOC when activated for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>Disaster warning and information</b>
	Activate public warning systems when instructed to do so by the CEO, EMC, or IC.
	Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System, Emergency Alert System (EAS), local weather spotters, or other verifiable means are issued in a timely manner.
	Evaluate the need for the following types of warning communications: <ul style="list-style-type: none"> <li>• EAS</li> <li>• Door-to-Door contact</li> <li>• Telephone contact</li> <li>• Central Dispatch Radio (for emergency responders)</li> <li>• Reverse 911</li> <li>• TV stations <a href="#">(list TV stations)</a></li> <li>• Radio stations <a href="#">(list radio stations)</a></li> </ul>
	Activate EAS system when notified that a threat to the general public exists. Ensure proper EAS message is sent to the appropriate radio or television station.
	If sirens or EAS are unavailable or unable to warn the public, consider using local police, fire departments, and road/citizens' patrols (CERT) to warn the public door-to-door; and, when available, by portable loud speakers.
	Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded.
	Notify special locations (e.g., schools, hospitals, nursing homes, major industries, institutions, and places of public assembly.).
	Ensure that individuals requiring FNSS are notified of impending hazards.
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies.
	<b>Official notification</b>
	Ensure that all necessary officials have been notified and/or updated about the incident. Determine which warning representatives should be contacted to staff the EOC, and contact them.
	Notify neighboring jurisdictions of impending hazard or hazardous situations when instructed to do so by the CEO, EMC, or IC.
	Ensure that hazardous materials incidents are reported to appropriate authorities.
	<b>Logistics</b>
	Provide a system for augmenting existing resources as it relates to the function.

**Hazard Specific Checklist: Warning****Catastrophic Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Utilize the media to assist in warning the public.
	Utilize alternate warning methods, if necessary.

**Flood/Dam Failure**

	Provide appropriate support listed under All-Hazards Checklist.
	Consider use of PIO for warnings not involving an immediate, pending disaster.
	Warn downriver properties regarding flooding and dam failure

**Hazardous Materials Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Review North American Response Guidebook for personal understanding of the hazard.
	Verify the wind direction and wind speed and consider contacting the National Weather Service (NWS) to ensure warnings affected by the weather are given to appropriate populations.

**Severe Weather Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Consider use of PIO for warnings not involving an immediate pending disaster.
	Consider use of NWS via weather radio systems.

**WMD/Terrorism Incident**

	Provide appropriate support listed under All-Hazards Checklist.
	Warn public if another attack is possible.
	Utilize the media to assist in warning the public.
	Coordinate warning procedures with PIO for public dissemination.
	Coordinate biological and chemical attack warning procedures.
	Coordinate radiological warning procedures.
	Coordinate hazardous materials warning procedures.
	Ensure state and federal warning officials are aware of local warning procedures.

**WARNING**

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Warning function during a response to an emergency or disaster situation is:

TITLE	AGENCY

[\(Insert title of individual or responsible department\)](#) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises (when applicable), emergencies, or disasters to coordinate and represent the Warning function.

SIGNATURE OF WARNING OFFICIAL	DATE

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**APPENDIX 1**

**CATASTROPHIC EVENT**

This Catastrophic Event appendix will identify and describe concerns, capabilities, training, agencies, and resources that will be used to mitigation against, prepare for, respond to, and recover from catastrophic emergencies or disasters.

---

Primary Agency: [\(e.g., Emergency Management\)](#)

Supporting Agency: [\(e.g., Health Department, EMS, Fire Department, Police Department, Public Works Department\)](#)

---

**Situation:**

[\(Insert hazard analysis portion on how catastrophic events, e.g., any disaster that results in mass casualties, damage, or disruptions affecting the population, infrastructure, environment, economy, moral, or government functions, will affect the jurisdiction\)](#)

**Concerns:**

1. Impact may be sustained over a prolonged period of time and almost immediately exceeds the resources available for necessary response tasks.
2. Government operations and emergency services will be significantly interrupted. This can result in a security concern.
3. Large fatalities and injuries may result and hospitals may become overwhelmed and run out of critical supplies including: beds, medical supplies, staff, etc.

**Concept of Operations:** [\(provide additional details/procedures about each activity below\)](#)

1. Notification of the event should be sent to the MSP/EMHSD DC and entered into the MI CIMS.
2. Local and state EOCs will be activated to handle response. When/if local and state resources are exhausted the MSP/EMHSD will request federal assistance. A state declaration will be made and a request for a federal declaration will be submitted.
3. Local responders will work to save lives, attend to the injured survivors, and transport patients to medical facilities. Actions will also be taken to protect property and critical infrastructure, and reduce the risk of additional disasters.
4. Mass causality, evacuation, and sheltering plans will be activated.

**Prevention/Mitigation:**

1. [\(Insert notification capabilities, including those for individuals requiring FNSS\)](#)
2. Educate public on warning systems, home safety, personnel preparedness kits, checklists, and evacuation routes.

**Preparedness:**

1. Develop a mass causality, evacuation, and sheltering plan.

2. Train and exercise on these plans. Include response agencies, schools, hospitals, etc.
3. Develop a continuity of operations/government plan.
4. Develop pre-scripted warnings for radio stations and ensure that individuals requiring FNSS are able to receive the message. Test emergency communications systems on a regular basis.

**Response/Agency Roles and Responsibilities:**

**(Responsible Emergency Management agency, e.g., Emergency Management program):**

1. Establish and maintain contact with the MSP/ EMHSD DC, SEOC, and other state facilities.
2. Activate the local EOC and notify response agencies.
3. Determine resource needs and request state assistance. Activate MAA/MOUs.
4. Coordinate with ARC for mass sheltering needs.
5. Activate mass causality, sheltering, and evacuation plans.
6. Activate continuity of operations/government plan(s).
7. Coordinate DA activities within the first 72 hours of the event and complete the DA board in the MI CIMS. This will be needed for a federal disaster declaration.
8. Present coordinated and accurate information to the public.
9. Coordinate with disaster response organizations regarding the distribution of food and water.

**(Responsible Fire Services agency, e.g., Fire Department):**

1. Activate MAA/MOUs.
2. Assist with EMS.
3. Coordinate fire and rescue operations and control fires, if necessary.
4. Assist with search and rescue operations, including animals.
5. Assist with evacuations.
6. Set up decontamination area for emergency responders and survivors.

**(Responsible Law Enforcement agency, e.g., Sheriff's Department, Police Department):**

1. Locate additional explosive devices if the situation warrants.
2. Provide perimeter control and protection of potential crime scene.
3. Investigate incident and provide intelligence information to state and federal officials.
4. Coordinate search and rescue operations, including animals.
5. Coordinate evacuations.

6. Establish road closures and evacuation routes.
7. Assist in identification of the deceased.

**(Responsible Public Works agency, e.g., Public Works Department, Road Commission)**

1. Provide mass storage containers/resources as needed.
2. Provide structural safety inspections.

**(Responsible Public Health agency, e.g., Health Department):**

1. Provide initial treatment of survivors and set up triage.
2. Transport patients in a timely manner to appropriate medical facilities.
3. Track patients from the incident scene through their medical care.
4. Set up additional facilities (e.g., nursing homes) as emergency treatment centers or as mass casualty collection points.
5. Identify shortfalls in medical supplies and acquire those resources from local or external sources.
6. Coordinate identification of the deceased, morgue expansion, and mortuary services with the coroner.

**Recovery:**

1. Prepare for a long term recovery; this may take place over many years.
2. Complete search and rescue activities.
3. End emergency shelter and feeding operations.
4. Restore of major services.
5. Complete major reconstruction projects.
6. Conduct damage assessment and determine if any possible disaster funds are available (e.g., public or individual assistance, section 19, etc.)

---

**CATASTROPHIC EVENT**

The following agencies are responsible for this appendix:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Catastrophic Event functions during a response to an emergency or disaster situation is:

TITLE	AGENCY

[\(Insert title of individual or responsible department\)](#) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises (when applicable), emergencies, or disasters to coordinate and represent the Catastrophic Event functions.

SIGNATURE OF CATASTROPHIC INCIDENT OFFICIAL	DATE

**APPENDIX 2**  
**FLOOD/DAM FAILURE**

**Purpose:** This Flood/Dam Failure appendix will identify and describe concerns, capabilities, training, agencies, and resources that will be used to mitigation against, prepare for, respond to, and recover from flood/dam failure emergencies or disasters.

---

Primary Agency: [\(e.g. Emergency Management, Fire Department, Public Works Department\)](#)  
Supporting Agency: [\(e.g. Health Department\)](#)

---

**Situation:**

[\(Insert hazard analysis portion on how flood/dam failure emergencies, e.g., flash floods, inundation floods, floods resulting from dam failures or ice jams, will affect the jurisdiction\)](#)

**Concerns:**

1. All municipalities in [\(Jurisdiction Name\)](#) may be affected by flooding.
2. There may be little or no advanced warning that flooding is eminent.
3. Flooding is the most frequent disaster that occurs in Michigan.

**Concept of Operations:** [\(provide additional details/procedures about each activity below\)](#)

1. Prepare for flooding/dam failure event if severe weather warnings or watches are issued.
2. Notification of the event should be sent to the MSP/EMHSD DC and entered into the MI CIMS.
3. Assessment of flooding/dam failure event should focus on determining the following:
  - a. Location, scope, magnitude, and expected duration of event.
  - b. Number of injuries and deaths.
  - c. Property, environmental, and agricultural damage incurred.
  - d. Impacts to critical infrastructure, facilities, and services.
  - e. Economic and social consequences.
  - f. Anticipated resources needs of the response and recovery operations.
4. The local EOC may be activated to support to the IC, responding agencies will report to the EOC.
5. Requested equipment, materials, supplies and personnel will be secured through local resources and/or MAA/MOUs. If local resources are exhausted, state assistance may be requested.

**Prevention/Mitigation:**

1. [\(Insert where floods will likely affect the jurisdiction, e.g., 100-year, common floodplains, etc.\)](#)
2. [\(Insert a list of dams located in the jurisdiction\)](#)
3. Avoid building in flood plain areas.

4. Promote and educate municipalities on the NFIP.
5. Work with the MDEQ to promote floodplain and shoreline management activities.

**Preparedness:**

1. Continuously update and maintain this appendix and other flood/dam failure procedures.
2. Provide training (e.g., swift water rescue) and perform exercises specific to flooding and dam failure procedures.
3. Work with the MDEQ Dam Safety Program to understand risks and ensure dams are properly inspected.

**Response/Agency Roles and Responsibilities:**

**(Responsible Emergency Management agency, e.g., Emergency Management program):**

1. Establish and maintain contact with the MSP/EMHSD DC, SEOC, and other state facilities.
2. Activate the local EOC and notify response agencies.
3. Ensure that the safety officer assess the scene before permitting responders to enter.
4. Request state assistance, if necessary
5. Present coordinated and accurate information to the public, including downriver properties, regarding flooding and dam failure.
6. Coordinate with the ARC for any sheltering needs.
7. Coordinate disaster debris clearance and management activities, as required.
8. Coordinate DA activities and complete the DA board in the MI CIMS. This includes damage to bridges, streets, buildings, dams, etc.

**(Responsible Public Health agency; e.g., Health Department):**

1. Provide public health information and education concerning the effects of the flood/dam failure event.
2. Inspect food and water supplies after a flood/dam failure weather event, if necessary.
3. Develop public health regulations and orders. Provide this information to MDEQ and MDHHS.

**(Responsible Fire Services agency, e.g., Fire Department):**

1. Provide units for route alerting and door-to-door warnings.
2. Assist with evacuations.
3. Assist debris removal activities.
4. Review status and location of boats and other rescue equipment, fuel, and other essential supplies for use during and after the flood.
5. Assist in search and rescue operations.

6. Coordinate clean-up of hazardous material release that occurs as a result of flooding.

**(Responsible Public Works agency, e.g., Public Works Department, Road Commission):**

1. Assist with restricting access to hazardous area and rerouting traffic.
2. Coordinate inspections of electric, gas, and water systems with appropriate utilities and agencies.
3. Provide sand bagging resources and personnel to lay sand bags around flooded areas.
4. Review status and location of boats and other rescue equipment, fuel, and other essential supplies for use during and after the flood.
5. Monitor and assess the damage to dams and determine potential risks to downriver properties.
6. Assist in conducting DA activities, including damage to bridges, streets, buildings, dams, etc.
7. Provide information on road situations to include open/closed data, bridge status, and general damage.
8. Oversee the repair and restoration of key facilities. Repairs to water and sewer mains, streets, and bridges should be made in order of priority.
9. Oversee debris removal, with emphasis on roads that need to be cleared for emergency traffic.
10. Identify contractors who can provide heavy and specialized equipment support during emergencies and individuals and businesses that may lease equipment during emergencies.

**Recovery:**

1. Restoration of affected areas to their pre-flood condition.
2. Implement measures to reduce or eliminate the long-term effects of flood damage to buildings, manufactured homes, and other structures. (e.g., utilize the Flood Mitigation Assistance Program (FMAP) administered through MSP/EMHSD, if applicable)
3. Conduct damage assessment and determine if any possible disaster funds are available (e.g., public or individual assistance, section 19, etc.)

**FLOOD/DAM FAILURE INCIDENT**

The following agencies are responsible for this appendix:

AGENCY	TITLE OF CONTACT

The line of succession for representing Flood/Dam Failure functions during a response to an emergency or disaster situation is:

TITLE	AGENCY

**(Insert title of individual or responsible department)** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises (when applicable), emergencies, or disasters to coordinate and represent the Flood/Dam Failure functions.

SIGNATURE OF FLOOD/DAM FAILURE INCIDENT OFFICIAL	DATE



### APPENDIX 3

#### HAZARDOUS MATERIALS INCIDENT

**Purpose:** This Hazardous Materials (hazmat) Incident appendix will identify and describe concerns, capabilities, training, agencies, and resources that will be used to mitigation against, prepare for, respond to, and recover from hazardous materials emergencies or disasters.

---

Primary Agency: [\(e.g., Emergency Management, Fire Department, Public Works Department\)](#)  
Supporting Agency: [\(e.g., Health Department\)](#)

---

**Situation:**

[\(Insert hazard analysis portion on how a hazmat incident, e.g., explosives, gases, radioactive substances, corrosives, etc., will affect the jurisdiction\)](#)

**Concerns:**

1. All municipalities in [\(Jurisdiction Name\)](#) may be affected by a hazmat emergency.
2. There may be little or no advanced warning of a hazmat incident.
3. Extreme caution must be used because of the nature of hazmat products.

**Concept of Operations:** [\(provide additional details/procedures about each activity below\)](#)

1. If a hazmat incident occurs, the owner/operator is required to notify the local, state, and federal government.
  2. Notification of event should be sent to the MSP/EMHSD DC and entered into the MI CIMS.
  3. The party responsible for the release is also responsible for the containment and cleanup, under the supervision of the MDEQ.
  4. The local government is responsible for initial emergency response and incident command. First responders initially assess and classify the incident according to the Oil or Hazardous Material Incident Emergency Action Level Classification System.
1. The local EOC may be activated to support to the IC, responding agencies will report to the EOC.
  2. Requested equipment, materials, supplies and personnel will be secured through local resources and/or MAA/MOUs. If local resources are exhausted, state assistance may be requested.

**Prevention/Mitigation:**

1. [\(Insert SARA title III sites\)](#)
2. [\(Insert transportation lines that transport hazmat products, e.g., highways, railroads, pipelines, etc.\)](#)

**Preparedness:**

1. Continuously update and maintain this annex and other hazmat procedures (e.g., Sara Title III plans).
2. Provide training (e.g., hazardous materials incident command system) and perform exercises specific to hazmat procedures.
3. Training in handling hazardous materials incidents will be on-going and includes individuals from the fields of fire suppression, health and medical, and law enforcement.
4. The LEPC will stay in operation and meet four times a year to ensure adequate public safety due to hazmat incidents by updating or creating community focused emergency procedures for SARA title III sites.
5. Evacuation routes and procedures are identified, tested, and provided to the general public.

**Response/Agency Roles and Responsibilities:****(Responsible Emergency Management agency, e.g., Emergency Management program):**

1. Establish and maintain contact with the MSP/ EMHSD DC, SEOC, and other state facilities.
2. Activate the local EOC and notify response agencies.
3. Ensure that the safety officer assess the scene before permitting responders to enter.
4. Request state assistance, if necessary.
5. Present coordinated and accurate information to the public.
6. Ensure shelters and mass care facility locations are upwind or out of range of hazmat release.
7. Contact companies to assist with clean-up efforts.

**(Responsible Fire Services agency, e.g., Fire Department):**

1. Coordinate fire and rescue operations and control fires, if necessary.
2. Inspect possible sources of contamination.
3. Assist with evacuations.
4. Provide units for route alerting and door-to-door warnings.
5. Set up decontamination area for emergency responders and survivors.

**(Responsible Public Health agency, e.g., Health Department):**

1. Provide public health information and education concerning the effects of the hazmat incident.
2. Inspect food and water supplies after a hazmat incident.
3. Develop public health regulations and orders and provide to MDEQ and MDHHS.
4. Identify conditions that may cause long-term or widespread health problems.

5. Develop and enforce disease control, emergency health, and sanitation standards.
6. Monitor and evaluate environmental health risks from hazmat releases.

**(Responsible Public Works agency, e.g., Public Works Department, Road Commission):**

1. Provide heavy equipment and diking materials to support the response to hazmat incidents.
2. Identify contractors who can provide specialized equipment and assist in clean-up efforts.

**Recovery:**

1. Determine that the incident has been stabilized and is no longer a threat to life, property, and the environment.
2. Instate re-entry procedures and release traffic controls and other support elements.
3. Ensure clean-up operations are coordinated and completed.

**HAZARDOUS MATERIALS INCIDENT**

The following agencies are responsible for this appendix:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Hazmat Incident functions during a response to an emergency or disaster situation is:

TITLE	AGENCY

[\(Insert title of individual or responsible department\)](#) responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises (when applicable), emergencies, or disasters to coordinate and represent the Hazmat Incident functions.

SIGNATURE OF HAZMAT INCIDENT OFFICIAL	DATE

## APPENDIX 4

### SEVERE WEATHER EVENT

**Purpose:** This Severe Weather Event appendix will identify and describe concerns, capabilities, training, agencies, and resources that will be used to mitigation against, prepare for, respond to, and recover from severe storm emergencies or disasters.

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Primary Agency: [\(e.g., Emergency Management and Public Works Department\)](#)

Supporting Agency: [\(e.g., Health Department and Law Enforcement Department\)](#)

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**Situation:**

[\(Insert hazard analysis portion on how a severe weather event, e.g., tornado, winter storm, thunderstorm, etc., will affect the jurisdiction\)](#)

**Concerns:**

3. All municipalities in [\(Jurisdiction Name\)](#) may be affected by a severe weather event.
4. There may be little advanced warning of a severe weather event and some people may ignore the severe weather warning.
5. Response and recovery efforts may be hampered due to critical infrastructure being destroyed.
6. Responders may have critical needs of their own due to the severe weather event.

**Concept of Operations:** [\(provide additional details/procedures about each activity below\)](#)

1. The Emergency Alert System (EAS) will broadcast weather watches and warnings issued by the National Weather Service (NWS). Methods are in place to warn individuals requiring FNSS.
2. Notification of the event should be sent to the MSP/EMHSD DC and entered into the MI CIMS.
3. Assessment of severe weather should focus on determining the following:
  - a. Location, scope, magnitude, and expected duration of event.
  - b. Number of injuries and deaths.
  - c. Property, environmental, and agricultural damage incurred.
  - d. Impacts to critical infrastructure, facilities, and services.
  - e. Economic and social consequences.
  - f. Anticipated resources needs of the response and recovery operations.
4. The local EOC may be activated to support to the IC, responding agencies will report to the EOC.
5. The EOC and/or the EMC should warn adjacent or nearby jurisdictions that may be affected by the severe weather event.
6. Requested equipment, materials, supplies and personnel will be secured through local resources and/or MAA/MOUs. If local resources are exhausted, state assistance may be requested.

**Prevention/Mitigation:**

1. [\(Insert notification capabilities, including those for individuals requiring FNSS\)](#)
2. [\(Insert areas that are vulnerable to a severe weather event, e.g., lake effect snow, etc.\)](#)
3. Educate public on severe weather warning systems, home safety, personnel preparedness kits, checklists, evacuation routes, and pre- and post-weather safety procedures.
4. Publicize Severe Weather Awareness Week and Winter Weather Hazards Awareness Week.
5. Modify vulnerable buildings to resist water penetration and/or wind damage.

**Preparedness:**

1. Continuously update, maintain, train, and exercise on this annex and other severe weather plans, policies, and procedures.
2. Develop pre-scripted warnings for radio stations and ensure that individuals requiring FNSS are able to receive the message. Test emergency communications systems on a regular basis.
3. Monitor weather reports.
4. Review resource lists and availability of road-clearing equipment, four wheel-drive vehicles, emergency generators, fuel, chainsaws, etc.
5. Pre-position equipment such as snow/debris-clearing equipment, generators, light sets, fuels, food, cots, and blankets.

**Response/Agency Roles and Responsibilities:**

[\(Responsible Emergency Management agency, e.g., Emergency Management program\):](#)

1. Establish and maintain contact with the MSP/ EMHSD DC, SEOC, and other state facilities.
2. Activate the local EOC and notify response agencies.
3. Ensure that the safety officer assess the scene before permitting responders to enter.
4. Request state assistance, if necessary
5. Present coordinated and accurate information to the public.
6. Coordinate with the ARC for any sheltering needs.
7. Coordinate disaster debris clearance and management activities, as required.
8. Coordinate DA activities and complete the DA board in the MI CIMS. This includes damage to bridges, streets, buildings, dams, etc.

[\(Responsible Public Health agency, e.g., Health Department\):](#)

1. Provide public health information and education concerning the effects of the severe weather event.
2. Inspect food and water supplies after a severe weather event, if necessary.

3. Develop public health regulations and orders. Provide this information to MDEQ and MDHHS.

**(Responsible Fire Services agency, e.g., Fire Department):**

1. Assist with search and rescue operations, including animals.
2. Provide units for route alerting and door-to-door warnings.
3. Assist with evacuations
4. Assist debris removal activities.

**(Responsible Law Enforcement agency, e.g., Sheriff's Department, Police Department):**

1. Provide units for route alerting and door-to-door warnings.
2. Coordinate evacuations.
3. Coordinate search and rescue operations, including animals.
4. Provide security to evacuated areas
5. Establish road closures and evacuation routes.
6. Coordinate road closure and debris information with public works department. Emphasize reporting of debris and blocked roads, power outages, power lines, and possible electrical and fire hazards.

**(Responsible Public Works agency, e.g., Public Works Department, Road Commission):**

1. Review resource inventory lists. Provide fuel, potable water, generators, etc., when requested.
2. Assist in conducting DA, including damage to bridges, streets, buildings, dams, etc.
3. Collect storm damage data from electric utilities and assist in the restoration of power.
4. Oversee the repair and restoration of key facilities. Repairs to water and sewer mains, streets, and bridges should be made in order of priority.
5. Oversee debris removal, with emphasis on roads that need to be cleared for emergency traffic.
6. Identify contractors who can provide heavy and specialized equipment support during emergencies and individuals and businesses that may lease equipment during emergencies.

**Recovery:**

1. Conduct debris removal activities.
2. Verify that essential services have been restored.
3. Provide public information regarding safe re-entry to damaged areas.
4. Conduct damage assessment and determine if any possible disaster funds are available (e.g., public or individual assistance, section 19, etc.)

**SEVERE WEATHER EVENT**

The following agencies are responsible for this appendix:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Severe Weather Event functions during a response to an emergency or disaster situation is:

TITLE	AGENCY

[\(Insert title of individual or responsible department\)](#) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises (when applicable), emergencies, or disasters to coordinate and represent the Severe Weather Event functions.

SIGNATURE OF SEVERE WEATHER EVENT OFFICIAL	DATE



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**APPENDIX 5****WMD & TERRORISM INCIDENTS**

This WMD and Terrorism appendix will identify and describe concerns, capabilities, training, agencies, and resources that will be used to mitigation against, prepare for, respond to, and recover from WMD and terrorism emergencies or disasters.

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Primary Agency: [\(e.g., Emergency Management, Police Departments\)](#)

Supporting Agency: [\(e.g., Fire Department, Health Department\)](#)

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**Situation:**

[\(Insert hazard analysis portion on how WMD and terrorism incidents, e.g., bombings, shootings, arson, nuclear, chemical and biological contaminations, etc. will affect the jurisdiction\)](#)

**Concerns:**

1. Multiple and nearly simultaneous events may occur for the purpose of increasing the systemic effect (communications, transportation, pipelines, etc.) to escalate fear and panic amongst the public, or initiating one event in an attempt to influence another event's outcome.
2. Responders are at a higher risk of becoming casualties because many agents are not readily detectable or identifiable. Emergency responders may also be targets for secondary incidents.
3. There may be a stronger reaction from the public than with other types of incidents.
4. Support facilities and systems, such as utilities (e.g., power generation, electrical grid, gas pipelines, etc.), 911 centers, hospitals and other critical infrastructures may be targets.

**Concept of Operations:** [\(provide additional details/procedures about each activity below\)](#)

1. Once a terrorism/WMD incident is suspected/occurs, local law enforcement, fire, and EMS will respond and establish an ICP.
2. Notification of the event should be sent to the MSP/EMHSD DC and entered into the MI CIMS. The local FBI field office should also be contacted.
3. Local law enforcement, in conjunction with the MSP, FBI and other pertinent law enforcement elements, should complete joint threat assessments to:
  - a. Promote interagency collaboration by coordinating criminal investigative intelligence relating to the WMD/terrorism attack.
  - b. Enable the jurisdiction to better focus their prevention, protection and preparedness efforts to reduce the likelihood or effects of an attack and to enhance local response effectiveness.
  - c. Identifying dangers likely to be employed by the threat to better identify equipment, training, exercising, infrastructure protection and/or mutual aid needs necessary to respond effectively to these hazards.
4. The local EOC may be activated to support to the IC, responding agencies will report to the EOC.

5. Requested equipment, materials, supplies and personnel will be secured through local resources and/or MAA/MOUs. If local resources are exhausted, state assistance may be requested.
6. The FBI will assign a special agent in charge to lead response efforts and establish a Joint Operations Center (JOC). Local and state liaisons will be provided to the JOC.
7. See Figure 1. Local Response to a Potential Terrorist Threat

**Prevention:**

1. State and local law enforcement agencies will share information and intelligence concerning potential acts of terrorism to eliminate the threat or minimize the impact on the community.
2. Identify, discover, or locate threats through active and passive surveillance and search procedures.
3. Determine the means and method of the terrorist act, including the preparation of the act, in an effort to prevent initial or follow-on acts.
4. Promote the See Something, Say Something campaign, The Seven Signs of Terrorism, and encourage the reporting of suspicious activity and behavior to the MIOC by the public. (<http://michigan.gov/mioc>)

**Mitigation:**

1. [\(Insert areas with a higher vulnerability of WMD and terrorist attacks, e.g., critical infrastructure sites, areas that attract a large amount of people, etc.\)](#)
2. The MSP MIOC and DSEMIIC, and other law enforcement agencies will coordinate training for emergency responders, appointed and elected officials, health care professionals, hospitals, schools, utility companies, and individuals working in CIKR sectors.

**Preparedness:**

1. Continuously maintain and update this appendix and other documents.
2. Terrorism planning materials and concepts should be included in the regular emergency preparedness training and exercise schedule.
3. Direct any suspicious activity or advanced knowledge of threats through law enforcement channels.

**Response/Agency Roles and Responsibilities:**[\(Responsible Emergency Management agency, e.g., Emergency Management program\):](#)

1. Establish and maintain contact with the MSP/ EMHSD DC, SEOC, and other state facilities.
2. Activate the local EOC and notify response agencies.
3. Request state assistance, if necessary
4. Coordinate with ARC for any sheltering needs.

**(Responsible Law Enforcement agency, e.g., Sheriff's Department, Police Department):**

1. Notify emergency personnel, including medical facilities of the danger and anticipated casualties.
2. Notify appropriate state and federal agencies.
3. Establish access control into and out of the crime scene.
4. Protect critical infrastructure.
5. Ensure that responders have appropriate equipment.
6. Ensure scene security and evidence preservation pending arrival of the FBI.
7. Assist the FBI and other investigative authorities. Determine the type of agent or devices that were the source of the incident.
8. Identify and establish control zones for suspected agent or device used.
9. In coordination with the state and federal authorities, identify and apprehend suspects.

**(Responsible Fire Services agency, e.g., Fire Department):**

1. Coordinate fire and rescue operations and control fires, if necessary.
2. Assist with search and rescue operations, including animals.
3. Assist with evacuations.
4. Set up decontamination area for emergency responders and survivors. Carry out initial decontamination of survivors; this may be for a large number of people.

**(Responsible Public Health agency, e.g., Health Department):**

1. Provide medical care to injured, establish triage if mass casualties have occurred.
2. Monitor response personnel and general public exposure to chemical, biological, and radiological agents.
3. Assist in the transportation of patients in a timely manner to appropriate medical facilities.

**Recovery:**

1. Provide critical incident stress counseling for survivors and responders.
2. Relocate survivors and provide long term sheltering.
3. Inspect and the site or building for safety and decontaminate, if necessary.
4. Issue a quarantine period if a biological attack occurred.



