

# MICHIGAN EMERGENCY MANAGEMENT PLAN EVACUATION & MASS CARE SUPPORT PLAN

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A Support Plan to the Michigan Emergency Management Plan addressing Evacuation and Mass Care operations; access and functional needs populations; access control and security; evacuee reentry; and long-term evacuee assimilation.

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**BACKGROUND AND APPROVALS**

This Evacuation and Mass Care Support Plan to the Michigan Emergency Management Plan (MEMP) was prepared by the Michigan Department of State Police / Emergency Management and Homeland Security Division (MSP/EMHSD), in partnership with the Michigan Executive Office, the Michigan Judiciary, Executive Branch departments and agencies, and the local, tribal, nongovernmental, and private sector partners identified in this plan. The MEMP, developed and maintained by the MSP/EMHSD as required under 1976 PA 390, as amended (the Michigan Emergency Management Act), MCL 30.407a(2), provides the framework for the state of Michigan to mitigate, prevent, prepare for, respond to, and recover from disasters, emergencies, threats, or incidents – actual, imminent, or potential – that could adversely impact the state of Michigan. The MSP/EMHSD will revise the MEMP and this Support Plan when required by changes in internal or external conditions, and/or as required by the federal government. This Support Plan, as an extension of the MEMP, is approved by the Governor and the State Director of Emergency Management and Homeland Security, as indicated by their signatures on the cover of the core MEMP document. This Support Plan complies with applicable state of Michigan and federal laws, policies, rules, and regulations. It is also consistent and compliant with the National Incident Management System (NIMS) and applicable Standards for Operational Plans set forth by the Emergency Management Accreditation Program (EMAP). The MSP/EMHSD will distribute this Support Plan and other MEMP documents to partners and stakeholders that may be affected by their implementation via the distribution system explained below and also in the "Planning Preliminaries" section of the MEMP core document.

**DISTRIBUTION**

The MEMP is available on the MSP/EMHSD web site. The MSP/EMHSD maintains e-mail notification lists of representatives of departments, agencies, and organizations who are responsible to implement the task assignments contained within the plan, or who otherwise need a copy for operational or reference purposes. These representatives are notified by e-mail when a revised plan edition is finalized and published. The MSP/EMHSD provides hardcopy editions only to designated positions within the SEOC; all others are required to use the electronic edition or print a hardcopy of the document themselves

<p><b>NRF COUNTERPART ELEMENTS</b></p> <ul style="list-style-type: none"> <li>• ESF #1 (Transportation)</li> <li>• ESF #6 (Mass Care, Emergency Assistance, Temporary Housing and Human Services)</li> <li>• ESF #7 (Logistics)</li> <li>• ESF #8 (Public Health and Medical Services)</li> <li>• ESF #11 (Agriculture and Natural Resources)</li> <li>• Mass Evacuation Incident Annex</li> </ul>	<p><b>MEMP EVACUATION AND MASS CARE SUPPORT PLAN</b></p>	<p><b>PURPOSE</b></p> <p>The Evacuation and Mass Care Support Plan addresses:</p> <ul style="list-style-type: none"> <li>• Evacuation and Mass Care operations</li> <li>• Access and Functional needs populations</li> <li>• Access control and security</li> <li>• Evacuee reentry</li> <li>• Evacuee assimilation (long-term)</li> </ul>
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**Note:** Evacuation and Mass Care procedures related to a nuclear power plant incident are addressed more specifically in the MEMP Disaster-Specific Procedures / Nuclear Power Plant Incidents section. Evacuation areas and routes, shelter locations, and access control points have been pre-designated for Michigan's three commercial nuclear power plants, in accordance with federal NUREG 0654, FEMA REP-1. In addition, access and functional needs populations have been identified and addressed in the emergency operations plans of the jurisdictions located within the designated Emergency Planning Zones (EPZs) for each plant.

# ACRONYM GUIDE

AAA	Area Agency on Aging
ADA	Americans with Disabilities Act
ARC/MI or ARC	American Red Cross – Michigan
CART	County Animal Response Team
CC	Citizen Corps Program
CMHSP	Community Mental Health Services Program
CPG	Civil Preparedness Guide
CERT	Community Emergency Response Team (under the Citizen Corps Program)
DAE	Disaster Assistance Employee (of FEMA)
DRC	Disaster Recovery Center
DSHR	Disaster Service Human Resources (system of the American Red Cross)
EAG	Emergency Action Guidelines
EAS	Emergency Alert System
ECC	Emergency Coordination Center
EHTR	Emergency Highway Traffic Regulation (Plan)
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMC	Emergency Management Coordinator (a.k.a. – Emergency Manager)
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPZ	Emergency Planning Zone
ERT	Emergency Response Team (of the Michigan Department of Corrections)
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FNSS	Functional Needs Support Services
GIS	Geographic Information System
HHS	United States Department of Health and Human Services
HUD	U.S. Department of Housing and Urban Development
IA	Individual Assistance
ICS	Incident Command System
ID	Identification
IHP	Individuals and Households Program
IRS	U.S. Internal Revenue Service
IT	Information Technology
JIC	Joint Information Center
JIT	Joint Information Team (a.k.a., Joint Public Information Team or JPIT)
MCL	Michigan Compiled Laws
MCTI	Michigan Career and Technical Institute
MDAG	Michigan Department of Attorney General
MDARD	Michigan Department of Agriculture and Rural Development
MDCR	Michigan Department of Civil Rights
MDE	Michigan Department of Education
MDEGLE	Environment, Great Lakes, and Energy
MDHHS - Health	Michigan Department of Community Health
MDHHS - MOSA	Michigan Office of Services to the Aging (housed within MDHHS - HEALTH)
MDHHS – Human Services	Michigan Department of Health and Human Services
MDIFS	Michigan Department of Insurance and Financial Services
MDLARA	Michigan Department of Licensing and Regulatory Affairs
MDLEO	Michigan Department of Labor and Economic Opportunity
MDLEO – MCSC	Michigan Community Service Commission
MDMVA	Michigan Department of Military and Veterans Affairs
MDNR	Michigan Department of Natural Resources
MDOC	Michigan Department of Corrections
MDOS	Michigan Department of State
MDOT	Michigan Department of Transportation

MDT	Michigan Department of Treasury
MDTMB	Michigan Department of Technology, Management and Budget
MEDC	Michigan Economic Development Corporation
MEMAC	Michigan Emergency Management Assistance Compact
MEMP	Michigan Emergency Management Plan
MI CIMS	Michigan Critical Incident Management System
MING	Michigan National Guard
MIOSHA	Michigan Occupational Safety and Health Administration
MIVOAD	Michigan Voluntary Organizations Active in Disaster
MPSC	Michigan Public Service Commission
MRE	Meals Ready to Eat
MRS	Michigan Rehabilitation Services
MSHDA	Michigan State Housing Development Authority
MSP	Michigan State Police
MSP/EMHSD	Michigan State Police / Emergency Management and Homeland Security Division
MVDF	Michigan Volunteer Defense Force
MVR	Michigan Volunteer Registry
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NPP	Nuclear Power Plant
NRC	U.S. Nuclear Regulatory Commission
NRF	National Response Framework
NSS	National Shelter System
NUREG	Nuclear Regulatory
NVOAD	National Voluntary Organizations Active in Disaster
ONA	Other Needs Assistance
PA	Public Assistance; also, Public Act
PAGP	Public Assistance Grant Program
PDA	Preliminary Damage Assessment
PETS	Pets Evacuation and Transportation Standard (Act)
PIO	Public Information Officer
PKEMRA	Post-Katrina Emergency Management Reform Act
PNP	Private Nonprofit (Organization or Facility)
PRO	Problem Resolution Office (of the Michigan Unemployment Insurance Agency)
REP	Radiological Emergency Preparedness
SART	State Animal Response Team (Michigan)
SBA	United States Small Business Administration
SEOC	State Emergency Operations Center
SER	State Emergency Relief (Program)
SIAO	State Individual Assistance Officer
SPAO	State Public Assistance Officer
SPIO	State Public Information Officer
UIA	Unemployment Insurance Agency
US	United States
USDA	United States Department of Agriculture
USDOT	United States Department of Transportation

## PURPOSE AND SCOPE

This plan describes the resources, capabilities, and technical expertise of Michigan's state agencies and involved nongovernmental relief organizations (NGOs) in providing: 1) supplemental support services to local government evacuation and mass care operations during a disaster or emergency in Michigan that results in the need to evacuate, provide shelter, and care for large numbers of individuals; and 2) primary support services for evacuation and mass care operations in which evacuees from other states are relocated to Michigan for an extended period. Although evacuation and mass care are inherently local government functions, large-scale evacuation and mass care operations generally require state support. The types of support services that may be provided under this plan include but are not limited to:

- Assessment and reporting of impacts to the affected populations, with particular emphasis on access and functional needs populations (e.g., the elderly, impoverished individuals, persons of ill health, young children, non-English speaking individuals, physically or mentally challenged individuals, persons without a means of transportation, pregnant / nursing women, culturally sensitive and/or aligned groups, individuals with companion and/or service animals, etc.)
- Providing technical assistance in evacuation operations (i.e., route selection, increased mobility provisions, required barricading / signage, refueling provisions, handling disabled vehicles, etc.).
- Assisting with access control, traffic control, and shelter security, as needed.
- Coordinating medical treatment for evacuees during the incident.
- Providing necessary support services to individuals sheltered in-place due to incident conditions.
- Facilitating supplemental transportation resources to evacuate access and functional needs populations.
- Identifying additional shelter space capable of accommodating evacuee populations.
- Providing technical assistance in, and assisting with, shelter management operations, with particular emphasis on meeting the unique requirements of access and functional needs populations.
- Providing for the assimilation needs of long-term evacuees from outside Michigan.
- Providing public information materials and messages regarding Evacuation and Mass Care operations based on incident circumstances.
- Facilitating reunification of families and individuals separated during evacuation and shelter operations.
- Reporting on the nature, scope, magnitude, and anticipated duration of evacuation and mass care support operations to the State Emergency Operations Center (SEOC), and local EOCs.
- Emergency Repatriation operations involving the evacuation of U.S. citizens back to the United States from foreign countries due to war, natural calamity, or other cause. Emergency Repatriation operations in Michigan are carried out by the MSP/EMHSD and MDHHS as specified in MSP/EMHSD Publication 111, Michigan Emergency Repatriation Plan, and the MEMP Human-Related Disaster Procedures / Emergency Repatriation.

**Note:** Coordinating and providing support to animal care and evacuation efforts is addressed in the MEMP Animal Care Support Plan, MSP/EMHSD Publication 101c. This plan is intended to be consistent with and support Evacuation and Mass Care functions described in local Emergency Operations Plans (EOPs) / Emergency Action Guidelines (EAGs) and separate Evacuation and Mass Care Plans. It is also supports and is consistent with a number of ESFs and Disaster-Specific Procedures found in the MEMP.



# EVACUATION AND MASS CARE SUPPORT ACTIVITIES DEFINED

Below are examples of different support activities. Examples are not all-inclusive. Incident circumstances may require deviations from or additions to the examples provided for each function.

## ***Evacuation Support***

Providing support and technical assistance to local governments to facilitate rapid and efficient movement of affected populations from impacted areas into areas which are deemed safe and will provide temporary refuge from incident-related impacts. Evacuation support may extend to evacuees from other states coming to Michigan (i.e., federal government-facilitated mass evacuation – with Michigan’s approval, or spontaneous individual evacuees) following a catastrophic incident, for the purpose of providing temporary refuge from incident-related impacts. Evacuation support activities for state agencies, and NGO partners refer to those actions related to rapid and efficient movement of affected populations, using any appropriate transportation modes.

## ***Mass Shelter Support***

Providing assistance to a local government, the ARC, or an NGO acting on behalf of a local government, to facilitate the temporary sheltering and care of affected populations that have been evacuated out of harm’s way, or are being protected against incident impacts by staying in their homes or businesses (in-place sheltering), in lieu of evacuating. Mass shelter support activities for state departments / agencies may include, but are not limited to: 1) identification and establishment of appropriate shelter facilities; 2) management support at shelter facilities; 3) registration and tracking of the sheltered population; 4) provision of food, water, and other commodities required to sustain the sheltered population; 5) provision of health and medical services to the sheltered population, to ensure individual health and well-being and prevention of disease outbreaks; 6) monitoring and reporting on shelter conditions; 7) ensuring safe and sanitary conditions at shelter facilities; and 8) assistance with closure and/or restoration of facilities to their pre-incident condition. Mass shelter support activities focus on getting shelter facilities established, running smoothly, and attending to the basic needs of the sheltered population.

## ***Access and Functional Needs Populations***

Providing assistance to a local government, the ARC, or an NGO acting on behalf of a local government, in the care and sheltering of individuals or groups that have special physical, mental, social, economic, religious, or cultural needs that require additional accommodation because of those needs during incident response or recovery operations. Access and Functional needs populations include but are not limited to: the elderly; impoverished individuals; persons of ill health; young children; non-English speaking individuals; physically or mentally challenged individuals; persons without a means of transportation; pregnant and nursing women; culturally sensitive or aligned groups; persons with service animals; persons with companion animals; and persons with non-traditional religious beliefs or practices. Access and Functional needs population support activities for state agencies refer only to those actions related to identifying or providing services for the affected populations. State agencies often serve as the primary advocate, or support other advocate or service agencies, for specific access and functional needs populations.

## ***Access Control/Security***

Providing assistance to a local government to control access (ingress and egress) to an incident-affected and/or evacuated area through the use of barricades or checkpoints staffed by local or state agency law enforcement personnel.

## ***Evacuation Reentry***

Providing assistance to a local government to establish and implement an organized and orderly process for the reentry of the evacuated population back into the evacuated area. Evacuation reentry support activities for state agencies may include: 1) developing a reentry process; 2) assistance in developing and disseminating public education and instructions; 3) provision of barricades or staffing of checkpoints to restrict reentry to authorized individuals; and 4) monitoring and reporting reentry status.

## ***Long-Term***

Assisting evacuees from out-of-state who are likely to remain in Michigan for extended periods of time. These evacuees require extensive services to aid them in integration. This may include: 1) temporary or permanent housing and basic utilities; 2) driver’s license, vehicle, and voter registration; 3) school enrollment; 4) employment services; 5) human service program registration; 6) income tax / insurance issues; 7) childcare services; 8) social security and/or disability

registration; 9) rehabilitation services; 10) transportation services; 11) medical / health care services; and 12) food and basic sustenance needs. State agency support may involve any of these areas.

# SUMMARY OF EVACUATION/ MASS CARE SUPPORT ROLES AND RESPONSIBILITIES

DEPT. / AGENCY / ORGANIZATION	MSP/EMHSD	MDEGLE	Governor	MDARD	MDAG	MDCR	MDLEO - MCSC	MDOC	MDE	MDHHS- HUMAN	MDHHS - HEALTH	MDIFS	MDLARA	MDMVA	MDNR	MDOS	MSP	MDTMB	MDOT	MDT	MDHHS / MOSA	MEDC	MIVOAD - NGO	ARC - NGO	CC - NGO	MVDF - NGO
FUNCTION																										
Access / Traffic Control	S		S					S	S	S	S		S	S	S		P	S	S		S		S	S	S	S
Animal Care	S			P	S																S		S	S	S	S
Barricades / Signage																				P						
Clothing / Furnishings	S		S					S		P								S					S	S		
Donations Management	S		S				P											S					S	S	S	S
Driver License / ID Card																P										
Employment Assistance										S			P													
Evacuation Authority	S		P		S						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							
Faith-Based Needs	P		S			S															S		S	S		
Family Reunification										S											S		S	P		
Food / Basic Sustenance	S		S	S				S	S	S				S				S					S	P		
Health / Medical Needs	S	S	S	S		S				S	P			S							S		S	S		
Information Technology	S																		P							
Insurance Assistance					S					S	S	P														
NGO Coordination	P		S			S				P											S		S	S	S	S
Public Information	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Reentry Authority	S		P		S					S	S		S		S		S	S	S							
Reentry Support	P							S		S	S		S	S	S		S		S		S			S	S	
Rehabilitation Services						S				P			S													
School Enrollment			S							P	S															
Security / Law Enforcement	S				S			S						S	S		P	S							S	S
Shelter Facilities / Housing ID	P		S	S				S	S	S	S		S	S			S	S			S	S	S	S	S	S
Shelter Management	S									P	S			S				S			S		S	P	S	S
Shelter Supplies	S		S					S		S	S		S					P					S	S	S	
Access and Functional Needs Populations	S		S			S				P	S		S								S		S	S	S	
Tax Assistance										S											P					
Transportation, Individual	S							S	S	P				S	S			S	S			S	S	S		
Transportation, Mass	S							S	S	S				S				S	P		S					
Unemployment Assistance										S			P													

## LEGAL CONSIDERATIONS

Evacuation and Mass Care operations have potential legal consequences that must be carefully considered before being implemented. Although legal considerations will not dictate whether Evacuation and Mass Care will be used as a protective action (incident circumstances will dictate appropriate actions), there are always legal issues associated with such actions. For example, both public and private property will be affected. Privately-owned property has an economic value that may require compensation to the owner if the property is taken, used, or damaged or destroyed in Evacuation and Mass Care operations. In many cases, private entities will provide essential support services (e.g., buildings, equipment, commodities, etc.) that help facilitate mass care. Mandatory evacuations (compelled by the Governor under penalty of law) can have potentially significant economic consequences for both public and private entities. Many federal and state laws may impact Evacuation and Mass Care operations. The most important and relevant of these to consider include:

### ***Relevant Federal Authorities***

#### *Americans with Disabilities Act of 1990, as amended*

Title II of the ADA of 1990 ensures nondiscrimination on the basis of disability in the provision of state and local government services. This includes equal accessibility to governmental programs, services, activities, and facilities. With regard to Evacuation and Mass Care, the Act ensures integration and equal opportunity for people with disabilities in general population shelters. The ADA “Best Practices Tool Kit for State and Local Governments” provides technical assistance in the implementation of and compliance with Title II provisions. In particular, Chapter 7 of this Kit, “Emergency Management under Title II of the ADA,” provides assistance on how emergency management programs, services, activities, and facilities can be made accessible to everyone, including people with disabilities.

#### *Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended*

The Stafford Act, P.L. 100-707, was signed into law November 23, 1988. The Stafford Act renamed and amended the Disaster Relief Act of 1974, P.L. 93-288. The Stafford Act was subsequently amended by the Disaster Mitigation Act of 2000, P.L. 106-390 (October 30, 2000), as well as several Acts signed into law in October of 2006 (i.e., Department of Homeland Security Appropriations Act of 2007, P.L. 109-295, October 4, 2006; Pets Evacuation and Transportation Standards Act of 2006, P.L. 109-308, October 6, 2006; and Security and Accountability for Every Port Act of 2006, P.L. 109-347, October 13, 2006). The Stafford Act authorizes the President to provide financial and other assistance to state and local governments, certain private non-profit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential emergency or major disaster declarations. This may include financial and/or direct support of Evacuation and Mass Care operations under certain circumstances.

#### *The Post-Katrina Emergency Management Reform Act (PKEMRA)*

This is Title VI of the Department of Homeland Security Appropriations Act of 2007, P.L. 109-295, which clarified and modified the Homeland Security Act with respect to the organizational structure, authorities, and responsibilities of FEMA and the FEMA Administrator. The PKEMRA made changes – some appearing in the Homeland Security Act and some in the Stafford Act – which directed FEMA, among other things, to take the following actions related to evacuation and sheltering during major disasters:

- Establish a Disability Coordinator and develop guidelines to accommodate individuals with disabilities.
- Establish the National Emergency Family Registry and Locator System to reunify separated family members.
- Establish the National Emergency Child Locator Center to locate missing children.
- Strengthen coordination and support of precautionary evacuations and recovery efforts.
- Provide transportation assistance for relocating and returning individuals displaced from their residences.
- Provide case management assistance to identify and address unmet needs of victims of major disasters.
- Provide rescue, care, shelter, and essential needs assistance to individuals with household pets and service animals, as well as to such pets and animals (see “PETS Act” below)

#### *Pets Evacuation and Transportation Standards (PETS) Act of 2006*

Amended the Stafford Act to ensure that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency. Refer to the MEMP Animal Care Support Plan.

#### *FEMA Shelter / Mass Care Guidance*

The FEMA publication “Guidance on Planning for Integration of Access and Functional Needs Support Services in General Population Shelters” provides planning guidance to assist in integrating children and adults with functional support needs in general population shelters provided by governmental agencies and/or their nongovernmental partners.

#### *FEMA Disaster Assistance Policies / Guidance*

The following FEMA documents may be applicable to state Evacuation and Mass Care support operations:

- Disaster Assistance Policy DAP9523.15, “Eligible Costs Related to Evacuations and Sheltering”
- Disaster Assistance Policy DAP9523.18, “Host-State Evacuation and Sheltering Reimbursement”
- Disaster Assistance Policy DAP9523.19, “Eligible Costs Related to Pet Evacuations and Sheltering” (Note: Refer to MEMP Animal Care Support Plan for more details.)
- Standard Operating Procedure 9570.1, “Direct Reimbursement for Host-State Evacuation and Sheltering Costs”
- Disaster Assistance Fact Sheet 9580.7, “Frequently Asked Questions – Host-State Evacuation and Sheltering”
- Recovery Strategy RS – 2006 – 1, “Mass Sheltering and Housing Assistance”
- FEMA P-760 / Catalog No. 09049-2, July 2009, “Evacuee Support Planning Guide”
- FEMA P-760a / Catalog No. 09049-2, July 2009, “Evacuee Support Concept of Operations Template”

#### *National Response Framework*

Although many elements of the NRF may support the State’s evacuation and/or mass care efforts, the following ESFs and Annexes may be particularly relevant during significant operations:

- ESF #1 – Transportation
- ESF #6 – Mass Care, Emergency Assistance, Temporary Housing and Human Services
- ESF #7 – Logistics
- ESF #8 – Public Health and Medical Services
- ESF #11 – Agriculture and Natural Resources
- Mass Evacuation Incident Annex

#### **Relevant State Authorities**

##### *Emergency Management Act (Public Act 390 of 1976, MCL 30.401 et seq.)*

This Act provides the Governor with the authority to 1) direct and compel evacuation; 2) prescribe routes, modes, and destination of transportation in connection with an evacuation; 3) control ingress and egress to and from a stricken or threatened area, removal of persons within the area, and the occupancy of premises within the area; and 4) direct other actions required to address a disaster or emergency as defined by the Act. This broad authority includes the provision of basic human services and other services designed to meet the needs of persons being evacuated and/or mass cared, and/or to facilitate such response actions. The Act also provides for compensation to private entities whose personal property is commandeered for use in the support of emergency operations.

##### *Michigan Public Health Code (Public Act 368 of 1978, MCL 333.1101, et seq.)*

Addresses prevention and control of diseases impacting humans, including provisions to ensure sanitary conditions at facilities used as mass shelters.

Additionally, there are other state and federal laws that control the care and handling of animals in evacuation and/or mass shelter operations. Refer to the MEMP Animal Care Support Plan for specific references.

# SITUATION AND PLANNING ASSUMPTIONS

The evacuation, mass care, and long-term evacuee assimilation functions addressed in this plan each present unique challenges due to their differing characteristics and requirements.

## ***Initiating Disaster Conditions***

The evacuation, sheltering, and care of incident-affected individuals are issues that must be addressed in many disaster scenarios. Any incident that requires the movement of persons from harm's way as a basic protective action will result in individuals being left homeless (temporarily) by property damage and/or other incident-related impacts. In most situations, the number of individuals is typically manageable, and issues can be adequately addressed through local systems and procedures, as specified in local EOPs / EAGs or support plans. However, as the complexity of the incident increases, local capabilities can quickly become overwhelmed and state support may be necessary.

Disasters which may result in Evacuation and Mass Care operations as protective actions, and therefore may require state assistance, include but are not necessarily limited to:

- Tornadoes / severe storms.
- Floods.
- Terrorist attacks (that result in significant physical damage and/or areas of contamination from a weapon of mass destruction.)
- Nuclear power plant incidents.
- Large-scale hazardous material incidents.
- Prolonged electric power failures.
- A large-scale hurricane, earthquake or other catastrophic incident in another state or region which results in a large number of evacuees that will likely remain homeless for an extended period of time.

## ***General Planning Assumptions***

The following is assumed with regard to Evacuation and Mass Care support operations:

- The successful management of large-scale evacuation and/or mass care operations requires a united, cooperative effort by local, state, and federal agencies, the ARC and other nongovernmental organizations, private sector entities, advocacy groups, and the general public.
- No-notice or little-notice incidents which occur can challenge evacuation and mass care capabilities. Pre-planning and pre-development of resources and strategies is necessary for these situations.
- Through effective Evacuation and Mass Care planning and organization at the local and state levels, disaster relief efforts will be more expedient, better organized and coordinated, and more effective.
- When notified of an impending catastrophic incident or when a catastrophic incident appears imminent, a relatively high percentage of the general population will take reasonable steps to provide for their personal survival and sustenance, including spontaneously evacuating.
- The owners of companion animals (household pets), exotic animals and livestock, will take reasonable steps to shelter and provide for their care and control. Since shelters typically do not accept non-service animals, and past incidents show that many people will not leave dangerous areas without their animals, it is necessary to provide sheltering for animals during evacuation and mass care operations. (Refer to the MEMP Animal Care Support Plan.)
- Local emergency management program jurisdictions will plan for Evacuation and Mass Care operations and implement appropriate activities related to each function as required, including identifying, establishing, communicating, and managing local shelters. In a state-initiated or sanctioned incidents, state-owned and operated shelter facilities are utilized first.
- Local Evacuation and Mass Care resources will be utilized to their fullest extent before state evacuation / mass care support assistance is requested. This includes activation of mutual aid agreements, use of regional resources, and use of NGO and private sector resources (donated or otherwise).

- Populations with access and functional needs will be identified as early in the evacuation process as possible, so that sheltering and care provisions can be made. When possible, local emergency management programs will provide an estimated total population of individuals with access and functional needs.
- Many individuals with access and functional needs who require evacuation and mass care assistance will likely require assistance in evacuating and caring for their companion and service animals. Individuals with access and functional needs, and their care givers or advocates, will take reasonable steps to provide for themselves and those under their care to the best of their ability.
- Evacuation, sheltering, and care of individuals with access and functional needs may require additional time, resources, and personnel. Support services for those with access and functional needs will, to the extent possible, be offered at public shelters to meet the needs of all individuals in an equitable manner.
- Public information is a critical component of the evacuation and mass care strategy. When informed, the public will generally take reasonable protective measures such as evacuating or sheltering to the best of their ability. Public information should include locations where companion animals (household pets) may be sheltered. (Refer to the MEMP Animal Care Support Plan for details.)
- Evacuation and Mass Care activities and operations will be carried out in accordance with applicable federal and state laws and local ordinances, to the extent possible given incident circumstances.
- The length of Evacuation and Mass Care operations will vary depending on the nature and complexity of the initiating incident.
- The management of state shelter facilities will be a multi-agency responsibility and will be coordinated through the SEOC. The state of Michigan will coordinate with the American Red Cross to manage state shelter facilities, unless alternate arrangements have been made with another qualified NGO to manage shelter facilities. Mass shelter operations may have to co-exist with the facility's primary functions.
- Out of state evacuees that arrive in Michigan from a federal major disaster or emergency declaration are likely to arrive without independent transportation capabilities, and may require additional support to meet a full range of medical and health services, including mental health support; and basic resource services, including replacement of identification and other documentation.
- Out of state evacuees that arrive in Michigan will either assimilate into Michigan over a period of days or years, and may eventually become permanent residents of Michigan, or return to their home state when possible. The long-term costs associated with the new residents/ evacuees may be borne by the affected local government and/or relevant state department/agency.

Additional Planning Assumptions specific to different aspects of Evacuation and Mass Sheltering may be noted in each section.

# OPERATIONS AND ORGANIZATION

The following organizational and operational systems apply to all Evacuation and Mass Care support operations, regardless of initiating condition:

## ***Activation and Mobilization Procedures***

The MEMP and MSP/EMHSD Publication 901 – “Michigan Damage Assessment Handbook,” describes the damage assessment system used by state agencies and local governments in Michigan. That system helps determine the extent of loss or harm from natural, technological, and human-caused disasters. Part of the analysis that occurs during the process of collection and compiling the damage and impact assessment data involves identifying the anticipated needs of the affected communities with regard to evacuation and/or mass care support. This “needs assessment” portion of the process is crucial because of its direct relationship to organized action by the resources identified in this plan.

In most cases, supplemental assistance needs are articulated by the affected local governments via direct request to SEOC staff, in the submittal of assessment data and resource requests to the SEOC via the MI CIMS. At other times it may be the SEOC staff that determines the need for Evacuation and Mass Care support, based on discussions with state and local officials and/or their knowledge of incident circumstances. Local governments may also articulate evacuation and/or mass care support requirements to the SEOC, through the use of the MI CIMS Resource Request /board. Once the need for supplemental evacuation and/or mass care support is identified, the SEOC Incident Commander will confer with appropriate staff in the SEOC (e.g., MDHHS, MOSA, MDMVA, etc.) and a decision will be made whether to activate resources and implement actions identified in this plan as part of the State’s incident response.

When the decision to activate resources and implement actions has been made within the SEOC or by other means, the SEOC Command and General staff, and other appropriate agencies / organizations will determine the nature, extent, and anticipated duration of support services to be provided. This will enable the support service providers to mobilize staff and resources as required to fulfill their support missions.

## ***Communications Plan***

The SEOC Communications Unit Leader will work with involved agencies and organizations to develop an incident-specific emergency communications plan for personnel and facilities involved in the evacuation and/or mass care support operation. If the SEOC Communications Unit Leader is not activated, the SEOC Logistics Section Chief will be responsible for the following considerations:

- The type(s) of communications methods that will be used in the operation, and for what purposes.
- Communications equipment assigned to personnel.
- Frequencies, channels, and use protocols for 800 MHz radio communications (if used.)
- Repair or replacement of damaged, inoperable, missing, or stolen communications equipment.
- Reporting formats, times, and intervals for status updates and coordination calls, as appropriate.

If possible, standard Incident Command System forms found in the MI CIMS will be used to record part of this information – specifically forms ICS 205 (Incident Radio Communications Plan) and ICS 205a (Communications List). The remainder of the plan will be in narrative and/or tabular format. The completed plan will be included as part of the SEOC Incident Action Plan (as appropriate), and/or posted in the MI CIMS File Library, and be available to all involved parties at any time.

## ***Assessment Procedures***

The evacuation and/or mass care support resources activated under this plan are responsible for continuously assessing the status of their support operations and reporting this information to the SEOC via the MI CIMS and other appropriate means. This will be done by each involved agency / organization through updates to their MI CIMS Activity Log, EM Program Status, Damage Assessment, Shared Activities boards and District Commanders (and others as applicable), as the evacuation and/or mass care support operation progresses. Costs of providing support which is directly related to the preservation of public safety and/or health will be tallied under the “Public Property Damages – Category B: Emergency Protective Measures” section of the Damage Assessment board.

The MSP/EMHSD will collaborate with the involved support agencies / organizations to keep SEOC staff apprised of the status of the evacuation and/or mass care support assistance being provided under this plan.



### ***Public Information Plan***

Timely and thorough public information releases regarding Evacuation and Mass Care issues are essential to a successful Evacuation and Mass Care support operation. Although most public information releases will be issued through the affected local governments, the SEOC and its activated resources should contribute to the public information process to ensure that unified and factually-correct information is being transmitted to the public. To aid in that process, pre-scripted press releases have been developed for rapid modification with event-specific information.

The State Public Information Officer (SPIO) will work with the PIOs from all involved agencies and organizations (collectively referred to as the Joint Information Team – JIT) to develop an event-specific public information plan for the evacuation and/or mass care operations through the Joint Information Center (JIC). The plan will include the parameters, rules, and guidelines for the dissemination of information pertaining to the evacuation and/or mass care support operations. The plan will also help to address rumors and misinformation that may arise, and ensure that the operations run as smoothly as possible. At a minimum, this plan will address the following issues and considerations:

- Specifics regarding the size and general nature of the incident-impacted population (as appropriate.)
- Specifics regarding the evacuation and/or mass care support resources in use and assistance being provided.
- The methods that will be used to disseminate the information (e.g., electronic and print media, internet sites, access and functional needs advocacy organizations, United Way 2-1-1 telephone information system, door-to-door, social networking sites, etc.)
- Where public concerns, complaints, and questions can be directed (e.g., SEOC or local EOC, web site, specific governmental office, etc.)

The completed plan (in narrative and/or tabular format) will be posted in the Public Information Documents board and be available to involved parties at any time.

### ***Health and Safety Plan***

The facility, specific for state run facilities and the SEOC, will work with the Safety Officer from involved agencies and organizations to develop an incident-specific health and safety plan for personnel and facilities involved in the evacuation and/or mass care support operations. The ultimate purpose of the plan is to help personnel avoid accidents during support operations, and to protect personnel from exposure to hazardous conditions. At a minimum, this plan will address the following issues and considerations:

- Methods for disseminating health and safety information to all personnel involved in support operations.
- Minimum health and safety standards that are to be followed at all times.
- Monitoring procedures to ensure compliance with the minimum health and safety standards.
- Corrective actions for incidents of non-compliance with the minimum health and safety standards.
- Known hazards / potential hazards at mass shelters and other support facilities (as appropriate.)
- Safe use of equipment (as required.)
- Safe handling of potentially hazardous materials (as required.)
- How to identify and report hazardous / potentially hazardous conditions (process to be followed and person to report to at each facility.)

If possible, standard Incident Command System forms found in the MI CIMS will be used to record part of this information – specifically form ICS 206-OS (Medical Plan). The remainder of the plan will be in narrative and/or tabular format. The completed plan will be included in the SEOC Incident Action Plan (as appropriate) and available to all involved parties at any time.

### ***Logistics Support / Resource Requirements for Plan Implementation***

Logistics support for the implementation of this plan will be provided through the SEOC Operations and Logistics Sections, as prescribed in ESF 7: Logistics. Involved departments / agencies and organizations will provide the personnel, facilities, technical expertise, equipment, materials, and financial resources necessary to implement their respective assigned tasks, as prescribed in this plan and other MEMP sections, and as dictated by incident circumstances. The resources required to provide this assistance will come from existing department / agency and organization stockpiles or capabilities and/or will be procured by the department / agency and/or organization if existing stockpiles or capabilities are not adequate to meet incident requirements.

The State may also seek uncompensated donations of goods and services from business and industry, or other private or public sector entities (including individuals) if required to fully implement the plan and provide needed assistance. In extreme circumstances, the Governor has the authority under 1976 PA 390, as amended, MCL 30.405 to “commandeer” private property (subject to appropriate compensation), if necessary, to cope with a disaster or emergency.

As appropriate, the MSP/EMHSD will contact and coordinate with FEMA and other involved federal agencies for the purpose of obtaining supplemental assistance under the NRF, the federal Stafford Act, or other mechanisms. The MSP/EMHSD may also coordinate with other states for the provision of assistance under the EMAC and/or other aid-providing organizations for assistance (compensated or uncompensated) under separate aid agreements. If additional state financial resources are required to fully implement this plan, a supplemental appropriations request may be submitted to the Michigan Legislature by the MDTMB in the manner and process outlined through the Finance and Administration Section of the MEMP.

Federal financial and/or resource support of evacuation and/or mass care functions will be managed by the MSP/EMHSD and other recipient state departments / agencies in accordance with the appropriate federal laws, rules and regulations as prescribed in ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services and/or supporting State Administrative Plans for the providing program (e.g., PAGP). Resource support provided through the EMAC will be managed by the MSP/EMHSD in accordance with established EMAC procedures and processes.

**Plan Maintenance**

The MSP/EMHSD will maintain this plan, with input provided by governmental and nongovernmental stakeholders, as appropriate. The plan will be reviewed in accordance with EMHSD policy #16 as part of the larger MEMP review, and will be updated as soon as practicable afterward to reflect identified changes in operational procedure, organizational structure, capabilities, or resources. Refer to the “Maintenance” Section under Plan Approval, Maintenance, and Distribution of the MEMP for additional details.

*Record of Changes:*

<b>Years</b>	<b>Changes</b>	<b>Approval</b>
2022-2023	<ul style="list-style-type: none"> <li>• Review of SME action items with SMEs.</li> <li>• Updating of overall Plan style and format to reflect updated State of Michigan Plans.</li> <li>• Linking of tasks in the Mass Care Plan to ESFs found in the MEMP.</li> </ul>	4/7/2023



## EVACUATION SUPPORT CONSIDERATIONS

### ***Planning Assumptions Specific to Evacuation Support Operations***

With regard to evacuation support operations, it is assumed:

- Only the Governor has clear authority to direct and compel evacuation in Michigan (per 1976 PA 390, as amended, MCL 30.410). (Refer to the “State Directed / Compelled Evacuation” section that follows for additional details on this authority.)
- Evacuation, an inherently local government function will in most incidents be coordinated locally.

**Note:** State departments / agencies and NGOs included in this plan may help support evacuation operations but primary responsibility for planning, initiating, coordinating, and implementing evacuation rests with local government.

- Decisions regarding the use of Michigan’s interstate highways and state trunklines for evacuation purposes will involve the Michigan Department of Transportation (MDOT) as well as the Michigan State Police (MSP).

**Note:** Michigan’s interstate highways and state trunklines fall under MDOT jurisdiction and stewardship. The MDOT and MSP coordinate emergency highway traffic regulation actions, included extended closure of and/or alteration of traffic patterns on interstate highways and state trunklines. This includes contra (i.e., reverse) flow traffic patterns, which will not be used on interstate highways and state trunklines to facilitate evacuation, unless specifically directed by the MDOT.

- The movement of military resources on interstate highways for national defense or other federally authorized purposes will take precedence over all other highway uses (including evacuation of the civilian population). The exception to this will be immediate life-safety actions by authorized emergency response personnel by authority of 10 U.S. Code § 2644 (Armed Forces).
- Gasoline stations will remain operational throughout the evacuation process, to the extent possible, to provide evacuees with fuel and other support services. However, the large increase in demand for fuel may outstrip supply in localized areas, potentially causing disruptions or even unrest as evacuees attempt to fill their vehicles or vehicles run out of fuel during the evacuation.
- Disabled vehicles (even those involved in a fatal crash) will be moved to the roadway shoulder as quickly as possible by public agencies or private contractors so as not to impede the movement of evacuees out of the affected area.
- Evacuation will be staged (if possible and/or warranted) to minimize traffic congestion and ensure a reasonable movement of evacuees out of the affected area.
- A segment of the access and functional needs population will be classified as “homebound frail”, and therefore will be unable to evacuate unless their life is in imminent jeopardy. This may include elderly individuals as well as persons in severe ill health. In-place sheltering may be the only viable option for this population, implemented; if possible, in conjunction with the appropriate advocacy organizations and/or designated care givers.
- State support for evacuation operations may include technical assistance in route selection and traffic loads, real-time traffic monitoring and messaging, access control staffing and barricading, evacuation route security, removal of traffic impediments, identification of supplemental transportation resources, evacuation route maintenance, and providing a liaison to federal agencies involved in evacuation operations under the NRF.

- Evacuation of state correctional facilities will be done at the discretion of the Michigan Department of Corrections (MDOC) and in accordance with its policies and procedures. Evacuation of local correctional facilities will be done at the discretion of and in accordance with the policies and procedures of local law enforcement agencies with jurisdiction over the facilities. In all cases, institutional security considerations will take precedence over other incident-related considerations.

### ***State Directed / Compelled Evacuation***

Under the Michigan Emergency Management Act (1976 PA 390, as amended, MCL 30.405), the Governor of Michigan has the authority to “direct and compel the evacuation of all or part of the population from a stricken or threatened area within the state, if necessary for the preservation of life, or other mitigation, response, or recovery activities.” That same section also authorizes the Governor to “prescribe routes, modes, and destination of transportation in connection with an evacuation” and to “control ingress and egress to and from a stricken or threatened area, removal of persons within the area, and the occupancy of premises within the area.” The section further states: “A person who willfully disobeys or interferes with the implementation of a rule, order, or directive issued by the Governor pursuant to this section is guilty of a misdemeanor.”

**Note:** Although the Act does not specify the penalty for the misdemeanor under that particular section, another section of the Act, 30.421, specifies a penalty for willful violation of that section to be imprisonment for not more than 90 days, or a fine of not more than \$100, or both.

Under Section 30.410 of the Act, the chief executive official of a county or municipality may, “Declare a local state of emergency if circumstances within the county or municipality indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property from a natural or human-made causes exists and, under a declaration of a local state of emergency, issue directives as to travel restrictions on county or local roads.” The chief executive official also may, “Provide for the health and safety of persons and property, including emergency assistance to the victims of a disaster.” The Act does not provide for any penalties for persons that willfully disobey actions taken by the chief executive official pursuant to this section.

### ***Key Resources***

The following key resources (i.e., organizations, programs, personnel, equipment, facilities, and resources) have been identified as being potentially relevant to state-level evacuation support operations:

#### ***MDOT Region Technical and Maintenance Assistance***

The MDOT Region service centers can provide technical and maintenance assistance for an evacuation which may include but is not limited to the following:

- Implementation of road closure plans in concert with the MSP and involved local jurisdictions.
- Barricades, signage, and electronic message boards to facilitate rapid evacuee traffic movement, address evacuation route hazards, provide directions and information, and block access.
- Selection of the best evacuation routes with consideration given to emergency needs, road capacity and condition, potential choke points, and intended direction of evacuation.
- Personnel to staff access control points in support of law enforcement.
- Evacuation route maintenance services to keep traffic moving.
- Assessment of conditions and monitoring of traffic flow (including real-time video monitoring of some freeway segments.)
- Real-time fixed electronic messaging capability on some freeway segments.

#### ***Supplemental Bus Transportation Resources***

Several state departments / agencies have buses that can be used to supplement local evacuation transportation resources, or can procure such assets from federal or local agencies or private sector organizations. Both the MDOC and MDMVA have a limited number of transit buses in their vehicle inventories. If available, these resources could be used to aid in transporting evacuees out of harm’s way – particularly those individuals without a means of personal transportation. The MDMVA may also be able to procure additional military transportation buses from National Guard or other U.S. military inventories in nearby states if sufficient lead time is available prior to an evacuation. The MDE, through its management contacts with intermediate and local school districts, may be able to arrange for the use of school buses to supplement those already in use by the affected local jurisdiction(s). The MDOT may be able to use its management contacts with local transit agencies to obtain passenger buses for general evacuation and/or smaller transit vehicles with wheelchair access for access and functional needs population evacuation. (Note: Availability of local transit resources

may be limited, however, as they may already be committed to local response operations.) In addition, the MDTMB may be able to contract with private-sector transportation providers for the provision of intercity transit buses, if sufficient lead time is available prior to evacuation implementation. If a federal Stafford Act declaration is granted for the initiating incident, the MSP/EMHSD can request FEMA to mission-assign ESF 1: Transportation, to provide transit buses to supplement state and local evacuation resources.

#### *MSP / MDNR Law Enforcement and Marine Assistance*

The MSP can provide troopers to monitor and facilitate steady traffic flow, investigate, and mitigate accident scenes, control access, and provide security. The MDNR can provide conservation officers and boats to assist with the clearance of marine traffic for incidents encompassing the Great Lakes or inland bodies of water.

#### *MDMVA / MDOC Access Control and Security Assistance*

The MDMVA can provide soldiers to monitor traffic flow, staff access control points, clear roadway debris, and provide security in support of the MSP and other involved law enforcement agencies during an evacuation. The MDOC can provide support, through its Emergency Response Team (ERT), to monitor traffic flow, staff access control points, and provide security in support of the MSP and other involved law enforcement agencies during an evacuation.

#### *MOSA / AAA Homebound Frail Seniors List*

The MOSA and its counterpart Area Agencies on Aging (AAAs) maintain current lists of homebound frail seniors covering all parts of the state. If an evacuation is required, these individuals in the affected areas can be quickly identified from the lists, and appropriate assistance can be rendered.

#### *Public Information Templates*

To help ensure consistency and timeliness of Evacuation and Mass Caring public information materials and releases, various pre-scripted templates have been developed by the MSP/EMHSD for ready customization (with incident-specific information) and use by the SPIO and JIT when incidents occur. These templates are intended to be a starting point resource for an interagency, intergovernmental, comprehensive public information campaign for Evacuation and Mass Care operations.

**Note:** Some of these pre-scripted templates are included as attachments to MSP/EMHSD Publication 113 – “Local Evacuation and Mass Care Planning Handbook.” Additional templates are available through the MSP/EMHSD PIO and are ready for immediate customization, based on incident conditions.

#### **Tasks and Execution**

In addition to the task assignments listed under the ESFs and relevant Disaster-Specific Procedures in the MEMP, plan partners should consider the following task assignments with regard to evacuation operations. Actual incident circumstances will dictate whether specific task assignments are appropriate for implementation.

Although tasks are listed numerically, **the number associated with the task has no bearing on its level of importance**; rather it is to assist users of the document to refer to specific tasks within a section and an agency's list.

#### *Governor's Office (Executive Office)*

1. Direct and compel evacuation, including:
  - a. The prescription of routes, modes, and destinations,
  - b. Control of ingress and egress to and from the impacted area,
  - c. Remove the persons within the area and control occupancy therewithin.  
(Refer to ESF 1: Transportation, and the Response Procedures Section of the MEMP.)
2. Accept or decline out-of-state requests to accept evacuees.
3. In coordination with the Joint Information System (JIS), authorizes and coordinates the release of public information. (Refer to the ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services, and the ESF 15: External Affairs of the MEMP.)
4. Suspend regulatory statutes, orders, or rules. (Refer to ESF 1: Transportation and ESF 5: Information and Planning.)

**Note:** Provisions to increase evacuee mobility must be instituted in conjunction with the MSP and MDOT to ensure adherence to federal law and the safety of the evacuating population.

#### *MSP/EMHSD*

1. Recommend evacuation (and other protective actions) to the Governor.

2. Activate the Integrated Public Alert and Warning System (IPAWS) to broadcast information related to evacuations, upon direction of the Deputy State Director of Emergency Management (DSEEM). (Refer to ESF 2: Communications.)
3. Assist in determining evacuation routes, modes, and destinations in state-compelled evacuations, and provide coordination for locally initiated evacuations.
4. Monitor and track evacuation status. (Refer to ESF 5: Information and Planning, and the SEOC Operations Section of the MEMP.)
5. Secure aerial transportation resources from state departments/agencies, NGOs, private entities, and other Michigan jurisdictions, states, or federal agencies for evacuation route over-flights.
6. Coordinate and administer state and federal public assistance funding when applicable; these MAY include partial or full reimbursement under Section 19 funding or the federal Public Assistance Grant Program (PAGP). Funding is not guaranteed. (Refer to the Section 18 and 19 Funding part under Response Procedures in the MEMP.)

**Note:** Section 19 funding assistance is only available in the absence of federal public assistance and only to local jurisdictions that are included under a Governor’s “state of emergency”, or “state of disaster” declaration issued under 1976 PA 390, as amended.

*Michigan Department of Attorney General (MDAG)*

1. Provide legal assistance to state officials, and assistance in drafting evacuation and protective measures and orders. (Refer to ESF 5: Information and Planning.)
2. Monitor and investigate incidents of price gouging (related to an evacuation). (Refer to ESF 12: Energy.)

*Michigan Department of Health and Human Services (MDHHS) - Health*

1. Protect patients, staff, and visitors in state mental health facilities, including evacuating individuals when needed. (Refer to ESF 8: Public Health and Medical Services.)
2. Monitor and report damage and impacts to critical private sector facilities, infrastructure, and systems (to include hospitals, nursing homes, medical centers, etc.). (Refer to ESF 8: Public Health and Medical Services.)
3. Protect residents, staff and visitors in state training and rehabilitation facilities, including evacuating individuals when needed. (Refer to ESF 5: Information and Planning.)

*MDHHS – Aging and Adult Services Agency (AASA)*

1. Monitor evacuation of the elderly in coordination with Areas on Aging (AAA).
2. Monitor and coordinate assistance to frail homebound seniors. (Refer to the “Access and Functional Needs Populations” section of this plan.)

*Michigan Department of Corrections (MDOC)*

1. Protect prisoners, staff, and visitors in state correctional facilities. (Refer to ESF 13: Public Safety; Nuclear Power Plant Incident Annex.)
2. Provide assistance to local jails requiring evacuation; the evacuation of correctional facilities will always be a last-resort protective action. In-place sheltering is preferred. (Refer to ESF 13: Public Safety; and Nuclear Power Plant Incident Annex.)
3. Provide resources to support emergency operations. (Refer to ESF 7: Logistics.)
4. Support law enforcement activities, using the MDOC Emergency Response Team (ERT) or other law enforcement capable teams. (Refer to ESF 13: Public Safety.)

*Michigan Department of Education (MDE)*

1. Protect residents, staff, and visitors at the Michigan School for the Deaf, including evacuating individuals when needed. (Refer to ESF 8: Public Health and Medical Services.)

*Michigan Department of Health and Human Services (MDHHS)*

1. Monitor and coordinate assistance to non-English speaking evacuees. (Refer to the Persons with Access and Functional Needs section of the MEMP and the “Access and Functional Needs Populations” section of this plan.)

*Michigan Department of Labor and Economic Opportunity (LEO):*

1. Protect residents, staff and visitors at the Michigan Career and Technical Institute (MCTI), including evacuating individuals when needed. (Refer to ESF 8: Public Health and Medical Services.)
2. Meet out-of-jurisdiction evacuees transported by commercial carriers and direct them to appropriate locations for reception, registration work, and follow-up with resettlement agencies before debarking to designated mass shelter locations for further processing and temporary care.

*Michigan Department of Military and Veterans' Affairs (MDMVA):*

1. Provide security support (on evacuation routes). (Refer to ESF 13: Public Safety.)
2. Provide supplemental transportation support. (Refer to ESF 1: Transportation.)
3. Protect patients / residents, staff, and visitors at veteran facilities, including evacuating individuals when needed. (Refer to ESF 13: Public Safety and Security.)
4. When federalized, active-duty military resources are mobilized, provide information on troop convoy movements, as military resources have priority status on the State's highway system. This information may be released to the public through the Joint Information System (JIS) in accordance with the National Guard Public Information Program. (Refer to the Disaster Specific Annex: Weapons of Mass Destruction.)

*Michigan Department of Natural Resources (MDNR)*

1. Provide law enforcement support (on evacuation routes). (Refer to ESF 13: Public Safety and Security.)
2. Protect visitors at state parks and recreation areas, including evacuating individuals when needed. (Refer to ESF 13: Public Safety and Security.)
3. Assist with evacuation of marine traffic. (Refer to the Disaster Specific Annex: Nuclear Power Plant Incidents.)

*Michigan State Police (MSP):*

1. Relay warning and emergency information throughout the state. (Refer to ESF 2: Communications.)
2. Assist in evacuating areas, monitoring / controlling traffic, and providing security. (Refer to ESF 1: Transportation.)
3. Enforce the Governor's emergency authorities related to a directed/compelled evacuation or other emergency provisions. (Refer to ESF 13: Public Safety and Security.)
4. Coordinate with the MDOT on traffic control measures, including traffic control signals/devices, detours, signs, and message boards. (Refer to ESF 1: Transportation.)
5. Provide specialized resources to support emergency operations, including aerial over-flight support. (Refer to ESF 7: Logistics.)
6. Coordinate with the transportation industry for additional resources to support emergency operations, and if required, utilize MSP Commercial Vehicle Enforcement Division, Office of Highway Safety Planning, etc. resources. (Refer to ESF 7: Logistics.)
7. Implement the Michigan Emergency Highway Traffic Regulation (EHTR) Plan jointly with MDOT. (Refer to the Disaster Specific Annex: CBRNE Incidents.)

*Michigan Department of Technology, Management and Budget (MDTMB)*

1. Protect employees and visitors at MDTMB owned / managed facilities, including evacuating individuals when needed. (Refer to ESF 13: Public Safety and Security.)
2. Secure additional mass transportation resources through appropriate state departments/agencies, private entities, and other Michigan jurisdictions. (Refer to Disaster Specific Annex: Nuclear Power Plant Incidents.)
3. Provide information collection, analysis, and dissemination support to the PIO and JIS. (Refer to ESF 2: Communications and ESF 15: External Communications.)

**Note:** In addition, individual state departments / agencies may also post relevant information on their web sites (including social media) pertaining to evacuation impacts to their steward facilities, functions, or constituencies.

*Michigan Department of Transportation (MDOT)*

1. Secure additional mass transportation resources for evacuations through regular management contacts. Availability of local transit resources may be limited, as they may already be committed to local response operations. (Refer to ESF 7: Logistics.)
2. Provide state highway / trunkline traffic control measures, evacuation routing, and access control and perimeter points, in coordination with the MSP and local jurisdictions. (Refer to ESF 3: Public Works and Engineering.)
3. Coordinate with the USDOT for transportation response activities, including limiting or restricting air, rail, water, and vehicular traffic. (Refer to ESF 1: Transportation.)
4. Implement the Michigan Emergency Highway Traffic Regulation (EHTR) Plan. (Refer to the Disaster Specific Annex: CBRNE Incidents.)

*Michigan Economic Development Corporation (MEDC)*

1. Provide current information on damaged tourist destinations in Michigan. (Refer ESF 15: External Affairs.)

*Michigan Judiciary and Michigan Legislature (LIAISONS)*

1. Protect employees and visitors at judicial and legislative facilities, including evacuating or sheltering in place individuals when needed. (Refer to ESF 13: Public Safety and Security.)





## MASS SHELTER SUPPORT CONSIDERATIONS

### **Planning Assumptions Specific to Mass Shelter Support Operations**

With regard to mass shelter support operations, it is assumed:

**Note:** The State is primarily responsible for the sheltering and care of out-of-state evacuees that it agrees to accept. Those evacuees will normally go to state owned / operated shelter facilities first, and then to local shelters if state facilities reach capacity.

- A mass shelter operation involving residents from other states (i.e., due to a catastrophic incident) should result in a federal major disaster or emergency declaration under the Stafford Act.
- When requested by a local government in need and authorized through the SEOC, state departments / agencies will provide direct assistance with shelter management and/or operations, and/or resources assistance, to the extent that resources and existing programmatic and service delivery commitments will allow.

### **Key Resources**

The following key resources (i.e., organizations, programs, personnel, equipment, facilities, and materials) have been identified as being potentially relevant to state-level mass shelter support operations:

#### *State and Local Shelter Facilities (listed in the MI CIMS and/or the NSS)*

The National Shelter System (NSS) is a nationwide listing (administered by the ARC) of shelter facilities identified and entered into the database by federal, state, and local agencies, the ARC, and other NGOs. A number of facilities in Michigan are (or eventually will be) included in the NSS – including state facilities that could potentially be used as mass shelters. (Each Michigan state department / agency and local government is currently responsible for entering and maintaining its own shelter information in the MI CIMS. The MI CIMS shelter listing (and eventually the NSS database) will serve as the primary facility identification mechanisms used when additional shelter facilities are required to supplement local mass shelter efforts, and/or the State has agreed to accept out-of-state evacuees as part of a regional or national evacuation effort. Refer to Attachments 1 and 2.

#### *Non-Governmental Organizations (NGOs)*

A number of NGOs may potentially be involved in Evacuation and Mass Care operations at the local and state levels. For state-level mass shelter support purposes, the American Red Cross (ARC) has a primary role and will staff the SEOC and collaborate with the MDHHS (the lead state department for sheltering), other support state departments / agencies, and other NGOs through the Michigan Voluntary Organizations Active in Disaster (MIVOAD).

The ARC provides mass care services to all disaster victims as part of a broad program of disaster relief as outlined in its charter provisions enacted by the U.S. Congress in January 1905, and the federal Stafford Act regardless of state or federal declaration. In support of mass shelter operations, the ARC's role may include but is not necessarily limited to: 1) establishing and operating mass care shelters and feeding facilities, and supporting the management and coordination of sheltering and feeding activities for disaster victims and emergency workers; 2) providing supplemental disaster-related health and mental health services; 3) coordinating the bulk distribution of emergency relief items; 4) supporting family reunification efforts; and 5) mobilizing stockpiles of essential emergency relief supplies (e.g., cots, blankets, food and beverages, clean-up kits, personal comfort kits, etc.) from ARC chapters throughout the state, as well as Disaster Field Supply Centers located around the country.

#### *MDTMB*

If state facilities are used in the mass shelter operation – supplemental to local shelters or as primary shelters – then the following MDTMB resources and services may be brought to bear:

- Identification and procurement of state owned / operated facilities or space for mass sheltering purposes.

- Procurement of equipment and supplies needed to support the sheltered population (in conjunction with other support agencies, the ARC, and other NGOs.)
- Procurement of equipment, operators and supplies needed for making identification cards, wristbands, or other identification markers for the sheltered population.
- Procurement of state and/or leased transportation vehicles needed to transport the sheltered population to medical appointments or other required destinations (in conjunction with other support agencies.)
- Procurement of security services (as required) to supplement the services provided by state and local law enforcement personnel or volunteers.
- Procurement of cleaning services (as required) to supplement any such services provided by local and state staff, NGOs, or volunteers.
- Procurement of other required resources or support services not provided by local agencies or organizations, state or federal agencies, the ARC, or other NGOs.

#### *MDMVA Training Centers*

If the incident results in a large number of evacuees (from within Michigan or from another state) requiring shelter, then there will likely be a need to use one or more of the MDMVA training centers as reception / registration facilities and/or temporary mass shelters. The MDMVA training centers include the Fort Custer Training Center in Augusta, Camp Grayling and Grayling Army Airfield in Grayling, and the Alpena Training Center in Alpena. Collectively, these training centers have a realistic capacity (determined by center commanders) of approximately 6,000 individuals. However, each facility has specific limitations (some significant) that must be considered during the site selection process.

**Note:** A variety of support services from state departments / agencies, the ARC, and other NGOs, and/or private contractors will be required when the above-referenced MDMVA facilities are used as temporary mass shelters. The type and number of support services varies by the nature and size of the sheltered population. For future planning purposes, these requirements have been identified in Attachment 2 to this plan. These support requirements are part of the total “package” of using each facility, meaning that the facility **should not** be used without provisions for the entire array of support services in place. Using the facilities without the corresponding support services potentially endangers the health and safety of the evacuees and facility staff and may negatively impact the continued functionality of the training center.

#### *MDARD Migrant Labor Housing*

The MDARD licenses private housing units used by migrant laborers working in Michigan during the growing and harvest seasons. These housing units are usually owned by individual farmers / growers or agricultural businesses and are for use by migrant workers under the employ of these enterprises. Although the number of units varies from year to year, typically there are several thousand licensed living units located around the state at any given time. These housing units tend to be very basic in terms of amenities and accommodations, but they could (if available) be used to temporarily house evacuees until more permanent housing options could be arranged.

#### *State Parks and Recreation Area Facilities*

Though very basic in terms of amenities and accommodations, state parks and recreation camping areas could (if available) be used to temporarily house evacuees until arrangements could be made for more permanent housing options. Shelter options include modern and rustic cabins (with various capacities), modern campgrounds with shower / restroom buildings, and primitive campgrounds (without such facilities). In addition, state parks and recreation areas could also be used as resource staging areas / warehouses or emergency personnel camps in support of mass shelter operations.

Potential Options. Public College / University Housing Resources. If available, student dormitories and apartments at Michigan’s 15 public colleges / universities could be used to temporarily shelter evacuees until arrangements could be made for more permanent housing options.

**Note:** Though an option, displacement of the student population from dormitories and apartments is not likely, except under the most extreme of circumstances, because that would simply create another set of problems to address. In addition, public colleges / universities are autonomous institutions and are not considered “state” facilities in the traditional sense – i.e., facilities used by Executive Branch departments and agencies.

#### *State Schools*

If available, student dormitories or other available space at the Michigan School for the Deaf in Flint and/or the Michigan Career and Technical Institute in Plainwell could be used to temporarily shelter evacuees, until arrangements could be made for more permanent housing options.

#### *MSP Training Academy*

If available, unused / unoccupied rooms at the MSP Training Academy in the State Secondary Complex (Dimondale) could be used to temporarily shelter evacuees, until arrangements could be made for more permanent housing options.

#### *State Institutions*

As a last resort, any available shelter space in state owned / operated institutions (e.g., correctional facilities, inpatient mental health facilities, youth training / rehabilitation facilities, military veteran rehabilitation centers) could be used as temporary shelters.

**Note:** This option only includes space located outside secure areas in these facilities. In no case will evacuees be sheltered with institutional residents or even be allowed contact with the residents.

In ESF:7 Logistics mass shelter support operations, there may be a need to receive additional resources and/or technical assistance to manage the shelter facilities and/or to provide for the basic sustenance needs of the sheltered population. Depending on incident circumstances, the ESF:7 Logistics may be implemented to manage the receipt, handling, and distribution of such assistance to those in need – whether the resources were unsolicited (i.e., in the form of donated goods and services) or formally requested and procured through FEMA, another state (via the EMAC), and/or the private sector.

The MDLEO is the lead agency and steward for the disaster donations management process. Donated goods, in particular, can be a cost-effective way to support the sheltered population if they are presented to the State or affected localities in a “value-added” manner (i.e., a needed item, transported to Michigan, and properly packaged / marked / sized for ready distribution). The MSP/EMHSD is the lead agency and steward for the disaster logistics management process. As prescribed in the MEMP, the MSP/EMHSD and MDLEO will work jointly together to implement disaster logistics and/or donations management operations where there is a clearly defined need for large quantities of food, clothing, water, and other basic sustenance items to support the sheltered population, and this need cannot be met with existing resources.

#### *Portable Radiation Detection Devices*

The MDEGLE has portable radiation detection devices (walk-through portal monitors) that can be placed at the entrances of mass shelter facilities to ensure that radioactive material is not introduced into the shelter environment.

#### *EMAC / MEMAC*

Supplemental resources and/or technical assistance to support mass shelter operations can be procured by the MSP/EMHSD, as necessary, through the national EMAC and/or state-level MEMAC.

#### *SART / CARTs*

As described in the MEMP Animal Care Support Plan, the State Animal Response Team (SART) and County / Community Animal Response Teams (CARTs) will be mobilized as necessary to address animal care and support issues during Evacuation and Mass Care operations. (Refer to the MEMP Animal Care Support Plan.)

#### *Online Volunteer Registries*

The Michigan Volunteer Registry, administered by the MDHHS - HEALTH, and Volunteer Michigan, administered by the Michigan Community Service Commission (MDLEO - MCSC), can be searched as necessary to obtain the names of individuals that are trained and experienced in shelter management and/or that have expressed an interest in volunteering for mass shelter operations. The MSP/EMHSD and MDHHS will work with the MDHHS - HEALTH and/or MDLEO - MCSC to generate and vet a list of possible candidates for available positions based on situational needs.

#### *Other Volunteer Sources*

Other potentially available sources for volunteers to assist with mass shelter operations include but are not limited to:

- American Red Cross through local chapters.
- MIVOAD, through its various member organizations.
- Michigan Citizen Corps, through Community Emergency Response Teams (CERTs.)
- MDLEO - MCSC, through the AmeriCorps program and Local Volunteer Centers.
- Area Agencies on Aging (AAAs), for senior volunteers.

- Michigan Volunteer Defense Force (MVDF.)
- Community-based groups (e.g., school or church-affiliated, service clubs, scouts, etc.)

#### *MDHHS - HEALTH Regional Healthcare Coalitions*

The MDHHS - HEALTH Regional Healthcare Coalitions can assist local medical and health agencies, and involved federal and/or NGO medical and health resources in providing medical and health related services in mass shelters. This includes the general shelter population as well as any access and functional needs populations that may be sheltered.

#### *Community Mental Health Agencies*

Community Mental Health Agencies can provide mental health services to the sheltered population, in conjunction with any involved federal and/or NGO mental health / crisis counseling resources. Assistance may be provided onsite (at shelters) and/or offsite (in CMH office settings) once shelters are closed at the conclusion of the mass shelter operation.

#### *Public Information Templates*

To help ensure consistency and timeliness of Evacuation and Mass Caring public information materials and releases, various pre-scripted templates have been developed by the MSP/EMHSD for ready customization (with incident-specific information) and use by the SPIO and JIT when incidents occur. These templates are intended to be a starting point resource for an interagency, intergovernmental, comprehensive public information campaign for Evacuation and Mass Care operations.

**Note:** Some of these pre-scripted templates are included as attachments to MSP/EMHSD Publication 113 – “Local Evacuation and Mass Care Planning Handbook.” Additional templates are available through the MSP/EMHSD PIO and are ready for immediate customization based on incident conditions.

#### ***Tasks and Execution***

In addition to the task assignments listed under the ESFs and relevant Disaster-Specific Procedures, plan partners should consider the following task assignments with regard to mass shelter operations. Actual incident circumstances will dictate whether or not specific task assignments are appropriate for implementation.

Although tasks are listed numerically, **the number associated with the task has no bearing on its level of importance**; rather it is to assist users of the document to refer to specific tasks within a section and agency’s list.

#### *Executive Office (Governor)*

1. Provide for temporary emergency housing, including the use of temporary emergency housing in certain state facilities. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services, and the MEMP Recovery Support Plan.)
2. Suspend regulatory statutes, orders, or rules. (Refer to ESF 5: Information and Planning.)
3. Directs the State PIO to authorize and control the release of public information through the JIS. (Refer to ESF 15: External Affairs.)
4. Authorize the use of state resources, including personnel, time, facilities, equipment, supplies, materials, and financial resources. (Refer to ESF 7: Logistics, and the MEMP “SEOC Operations” Section.)
5. Seek assistance from the federal government, as appropriate, under federal Stafford Act or other authorities, directed through the MSP/EMHSD. (Refer to the MEMP “Obtaining Federal Assistance” Section.)

#### *MSP/EMHSD*

1. Fill anticipated or identified resource needs. (Refer to ESF 7: Logistics.)
2. Procure resources through the NEMAC / EMAC / MEMAC, as appropriate. (Refer to ESF 7: Logistics, and the MEMP “Mutual Aide” Section.)
 

**Note:** Refer to the “Access and Functional Needs Populations” section that follows for details regarding resource augmentation for access and functional needs populations.
3. Implement the ESF: 7 Logistics, as required. (Refer to ESF 7: Logistics.)
4. Provide technical assistance to the MDLEO for disaster donations management, as required. (Refer to the MEMP “Donations Management” Section, ESF 6: Mass Care, Emergency Housing, Temporary Housing, Human Services, and MSP/EMHSD Publication 107.)
5. Monitor the provision of human services in Presidentially declared disasters, including providing a State Individual Assistance Officer (SIAO). (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

6. Coordinate the identification and procurement of additional temporary housing resources. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Department of Agriculture and Rural Development (MDARD)*

1. Assist in food procurement, safety and sanitation, and the identification and establishment of warehouses and feeding facilities. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
2. Coordinate the use of fairground facilities for mass shelter operations (Refer to Disaster Specific Annex: Essential Resource Shortages.)
3. Identify vacant migrant labor housing for use as temporary non-congregate shelter for evacuees. (Disaster Specific Annex: CBRNE Incident.)

*Michigan Department of Attorney General (MDAG)*

1. Provide legal assistance to state officials. (Refer to ESF 5: Information and Planning.)

*Michigan Department of Civil Rights (MDCR)*

1. Ensure equal access to disaster-related services, and investigate civil rights violations, operations, and general living environment for sheltered individuals. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Department of Health and Human Services (MDHHS) - HEALTH*

1. Facilitate the deployment of volunteer health professionals for emergency response through the MDHHS- Health Volunteer Registry. (Refer to ESF 8: Public Health and Medical Services.)
2. Identify volunteer opportunities for emergent volunteers, in coordination with the MI Volunteer Registry and MDLEO/Michigan Community Service Commission (MCSC). (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
3. Coordinate the investigation and control of communicable disease (in shelters). (Refer to ESF 8: Public Health and Medical Services.)
4. Coordinate a mental health needs assessment (for the sheltered population.) (Refer to the Disaster Specific Annex: CBRNE Incident.)
5. Coordinate crisis counseling services with Community Mental Health Services Programs. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
6. Coordinate appropriate medical services (for the sheltered population.) (Refer to ESF 6: Mass Care, Emergency Services, Temporary Housing, and Human Services.)
7. Provide resources to support emergency operations. (Refer to ESF 7: Logistics.)
8. Identify and make available shelter space in state inpatient mental health facilities, as required (Refer to Disaster Specific Annex: Essential Resource Shortages.)

*MDHHS – Aging and Adult Services Agency (AASA)*

1. Conduct a needs assessment of, and coordinate and monitor the provision of assistance to, elderly disaster victims. (Refer to the “Access and Functional Needs Populations” section that follows, and ESF 5: Information and Planning, and ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Department of Corrections (MDOC)*

1. Provide resources to support emergency operations. (Refer to ESF 7: Logistics.)
2. Support law enforcement activities utilizing the MDOC Emergency Response Team (ERT). (Refer to ESF 7: Logistics.)
3. Identify and make available shelter space in state correctional facilities, as required. (Refer to the Disaster Specific Annex: Essential Resource Shortages.)

*Michigan Department of Education (MDE):*

1. Authorize the use of USDA commodities for feeding disaster victims. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
2. Coordinate use of Michigan School for the Deaf resources to support emergency operations, including potential dormitory space. (Refer to ESF 7: Logistics.)

*Michigan Environmental, Great Lakes, and Energy (MDEGLE)*

1. Minimize risks from radiological exposure, including walk-through radiation detection portal monitors. The MDLARA will provide supportive radiation safety assistance to the MDEGLE as required. (Refer to ESF 8: Public Health and Medical Services, and Disaster Specific Annex: Nuclear Power Plant Incident.)

*Michigan Department of Health and Human Services (MDHHS) – Human Services*

1. Coordinate and monitor the provision of human services to disaster victims, including identifying and mobilizing, as required, bilingual (translator) services for non-English speaking evacuees. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
2. Identify and make available shelter space at state training and rehabilitation (juvenile justice) facilities, as required.
3. Identify and make available shelter space at the Michigan Career and Technical Institute, as required.

*Michigan Department of Labor and Economic Opportunity (MDLEO)*

1. Identify volunteer opportunities for emergent volunteers through the MCSC, the MI Volunteer Registry, and partner NGOs. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
2. Identify and coordinate volunteer resources for recovery operations through the MCSC, MI Volunteer Registry, AmeriCorps, and other programs. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
3. Implement the ESF 7: Logistics support, as required, especially if donations and services are expected. (Refer to ESF 7: Logistics.)
4. Identify and mobilize volunteers from the Michigan Community Service Commission (MCSC), the Michigan Citizen Corps volunteers, and the Community Emergency response Teams (CERTs). (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Department of Insurance and Financial Services (MDIFS)*

1. Provide insurance information to disaster survivors (evacuees). (Refer to ESF 5: Information and Planning.)

*Michigan Department of Licensing and Regulatory Affairs (MDLARA)*

1. Conduct fire safety and prevention inspections through the Bureau of Fire Services (BFS.) (Refer to ESF 4: Firefighting.)
2. Provide supportive radiation safety assistance to EGLE. (Refer to Disaster Specific Annex: Nuclear Power Plant Incidents.)

*Michigan Department of Military and Veterans' Affairs (MDMVA)*

1. Provide security support (at shelters.) (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services; and ESF 13: Public Safety and Security.)
2. Provide mass feeding support (at shelters), including assisting NGOs with on-site food preparation and distribution. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
3. Provide supplemental transportation support (at shelters), as a last resort. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services; and ESF 7: Logistics.)
4. Identify and mobilize shelter volunteers from the Michigan Volunteer Defense Force. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Department of Natural Resources (MDNR)*

1. Provide security support at shelters. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services; and ESF 13: Public Safety and Security.)
2. Supplement transportation and equipment resources. (Refer to ESF 7: Logistics.)
3. Identify and provide shelter space at state parks and recreation areas, if required, to be resource staging areas, warehouses, emergency personnel camps for mass shelter operations. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan State Police (MSP)*

1. Assist in evacuating areas, controlling traffic, and providing security in the affected area (Refer to ESF 1: Transportation; ESF 13: Public Safety and Security.)
2. Coordinate with the transportation industry for additional resources to support emergency operations; private sector options are pursued only if governmental and NGO transportation resources are unavailable. (Refer to ESF 14: Cross Sector Business and Infrastructure.)
3. Identify and make available shelter space at the MSP Training Academy, as required.

*Michigan Department of Technology, Management and Budget (MDTMB)*

1. Provide technical assistance, as required, to support the information technology aspects of state emergency operations. (Refer to ESF 2: Communications, and ESF 7: Logistics.)
2. Identify and make available shelter space in MDTMB owned / managed facilities, as required. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services; ESF 7: Logistics.)
3. Protect employees and visitors at MDTMB owned / managed facilities; create facility-specific emergency procedures, as needed. (Refer to ESF 13: Public Safety and Security.)
4. Provide information on state-contracted supplies and services (for emergency procurement). (Refer to ESF 7: Logistics.)
5. Activate the State's donations management web site, as required by the Governor's Office, MSP/EMHSD, and the Office of Financial Management (in the State Budget Office). Donations of goods and services will be directed to a centralized Donations Intake and Processing Center (DIPC). (Refer to ESF 7: Logistics.)

*Michigan Department of Transportation (MDOT)*

1. Secure additional mass transportation resources for evacuations. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

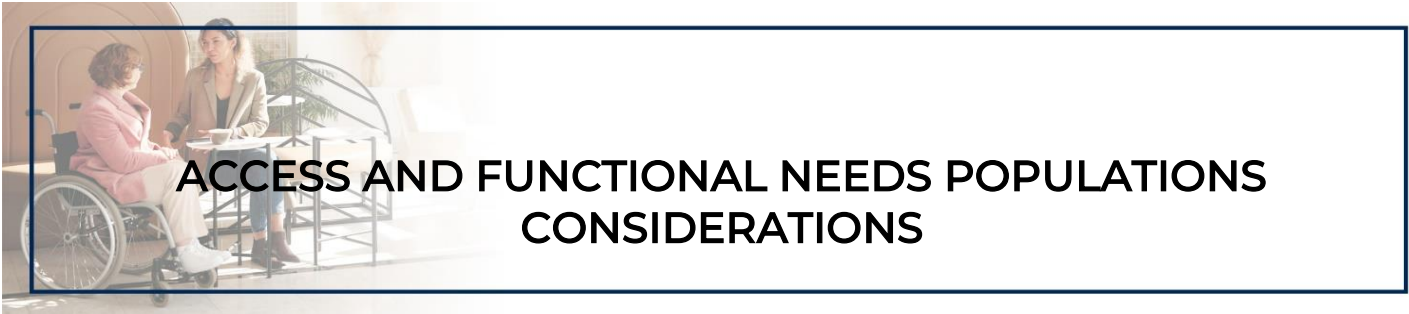
*American Red Cross (ARC)*

1. Establish and operate mass care shelters and feeding facilities for disaster victims. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
2. Provide mass care guidance to the MDHHS, support departments / agencies and NGOs. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
3. Support the management and coordination of sheltering, feeding, supplemental disaster health services, and bulk distribution of emergency relief items. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
4. Support reunification efforts through the ARC "Safe and Well" web site, in coordination with the MDHHS. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
5. Provide emergency relief supplies to those in need. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
6. Provide trained disaster services personnel from its Disaster Services Human Resources (DSHR) system in Michigan. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Voluntary Organizations Active in Disasters (MIVOAD), Michigan Citizen Corps, and other Nongovernmental (NGO) Relief Organizations*

1. **Provide supplemental support at shelters** (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services) Assistance may include but is not limited to:
  - a. Basic sustenance (i.e., food, water, baby formula.)
  - b. Basic first aid and health screening.
  - c. Basic counseling (crisis / spiritual.)
  - d. Cots, blankets, and bedding.
  - e. Transportation assistance (i.e., for essential purposes such as medical appointments, employment.)
  - f. Childcare assistance (i.e., for essential purposes such as medical appointments, employment.)
  - g. Essential medical equipment (e.g., wheelchairs, walkers, canes, etc.)

**MIVOAD and other volunteer / NGO agencies and partners may be asked to support disaster response but are not required to.** The ARC, MIVOAD, and other NGO assistance will be coordinated through the SEOC, EOCs, and shelter managers. MI CIMS entries will be made to record and coordinate the assistance rendered. The ARC, MIVOAD, and other NGO assistance will not be provided indefinitely.



## ACCESS AND FUNCTIONAL NEEDS POPULATIONS CONSIDERATIONS

### ***Planning Assumptions Specific to Access and Functional Needs Populations***

With regard to functional needs populations during Evacuation and Mass Care support operations, it is assumed:

**Note:** There is not universal agreement as to what exactly constitutes a “functional needs population;” therefore, these lists may not include the full range of individuals with special / unique needs. In addition, some functional needs populations are difficult to quantify because they are not tied to a specific assistance program or advocacy group. A U.S. Census-based, county-by-county functional needs population estimate is available online. This list can be used for general operational planning purposes by state departments / agencies and NGO partners in the SEOC. It is expected that, at least in some cases, more reliable and accurate functional needs population estimates will be available from the affected local governments.

- A segment of the access and functional needs population will be classified as “homebound frail” and therefore will be unable to evacuate unless their life is in imminent jeopardy. This may include elderly individuals as well as persons in severe ill health. In-place sheltering may be the only viable option for this population, implemented, if possible, in conjunction with the appropriate advocacy organizations and/or designated care givers.
- General population shelters established and managed by the ARC will be open to the general public and will allow individuals with service animals.
- Functional needs populations will receive considerable media attention during disasters and emergencies; therefore, support activities related to functional needs populations will also receive considerable scrutiny as the incident progresses.

### ***Key Resources***

The following key resources (i.e., organizations, programs, personnel, equipment, facilities, and resources) have been identified as being potentially relevant to addressing functional needs populations during state-level Evacuation and Mass Care support operations:

#### ***MOSA / AAA Frail Homebound Seniors List***

The MOSA and its counterpart AAAs maintain current lists of frail homebound seniors covering all parts of the state. If an evacuation is required, these individuals in the affected areas can be quickly identified from the lists and appropriate assistance can be rendered. Unless their lives are in imminent danger, in-place sheltering of these individuals may be the preferred protective action in most cases.

#### ***Michigan Rehabilitation Services***

Michigan Rehabilitation Services (MRS), housed within the MDHHS, provides a wide array of assistance services to persons with disabilities to enable them to gain employment and function independently. The MRS also operates the Michigan Career and Technical Institute (MCTI) for eligible adults who have a physical, mental, or emotional disability. The MCTI provides vocational and technical training programs and supportive services to prepare persons with disabilities for gainful employment. Any of these programs would be available to long-term evacuees with qualifying disability status. MRS counselors are also available at the 25 Michigan Works! Service Centers located around the state.

#### ***Division on Deaf and Hard of Hearing***



The MDCR Division on Deaf and Hard of Hearing (DDHH) provides services to, and advocates on behalf of, deaf / hard of hearing individuals. The DDHH can provide assistance to deaf / hard of hearing evacuees in a mass shelter or other shelter setting.

#### *Bureau of Services for Blind Persons*

The Bureau of Services for Blind Persons, housed within the MDLARA, provides services to blind or visually impaired individuals so that they can achieve employability and/or function independently. The Bureau can provide assistance to blind / visually impaired evacuees in a mass shelter or other shelter setting.

#### *MDE (Michigan School for Deaf)*

The MDE operates the Michigan School for the Deaf, located in Flint, which could be of assistance to school-age long-term evacuees who are deaf.

#### *Cultural Organizations*

Coordination with appropriate cultural organizations will be accomplished early in Evacuation and Mass Care operations, as required, to ensure that non-English speaking and/or traditionally “non-mainstream” populations are aware of the need to evacuate and the locations of shelter facilities. If circumstances allow, consideration will be given to designating shelter space for culturally adherent individuals and groups so that they may continue traditional customs and practices; however, this may not always be possible.

#### *ARC / NGOs*

The ARC, MIVOAD, Salvation Army, and other NGOs may provide limited support in the care of access and functional needs populations in shelters. This support may include human and material resources or sheltering guidance. The “Initial Intake and Assessment Tool” developed by the ARC and U.S. Department of Health and Human Services (HHS) can be utilized to assist shelter workers screen individuals to help determine needs of functional needs clients.

#### *Church / Religious Organizations*

Coordination with appropriate church / religious organizations will be accomplished, as deemed necessary, to identify and attempt to meet the needs of individuals or groups that have “non-traditional” religious beliefs and/or customs and practices that might be considered disruptive or undesirable in a traditional mass shelter setting. If incident circumstances allow for the accommodation of these functional needs, then such efforts will be made.

#### *Interpreter / Translator Services*

Interpreter / translator services for functional needs evacuees may be arranged through several state departments / agencies, the ARC and/or other NGOs, which may have translation capabilities or may be partners with organizations which have them.

- The MDHHS can arrange for interpreters / translators for non-English speaking evacuees through its internal staff with bilingual capabilities and/or through the use of contracted or volunteer services arranged through the MDTMB.
- The MDLEO may be able to arrange for interpreters / translators through its cadre of volunteers.
- The MDCR Division on Deaf, Blind, and Hard of Hearing can arrange for interpreters for deaf / hard of hearing evacuees.
- The MDLARA Bureau of Services for Blind Persons can provide services to assist blind / visually impaired evacuees.
- The MDHHS - Health (Michigan) Volunteer Registry can be searched to identify potential volunteers with bilingual capabilities.
- Within the MDCR, the Hispanic / Latino Commission of Michigan, Michigan Asian Pacific American Affairs Commission, and Michigan Council on Arab Chaldean American Affairs may have bilingual staff available for service or may be able to assist in identifying other appropriate individuals that can provide bilingual services.
- The ARC, MIVOAD, and other NGO partners may be able to provide or locate individuals with bilingual capabilities to assist in a shelter setting.

- During federally declared incidents under the Stafford Act, FEMA may be able to provide bilingual interpreters or individuals to assist in communicating with other functional needs evacuees through its cadre of disaster employees, and/or via mission assignment to a federal agency that has such resources available.

#### *EMAC / MEMAC*

If necessary, specific types of support services for functional needs populations can be arranged by the MSP/EMHSD through the national EMAC and/or state-level MEMAC.

#### *SART / CARTs*

As described in the MEMP Animal Care Support Plan, the State Animal Response Team (SART) and Community Animal Response Teams (CARTs) will be mobilized as necessary to address animal care and support issues during Evacuation and Mass Care operations. (Refer to the Publication 101c: MEMP Animal Care Support Plan.)

#### **Tasks and Execution**

In addition to the task assignments listed under the ESFs and relevant Disaster-Specific Procedures, plan partners should **consider** the following task assignments with regard to functional needs populations. Actual incident circumstances will dictate which task assignments are appropriate.

Although tasks are listed numerically, **the number associated with the task has no bearing on its level of importance**; rather it is to assist users of the document to refer to specific tasks within a section and agency's list.

#### *Executive Office (Governor):*

1. Solicit donations of goods and/or services to support functional needs populations.

#### *MSP/EMHSD:*

1. Procure resources through the NEMAC / EMAC / MEMAC, the ARC, MI VOAD and other NGOs, and the federal government, as appropriate. (Refer to the Logistics Support and Resource Requirements for Plan Implementation: Mutual Aid Section of the MEMP).
2. Coordinate the identification and procurement of temporary housing resources, as required. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
3. Monitor the provision of human services in Presidentially declared disasters through the SIAO. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
4. Identify the full range of affected functional needs populations.

2020 Census ACS 5-Year Subject Tables can be found on the "Census – Table Results" link below; these tables can be filtered for specific information including characteristics such as populations with access and functional needs (or "disabilities") [Census - Table Results](#)

#### *Michigan Department of Agriculture and Rural Development (MDARD):*

1. Coordinate the use of fairground facilities for mass shelter operations, including a smaller segregated space for those with Access and Functional Needs. (Refer to Disaster Specific Annex: Essential Resource Shortages.)
2. Identify vacant migrant labor housing for use as temporary shelter for evacuees. (Refer to Disaster Specific Annex: Essential Resource Shortages.)
3. Assist with and coordinate animal care and animal health in shelters. (Refer to Publication 101c: MEMP Animal Care Support Plan.)

#### *Michigan Department of Attorney General (MDAG):*

1. Provide legal assistance to state officials. (Refer to ESF: Information and Planning.)

#### *Michigan Department of Civil Rights (MDCR):*

1. Ensure equal access to disaster-related services for those with access and functional needs. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
2. Monitor and advocate for the recovery needs of individuals with disabilities. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
3. Provide interpreter / translator services, as required through the LEO or MDHHS. Functional needs advocacy commissions housed within the MDCR may be able to provide interpreter / translator services to functional needs evacuees:
  - a. The Division on Deaf, DeafBlind, and Hard of Hearing can arrange for interpreters for deaf / hard of hearing individuals,

- b. The Hispanic / Latino Commission of Michigan may have bilingual staff available and/or can assist in identifying bilingual services for Spanish speaking individuals,
- c. The Michigan Asian Pacific American Affairs Commission may have bilingual staff available and/or can assist in identifying bilingual services for non-English speaking Asian Pacific Americans,
- d. The Michigan Council on Arab Chaldean American Affairs may have bilingual staff available and/or can assist in identifying bilingual services for non-English speaking Arab Chaldean Americans.
- e. The MDCR EMC can arrange for these services upon request through the SEOC, by contracting through MDTMB or with LEO and MDHHS.

*Michigan Department of Health and Human Services (MDHHS - Health):*

1. Facilitate the deployment of volunteer health professionals for emergency response utilizing the MI Volunteer Registry. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)  
Volunteers may include but is not limited to the following:
  - a. Persons skilled at working with physically and/or mentally challenged individuals and/or with a willingness to do so.
  - b. Transportation services for physically challenged individuals.
  - c. Interpreter / translator services for non-English speaking, deaf / hard of hearing, or blind individuals.
  - d. Animal care assistance for individuals with companion / service animals (refer to MEMP Animal Care Support Plan.)
  - e. Health and medical service practitioners for specific targeted populations.
2. Coordinate appropriate medical services for functional needs populations (Refer to ESF 8: Public Health and Medical Services.)
3. Identify and make available shelter space in (non-secure areas) of state inpatient mental health facilities, as required. (Refer to Disaster Specific Annex: Essential Resource Shortages.)

*Michigan Office of Services to the Aging (MOSA):*

1. Conduct a needs assessment of, and coordinate and monitor the provision of assistance to, elderly disaster victims, especially homebound seniors. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
  - a. In most cases, in-place sheltering may be the appropriate option. If that option is implemented, the MOSA and AAAs will ensure that the basic sustenance needs of homebound seniors are provided for.

*Michigan Department of Corrections (MDOC):*

1. Identify and make available shelter space in non-secure areas of state correctional facilities, as required. (Refer to Disaster Specific Annex: Essential Resource Shortages.)
2. Provide resources to support emergency operations. (Refer ESF 7: Logistics.) This may include but is not limited to:
  - a. Personnel and/or vehicles to transport physically challenged individuals,
  - b. Furniture (e.g., cots, beds, tables, etc.) for physically challenged individuals in shelters,
  - c. Interpreter / translator services for non-English speaking or deaf / hard of hearing individuals,
  - d. Health and medical service practitioners for specific targeted populations.
3. Support law enforcement activities using the MDOC Emergency Response Team. (Refer to ESF 13: Public Safety and Security.)

*Michigan Department of Education (MDE):*

1. Coordinate use of Michigan School for the Deaf resources to support emergency operations.

*Michigan Department of Health and Human Services (MDHHS):*

1. Identify human service and/or cultural organizations that may represent functional needs populations. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.) This may include but is not limited to organizations that specialize in or represent individuals with:
  - a. Specific mental and/or physical disabilities.
  - b. Specific religious, cultural, racial, ethnic, gender or national origin identities.
  - c. Specific socio-economic situations.
2. Provide interpreter / translator services, as required from one of several sources: (Refer ESF 15: External Affairs.)
  - a. Several state departments / agencies have staff with bilingual capabilities and/or represent advocacy organizations that may be able to assist with bilingual needs.
  - b. The MDHHS Michigan Community Service Commission may be able to arrange for interpreters / translators through its cadre of volunteers.

- c. The ARC, MIVOAD, and other NGO partners may be able to provide or locate individuals with bilingual capabilities.
  - d. Interpreters / translators can be arranged through contracted services.
3. Provide vocational rehabilitation services through Michigan Rehabilitation Services at a Michigan Works! Service Center and/or the Michigan Career and Technical Institute (MCTI). (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
  4. Identify and make available shelter space at the Michigan Career and Technical Institute, as required. (Refer to Disaster Specific Annex: Essential Resource Shortages.)
  5. Implement the Michigan Disaster Donations Management Plan, as required. (Refer ESF 7: Logistics.)
  6. Identify volunteer opportunities for emergent volunteers through the MI Volunteer Registry or in conjunction with the MCSC. (Refer ESF 7: Logistics.)

*Michigan Department of Labor and Economic Opportunity (LEO – MCSC)*

1. Identify and coordinate volunteer resources for recovery operations through the Volunteer Michigan, AmeriCorps, or other programs. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.) Assistance through voluntary resources may include:
  - a. Persons skilled at working with physically and/or mentally challenged individuals and/or with a willingness to do so.
  - b. Transportation services for physically challenged individuals.
  - c. Interpreter / translator services for non-English speaking, deaf / hard of hearing, or blind individuals.
  - d. Animal care assistance for individuals with companion / service animals (refer to MEMP Animal Care Support Plan).
  - e. Health and medical service practitioners for specific targeted populations.
2. Provide interpreter / translator services, as required, which may include translator services for the blind/visually impaired. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Department of Licensing and Regulatory Affairs (MDLARA):*

1. Provide rehabilitation services for the blind through the Bureau of Services for Blind Persons.

*Michigan Department of Military and Veterans' Affairs (MDMVA):*

1. Identify and make available shelter space at MDMVA facilities, as required (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
 

**Note:** As the above-referenced military facilities (with the exception of the two veterans' homes) are designed primarily for use by able-bodied soldiers and support staff for training and operational activities, the accessibility of certain areas of the facilities for physically challenged evacuees may be minimal or non-existent. As a result, these facilities would be considered shelters of last resort for certain functional needs populations.
2. Identify and mobilize shelter volunteers from the Michigan Volunteer Defense Force. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Department of Natural Resources (MDNR):*

1. Provide security support at shelters (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
2. Identify and provide shelter space at state parks and recreation areas, if required. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan State Police (MSP):*

1. Assist in evacuating areas, controlling traffic, and providing security in the affected area. (Refer to ESF 1: Transportation.)
2. Identify and make available shelter space at the MSP Training Academy, as required.

*Michigan Department of Technology, Management and Budget (MDTMB):*

1. Identify and make available shelter space in MDTMB owned / managed facilities, as required.
2. Provide state-contracted supplies and services to support functional needs population sheltering operations. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Department of Transportation (MDOT):*

1. Secure additional mass transportation resources for evacuations. (Refer to ESF 1: Transportation)

*Michigan Economic Development Corporation (MEDC):*

1. Provide temporary housing assistance for functional needs populations.



## ACCESS CONTROL AND SECURITY CONSIDERATIONS

### **Planning Assumptions Specific to Access Control and Security**

With regard to access control and security efforts during Evacuation and Mass Care support operations, it is assumed:

- Without access control and adequate security provisions, it is likely that non-residents will enter evacuated areas and possibly looting unoccupied buildings or engage in other criminal activities. In addition, persons in an evacuated area may unnecessarily place themselves in harm's way and/or possibly threaten overall public safety and security through their actions (intentional or unintentional) while in the area.
- Only individuals that have a legitimate need to be in evacuated areas will be allowed to enter, and then only for a specified purpose and duration.

**Note:** Evacuees will be required to show proper identification (pictured preferable) with a street address listed in order to gain reentry into evacuated areas during an ongoing incident. If necessary, a disaster area pass system will be implemented per MSP Official Order No. 3, or a similar locally developed system.

- Access control and security functions are primarily local government law enforcement responsibilities, supplemented by state department / agency law enforcement personnel and/or private security resources when required due to lack of sufficient local personnel resources. Access control and security positions will be staffed on a 24-hour basis for the duration of the evacuation if possible.
- Volunteers assisting with access control and security have no legal authority to enforce access control and/or security restrictions, but may act as a force multiplier.

### **Key Resources**

The following key resources (i.e., organizations, programs, personnel, equipment, facilities, and resources) have been identified as being potentially relevant to access control and security efforts during state-level Evacuation and Mass Care support operations:

*MSP Troopers; MDMVA Soldiers; MDNR Conservation Officers; MDOC Corrections Officers*

These state resources can be assigned, as needed, through the SEOC to assist local law enforcement personnel with access control.

#### *MSP Disaster Area Pass System*

MSP Official Order No. 3 prescribes the use of a disaster area pass system to ensure that only authorized individuals have access to disaster areas. This system may be utilized for access control and security purposes if conditions warrant the implementation of such a system and the affected MSP field commander authorizes implementation.

**Note:** This pass system may supplement (or be used in lieu of) a locally developed disaster area pass system.

### *MDOT Resources*

The MDOT can provide barricades, electronic message boards and other traffic control devices to support access control efforts.

### *Online Volunteer Registries*

The Michigan Volunteer Registry, administered by the MDHHS - HEALTH, and Volunteer Michigan, administered by the Michigan Community Service Commission (MDLEO - MCSC), can be searched as necessary to obtain the names of individuals that are trained and experienced in law enforcement and/or security, and/or that have expressed an interest in volunteering for access control and/or security support operations. The MSP/EMHSD will work with the MDHHS - HEALTH to generate and vet a list of possible candidates for available positions based on situational needs.

### *Other Volunteer Sources*

Other potentially available sources for volunteers to assist with access control and/or security support operations include but are not limited to:

- MIVOAD, through its various member organizations.
- Michigan Citizen Corps, through Community Emergency Response Teams (CERTs.)
- MDLEO - MCSC, through the AmeriCorps program and Local Volunteer Centers.
- Area Agencies on Aging (AAAs), for senior volunteers.
- Michigan Volunteer Defense Force (MVDF.)
- Community-based groups (e.g., school or church-affiliated, service clubs, etc.)

### **Tasks and Execution**

In addition to the task assignments listed under the ESFs and relevant Disaster-Specific Procedures, plan partners should consider the following task assignments with regard to access control and security. Actual incident circumstances will dictate whether or not specific task assignments are appropriate for implementation.

Although tasks are listed numerically, **the number associated with the task has no bearing on its level of importance**; rather it is to assist users of the document to refer to specific tasks within a section and agency's list.

### *Executive Office (Governor):*

1. Control access to the disaster area utilizing protective actions. (Refer to ESF 5: Information and Planning.)
2. Prescribe the routes, modes, and destination of transportation in connection with an evacuation; and control ingress and egress to and from a stricken or threatened area, remove persons within the area, and control occupancy of premises within the area. (Refer to ESF 5: Information and Planning.)

### *MSP/EMHSD:*

1. Identify access control points for a state-initiated evacuation or in-place sheltering operation. (Refer to Disaster Specific Annex: Hazardous Materials Incidents)

### *MDLEO – MCSC:*

1. Identify and mobilize volunteers from the MCSC through local Citizen Corps Councils / Community Emergency Response Teams (CERTs) around the state. (Volunteers do not have legal authority to enforce access control and/or security restrictions. Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.) Other possible sources of volunteer resources the MCSC in conjunction with MSP/EMHSD will consider for access control and/or security support operations include but are not limited to:
  - a. MIVOAD, through its various member organizations.
  - b. MDHHS, through the MI Volunteer Registry.
  - c. MDLEO - MCSC, through the AmeriCorps program and Local Volunteer Centers.
  - d. Area Agencies on Aging (AAAs), for senior volunteers.
  - e. Michigan Volunteer Defense Force (MVDF.)
  - f. Community-based groups (e.g., school or church-affiliated, service clubs, etc.)

### *Michigan Department of Attorney General (MDAG):*

1. Provide legal assistance to state officials. (Refer to ESF 5: Information and Planning.)

### *Michigan Department of Health and Human Services (MDHHS - Health):*

1. Identify volunteer opportunities for emergent volunteers utilizing the MI Volunteer Registry or through the MDLEO/MCSC at [MDHHS - MI Volunteer Registry \(michigan.gov\)](http://MDHHS - MI Volunteer Registry (michigan.gov)) (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
2. Identify access control issues relative to the continued operation of state inpatient mental health facilities - shelter in place or evacuation as needed. (Refer to ESF 8: Health and Medical Services, and Disaster Specific Annex: Chemical, Biological, Radiological, Explosive, and Nuclear Incidents.)

*Michigan Office of Services to the Aging (MOSA):*

1. Identify access control issues relevant to the senior population. (Refer to Disaster Specific Annex: Chemical, Biological, Radiological, Explosive, and Nuclear Incidents.)

*Michigan Department of Corrections (MDOC):*

1. Identify access control issues relative to the continued operation of state correctional facilities – shelter in place or evacuation as needed.
2. Support law enforcement activities utilizing the MDOC Emergency Response Team (ERT). (Refer to ESF 13: Public Safety and Security.)

*Michigan Department of Education (MDE):*

1. Identify access control issues relative to the continued operation of the Michigan School for the Deaf – shelter in place or evacuation as needed. (Refer to ESF 13: Public Safety and Security.)

*Michigan Department of Health and Human Services (MDHHS):*

1. Identify and coordinate volunteer resources for recovery operations through MDLEO/MCSC’s partnership, the MI Volunteer Registry, the ARC, MI VOAD, other NGOs, and other partners. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

**Note:** Availability of volunteers through these various programs will be dependent on existing programmatic commitments and requirements. Also refer to the related task below regarding emergent volunteers.

2. Identify volunteer opportunities for emergent volunteers utilizing the MI Volunteer Registry or through the MDLEO/MCSC. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
3. Identify access control issues relative to the continued operation of state training and rehabilitation facilities – shelter in place or evacuation as needed. (Refer to ESF 13: Public Safety and Security.)
4. Identify access control issues relative to the continued operation of the Michigan Career and Technical Institute – shelter in place or evacuation as needed. (Refer to ESF 13: Public Safety and Security.)

*Michigan Department of Military and Veterans’ Affairs (MDMVA):*

1. Provide security support (for access control and in the evacuated area). (Refer to ESF 13: Public Safety and Security.)
2. Identify and mobilize volunteers from the Michigan Volunteer Defense Force (for access control and/or security support). (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
3. Identify access control issues relative to the continued operation of the veteran and MDMVA facilities - shelter in place or evacuation as needed. (Refer to ESF 13: Public Safety and Security.)

*Michigan Department of Natural Resources (MDNR):*

1. Support law enforcement activities. (Refer to ESF 13: Public Safety and Security.)

*Michigan State Police (MSP):*

1. Enforce the Governor’s emergency authorities – including access control and security. (Refer to the Public Safety ESF.)
2. Assist in evacuating areas, controlling traffic, and providing security in the affected area. (Refer to ESF 13: Public Safety and Security.) As required, the MSP will assist local law enforcement and/or private security resources in:
  - a. Identifying access control points for a state-initiated evacuation or in-place sheltering operation (in conjunction with the MSP/EMHSD, MDOT, and local law enforcement and public works.)
  - b. Providing security at access control points and/or in the evacuated area.
  - c. Controlling traffic at access control points and/or in the evacuated area.
  - d. With the concurrence of other participating law enforcement and/or security resources, implementing the disaster area pass system prescribed in MSP Official Order No. 3.

The affected MSP District Headquarters will provide input on the most suitable access control points based on relevant factors (e.g., roadway design, functionality and capacity, speed of onset, direction of anticipated impacts, etc.).



*Michigan Department of Technology, Management and Budget (MDTMB):*

1. Identify access control issues relative to the continued operation of critical state functions at state office facilities – shelter in place or evacuation as needed. (Refer to ESF 7: Logistics.)

*Michigan Department of Transportation (MDOT):*

1. **Provide state highway / trunkline traffic control measures, evacuation routing, and access control and perimeter points in coordination with the MSP and local jurisdictions.** (Refer to ESF 1: Transportation, and Disaster Specific Annex: Nuclear Power Plant Incident.)  
**Note:** The MDOT Region Office will provide input on the most suitable access control points based on relevant factors (e.g., roadway design, functionality, and capacity; speed of onset and direction of anticipated impacts; etc.) – including the location of construction zones which may affect access to/from the evacuated area.
2. Coordinate with the USDOT for transportation response activities, including limiting or restricting air, rail, water, and vehicular traffic. (Refer to ESF 1: Transportation, and Disaster Specific Annex: Nuclear Power Plant Incident.)
3. Provide resources to support emergency operations (barricades, message boards, etc.). (Refer to ESF 1: Transportation, and Disaster Specific Annex: Nuclear Power Plant Incident.)



### ***Planning Assumptions Specific to Evacuee Reentry***

With regard to evacuee reentry during Evacuation and Mass Care support operations, it is assumed:

- A phased reentry process may be required if a large number of evacuees are involved.
- Limited duration evacuee reentry (e.g., to obtain needed items, check on pets and property, etc.) will be allowed if conditions in the affected area have stabilized and threats to public safety and health have been significantly reduced.
- Final unrestricted reentry will be allowed when threats to public safety and health have been eliminated permanently, or to a level deemed acceptable.
- Evacuees will be required to show proper identification (pictured preferable) with a street address listed in order to gain reentry into evacuated areas during an ongoing incident.
- Reentry (access control) checkpoints will be staffed on a 24-hour basis for the duration of the evacuation when possible.
- Reentry is primarily a local government law enforcement responsibility, supplemented by state department / agency law enforcement support personnel when required due to lack of sufficient local personnel resources.

**Note:** Non-law enforcement personnel may be used for reentry purposes, but it is recognized that they have no legal authority to enforce reentry restrictions.

### ***Key Resources***

The same key resources identified as being potentially relevant to access control and security activities are also relevant to the evacuee reentry process. Refer to the “Access Control and Security Considerations” section for details.

### ***Tasks and Execution***

In addition to the task assignments listed under the ESFs and relevant Disaster-Specific Procedures, plan partners should consider the following task assignments with regard to reentry to evacuated areas. Actual incident circumstances will dictate whether or not specific task assignments are appropriate for implementation.

Although tasks are listed numerically, **the number associated with the task has no bearing on its level of importance**; rather it is to assist users of the document to refer to specific tasks within a section and agency’s list.

#### *Executive Office (Governor):*

1. Develop a reentry strategy that defines reentry conditions and time frames. (Refer Disaster Specific Annex: Nuclear Power Plant Incident.)

#### *MSP/EMHSD:*

1. Implement, monitor, and report on the reentry strategy. (Refer Disaster Specific Annex: Nuclear Power Plant Incident.)

#### *Michigan Department of Agriculture and Rural Development (MDARD):*

1. Coordinate and conduct monitoring, sampling, inspection, and regulatory services to protect human and animal food supplies and the agricultural environment. As needed, MDARD may issue quarantines, orders, and embargoes on

food products, crops, and animals (including livestock) to limit the movement and potential spread of contamination. (Refer to ESF 5: Information and Planning.)

*Michigan Department of Attorney General (MDAG):*

1. Provide legal assistance to state officials. (Refer ESF 5: Information and Planning.)

*Michigan Department of Health and Human Services (MDHHS - HEALTH):*

1. Issue health advisories and protective action guides to the public. (Refer to ESF 8: Public Health and Medical Services.)

*Michigan Department of Environment, Great Lakes, and Energy (EGLE)*

1. Monitor and report damage and impacts to critical private sector facilities, infrastructure, and systems. (Refer ESF 10: Oil and Hazardous Materials.)

*Michigan Office of Services to the Aging (MOSA):*

1. Identify and articulate reentry issues specific to the elderly in coordination with the Area Agency on Aging (AAA). (Refer to Disaster Specific Annex: Chemical, Biological, Radiological, Nuclear, Explosive Attacks.)

*Michigan Department of Corrections (MDOC):*

1. Provide assessment information on damaged state facilities and impacted state functions. (Refer ESF 3: Public Works and Engineering.)
2. Support law enforcement activities utilizing the MDOC ERT. (Refer to ESF 13: Public Safety and Security.)

*Michigan Department of Education (MDE):*

1. Provide assessment information on damaged state facilities and impacted state functions, including the Michigan School for the Deaf, if needed. (Refer ESF 3: Public Works and Engineering.)

*Michigan Department of Health and Human Services (MDHHS):*

1. Provide assessment information on damaged state facilities and impacted state functions, possibly including the MCTI. (Refer ESF 3: Public Works and Engineering.)

*Michigan Department of Military and Veterans' Affairs (MDMVA):*

1. Provide assessment information on damaged state facilities and impacted state functions. (Refer ESF 13: Public Safety and Security.)
2. Provide security support (for reentry.) (Refer ESF 13: Public Safety and Security.)

*Michigan Department of Natural Resources (MDNR):*

1. Provide assessment information on damaged state facilities and impacted state functions. (Refer ESF 3: Public Works and Engineering.)
2. Support law enforcement activities. (Refer ESF 3: Public Works and Engineering.)

*Michigan State Police (MSP):*

1. Enforce the Governor's emergency authorities. (Refer ESF 13: Public Safety and Security.)
2. Assist in evacuating areas, controlling traffic, and providing security in the affected area. As required, the MSP will assist local law enforcement and/or private security resources in:
  - a. Providing security at access control points and/or in the evacuated area during the reentry process.
  - b. Controlling traffic at access control points and/or in the evacuated area during the reentry process.
  - c. With the concurrence of other participating law enforcement and/or security resources, implementing the disaster area pass system prescribed in MSP Official Order No. 3. (Refer to ESF 1: Transportation.)
3. Provide specialized resources to support emergency operations, including aerial support. (Refer ESF 13: Public Safety and Security.)

*Michigan Department of Technology, Management and Budget (MDTMB):*

1. Provide assessment information on damaged state facilities and impacted state functions. (Refer ESF 3: Public Works and Engineering.)

*Michigan Department of Transportation (MDOT):*

1. Provide state highway / trunkline traffic control measures, evacuation routing, and access control and perimeter points, in coordination with the MSP and local jurisdictions. (Refer ESF 3: Public Works and Engineering.)
2. Coordinate with the USDOT for transportation response activities, including limiting or restricting air, rail, water, and vehicular traffic. (Refer to ESF 1: Transportation.)
3. Provide resources to support emergency operations. (Refer to ESF 1: Transportation.)



## EVACUEE ASSIMILATION (LONG-TERM)

### ***Planning Assumptions Specific to Long-Term Evacuee Assimilation***

With regard to long-term evacuee assimilation subsequent to Evacuation and Mass Care support operations involving residents from other states or Michigan residents relocating from one in-state jurisdiction to another, it is assumed:

- Under that declaration, some of the initial (immediate recovery phase) costs to the state of Michigan associated with the evacuee assimilation process will be paid by the federal government under Stafford Act, or other appropriate authorities.
- During federal government-facilitated mass evacuations, the state of Michigan leadership will not agree to accept more out-of-state evacuees than it can reasonably accommodate or afford to accommodate.
- The state of Michigan will be responsible for registering out-of-state evacuees officially designated to the state by the federal government and/or the incident-impacted state(s), for the purposes of providing assistance and maintaining security at temporary shelter facilities.
- The state of Michigan is not responsible for tracking or monitoring the whereabouts or activities of registered evacuees once they leave (of their own volition) the controlled confines of state-sponsored shelter facilities. The exception to this would be minor children temporarily separated from their family or orphaned due to incident conditions. These children will be placed in temporary custody of the State per standard Michigan Department of Health and Human Services procedure.
- Evacuees from an incident-impacted state brought to Michigan by a third party (e.g., private citizens, church, relief organization, etc.) and not officially sanctioned by the state of Michigan will remain the responsibility of that third party for the purpose of providing initial (first 72 hours in the state) support services such as shelter, food, clothing, and other basic sustenance.
- “Unofficial” evacuees will be transitioned to state support, to the extent available resources allow, once officially sanctioned evacuees are processed. The state of Michigan is not responsible for tracking or monitoring the whereabouts or activities of out-of-state evacuees – whether “official” or “unofficial” in status – once they leave (of their own volition) the controlled confines of state-sponsored shelter facilities.
- Intrastate evacuations (i.e., evacuating residents from one Michigan jurisdiction to another) will not require an extensive evacuee assimilation process.
- State department / agency support will still likely be required to aid in locating temporary housing, finding employment, amending state program registrations (if movement from one county to another occurred), and obtaining food and other basic sustenance.

### ***Long-Term Evacuees: Transitional Phases***

Out-of-state evacuees that come to Michigan due to a catastrophic incident in their home state (or in-state evacuees that relocate to another area of Michigan for the same reason) will require shelter and care for an extended period of time. Depending on the nature, scope, magnitude, severity and expected duration of the initiating incident, as well as the nature and size of the evacuated population, this care requirement could last from several days to perhaps several months. The evacuees, regardless of their place of origin or individual circumstance, will move through three distinct phases during the evacuation process. These phases include:

*Phase 1 – Staging, Assessment and Stabilization:* This initial phase is often hectic / chaotic as evacuees are quickly moved out of harm’s way and into safe areas. The evacuees are often confused and distraught as they struggle to deal

with their new circumstances and what has happened to them, their family, and their property. During this phase, the primary focus of state support efforts will be to meet the evacuees; identify and register them; move them into adequate shelter space as soon as possible; assess and address their basic needs; reunite families (as required); and provide them with as much comfort and security as is possible under the incident circumstances. Plan partner responsibilities and task assignments related to this phase are addressed in the “Evacuation Support Considerations” and “Mass Shelter Support Considerations” sections of this plan.

*Phase 2: Transfer to Transitional Living:* This phase is characterized by movement and change as evacuees are transitioned from initial mass shelter settings to more appropriate temporary housing and more definitive actions are taken to address their individual circumstances. During this phase, evacuees will have to assess their personal situation and determine if they will be relocating (to Michigan or elsewhere) or if they will be returning to their home area once incident circumstances stabilize. Until they are able to make that final decision and move, the evacuees will have to assimilate to their new area – either temporarily or permanently. Plan partner responsibilities and task assignments related to this phase are addressed in this “Evacuee Assimilation (Long-Term)” section of the plan.

*Phase 3: Return Home or Establish New Residency:* During this phase, evacuees will have made their final decision about whether to stay put, move elsewhere, or return home. Those staying in Michigan may require additional assimilation assistance as they work to become permanent residents. Those evacuees that choose to move elsewhere or return home may still require state assistance in working with FEMA and/or other agencies to make travel arrangements, resolve federal aid-related concerns, sever Michigan ties, and address other problematic issues. Plan partner responsibilities and task assignments related to this phase are also addressed in this “Evacuee Assimilation (Long-Term)” section of the plan.

### **Key Resources**

The following key resources (i.e., organizations, programs, personnel, equipment, facilities, and resources) have been identified as being potentially relevant to long-term evacuee assimilation efforts subsequent to Evacuation and Mass Care support operations involving residents from other states:

#### *ARC / NGOs*

The ARC, MIVOAD, Salvation Army, and other NGOs may be able to provide limited support to aid in assimilating long-term evacuees to Michigan. This support may include, but is not limited to the following\*:

- Assistance in finding affordable temporary or permanent housing.
- Assistance in obtaining food, clothing, furniture, appliances, transportation, and other basic necessities.
- Assistance in locating appropriate service providers for unmet personal and/or family needs.
- Assistance with crisis counseling and/or locating appropriate providers of mental health and/or medical services.
- Assistance with childcare services.
- Assistance with transport to medical appointments, employment-related appointments, or similar.
- Assistance with locating appropriate religious, educational, social / cultural organizations.
- Other types of assistance as dictated by incident and/or evacuee circumstances.

**\*Note:** Not all NGOs will provide each of these services. Each NGO has a specific range of services which it is authorized to provide and/or capable of providing. Collectively, however, NGOs are generally able to provide a wide array of services and assistance to long-term evacuees to help meet their individual needs.

#### *Online Volunteer Registries*

The Michigan Volunteer Registry, administered by the MDHHS - HEALTH, and Volunteer Michigan, administered by the Michigan Community Service Commission (MDLEO - MCSC), can be searched as necessary to obtain the names of individuals that are trained and experienced in volunteering to assist individuals with human service needs. The MSP/EMHSD and MDHHS will work with MDLEO - MCSC to generate and vet a list of possible candidates for available positions based on situational needs.

#### *Other Volunteer Sources*

Other potentially available sources for volunteers that may be able to assist long-term evacuees in assimilating to Michigan through ongoing individual contacts after the evacuees leave the initial shelter setting include but are not limited to:

- Michigan Citizen Corps, through Community Emergency Response Teams (CERTs.)
- MDLEO - MCSC, through the AmeriCorps program and Local Volunteer Centers.
- Area Agencies on Aging (AAAs), for senior volunteers.

- Michigan Volunteer Defense Force (MVDF.)
- Community-based groups (e.g., school or church-affiliated, service clubs, scouts, etc.)

#### *MDHHS - Health Regional Healthcare Coalitions*

The MDHHS - Health Regional Healthcare Coalitions can assist long-term evacuees in locating appropriate health and medical services in the areas in which they settle after leaving the initial shelter setting. The Coalitions can provide contact information for local health and medical agencies, NGO health and medical resources, private health and medical service providers, hospitals, nursing homes, and other long-term care facilities and services.

#### *Community Mental Health Agencies*

Community mental health agencies can provide mental health services to long-term evacuees, in conjunction with any involved federal and/or NGO mental health and crisis counseling resources. Assistance is normally provided offsite (in CMH office settings) once shelters are closed.

#### *MDHHS – HEALTH*

The MDHHS - Health administers a variety of health and medical programs (many in conjunction with local health departments) which may be of benefit to long-term evacuees. These include programs related to physical health, mental health, and substance abuse, pre- and post-natal care, health insurance and care coverage, and pediatrics (to name just a few). In addition, the MDHHS – Health maintains vital records (i.e., birth, death, marriage, and divorce records) which some long-term evacuees may need to replace if damaged or destroyed in the incident. Program-specific information can be disseminated to long-term evacuees at shelters, and follow up care can be arranged through appropriate service providers.

#### *Michigan State Housing Development Authority*

The MSHDA, housed within the MEDC, administers programs which create and preserve safe and decent affordable housing, and address homeless issues. The MSHDA may be able to assist long-term evacuees in finding temporary or permanent housing through its online “Michigan Housing Locator” database (a rental housing search tool) or by working with community-based organizations to identify and make available various types of housing options to meet evacuee needs.

#### *MDOS (Secretary of State offices)*

Long-term evacuees may need to obtain a Michigan driver’s license and/or register as a voter in their new Michigan locale. These arrangements can be made through the closest Secretary of State branch office, or in certain circumstances online. If necessary, Secretary of State staff can brief long-term evacuees at their temporary shelters about registration requirements and the registration process – including the types of documentation required to verify individual identity. Since this is normally a time-sensitive function (a driver’s license may be needed right away for employment purposes), this service will be provided as soon as possible after the evacuees make their temporary living arrangements in a Michigan locale.

#### *MDE (School Enrollment / Michigan School for Deaf)*

The MDE can work with long-term evacuees to get their children enrolled in local school districts so that they can continue their education while in their new locale in Michigan. In this role, the MDE can serve as liaison between local and intermediate school districts and the long-term evacuee population, providing the evacuees with both general Michigan educational requirements and locale-specific school enrollment information. The MDE can also post appropriate information on the MDE web site for viewing and downloading. Since school enrollment is normally a time-sensitive function, this service can most easily be provided in mass shelters when temporary living arrangements are being made for long-term evacuees. The MDE also operates the Michigan School for the Deaf, located in Flint, which could be of assistance to school-age long-term evacuees who are deaf or hard-of-hearing.

#### *MDLEO - Michigan Employment Agency*

The MDLARA, through the Michigan Works! Agencies, Michigan Talent Bank, and other employment programs and initiatives can assist long-term evacuees in finding employment and/or enhancing their workforce skills to enable them to enter the job market in Michigan. Assistance can be provided via online resources and/or through one of the 25 Michigan Works! Service Centers located around the state.

#### *MDLEO - Michigan Unemployment Insurance Agency*

The Michigan UIA, housed within the MDLARA, can assist long-term evacuees who have become unemployed as a result of the incident. Assistance can be provided via online resources, via telephone, or at one of the UIA’s six Problem

Resolution Offices (PROs). (The PROs are located in Detroit, Gaylord, Grand Rapids, Lansing, Livonia, Marquette, and Saginaw.)

#### *MDT*

In accordance with the Human Services ESF, the MDT can provide tax assistance to long-term evacuees to aid them in determining the state tax implications related to their individual situation (e.g., from casualty losses, unemployment, disability status, change of residence, etc.). This service can be provided through the closest MDT district office, from alternative office space obtained specifically for this purpose, or from a Disaster Recovery Center (DRC) if established. The MDT can also post appropriate information on the MDT web site for viewing and downloading.

#### *MDHHS County Offices*

The MDHHS County Offices are gateways to a wide array of human service programs that might be required by long-term evacuees.

#### *MOSA / AAAs*

The MOSA and counterpart Area Agencies on Aging (AAAs) provide a wide array of services to the elderly population. Many of these services might be required by and/or of interest to elderly long-term evacuees. Program-specific information can be disseminated to elderly long-term evacuees at shelters, and follow up care can be arranged through the AAAs and/or other appropriate service providers.

#### *FEMA Disaster Housing Plan*

FEMA's Disaster Housing Plan provides a framework for intergovernmental cooperation and coordination in meeting disaster-related sheltering and temporary housing needs. The plan offers an array of housing solutions to states and provides information on FEMA's various types of sheltering and temporary housing assistance. It is a potentially valuable resource for developing strategies for meeting the sheltering and temporary housing needs of long-term evacuees in Michigan.

#### *Local Government Advocacy Organizations / Local Governments*

The Michigan Municipal League, Michigan Association of Counties, Michigan Townships Association, Michigan Association of Regions, and Michigan local governments may be able to identify suitable temporary housing in various areas of the state that could be used for evacuees.

#### *MDARD Migrant Labor Housing*

The MDARD licenses private housing units used by migrant laborers working in Michigan during the growing and harvest seasons. These housing units are usually owned by individual farmers / growers or agricultural businesses and are for use by migrant workers under the employ of these enterprises. Although the number of units varies from year to year, typically there are several thousand licensed living units located around the state at any given time. These housing units tend to be very basic in terms of amenities and accommodations, but they could (if available) be used to temporarily house evacuees until more permanent housing options could be arranged.

#### *State Parks and Recreation Area Camping Facilities*

Though very basic in terms of amenities and accommodations, state parks and recreation areas could (if available) be used to temporarily house evacuees until arrangements could be made for more permanent housing options. Shelter options include modern and rustic cabins (with various capacities), modern campgrounds with shower and restroom buildings, and primitive campgrounds (without such facilities).

#### *Federal IHP and PAGP*

If the incident results in a federal Stafford Act declaration, the Individuals and Households Program (IHP) and/or Public Assistance Grant Program (PAGP) may be activated (upon state request and federal approval) to provide services and assistance to long-term evacuees and other incident-impacted individuals and/or communities. IHP assistance that is potentially pertinent to long-term evacuees may include but is not limited to:

- Temporary housing or rental payments.
- Provisions for expedient home repairs to make damaged homes livable and keep them occupied.
- Replacement of a destroyed home that is not covered by private insurance.
- Essential utilities activation at the temporary housing (if applicable.)
- Other basic needs as dictated by program regulations and incident circumstances.



The Other Needs Assistance (ONA) component of the IHP provides for other necessary expenses and serious needs caused by the incident, including but not limited to:

- Costs of the repair or replacement of damaged or destroyed personal property such as food, clothing, furniture, appliances, and other household necessities.
- Costs of the repair and/or replacement of a vehicle that is no longer usable because of incident-related damage.
- Costs of medical treatment or the purchase of medical equipment required because of incident-related physical injuries.
- Costs of funeral services, burial or cremation and other funeral expenses related to a death caused by the incident.
- Other incident-related costs such as generators, moving and storage expenses, etc.

Affected individuals and families do not apply for ONA but are referred for assistance based on their ability to secure a disaster loan from the SBA. If the SBA determines that an applicant cannot afford a loan, the SBA will automatically refer the applicant back to FEMA for ONA. Also, ONA applicants must have filed for insurance benefits and received a determination from the insurance provider that their property is not covered by insurance, or the insurance settlement is insufficient to meet disaster-related losses.

Initially, costs for providing this assistance may be covered under the PAGP, Category B (Emergency Protective Measures), such as was done in the 2005 nationwide Hurricane Katrina evacuation and sheltering operation. This is particularly useful in rapidly evolving incidents where services have to be provided to large numbers of evacuees quickly. Eventually, this assistance is likely to be transitioned over to the IHP – depending on incident circumstances and the types of assistance requested and granted under the declaration.

### ***Tasks and Execution***

In addition to the task assignments listed under the ESFs and relevant Disaster-Specific Procedures, plan partners should consider the following task assignments with regard to long-term evacuee assimilation. Actual incident circumstances will dictate whether or not specific task assignments are appropriate for implementation.

Although tasks are listed numerically, **the number associated with the task has no bearing on its level of importance**; rather it is to assist users of the document to refer to specific tasks within a section and agency's list.

#### *Executive Office (Governor):*

1. Accept or decline out-of-state evacuee requests.
2. Provide for temporary emergency housing which may utilize state owned/operated facilities. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services; and the "Housing Considerations" section of the MEMP Recovery Support Plan.)
3. Suspend regulatory statutes, orders, or rules. (Refer to ESF 5: Information and Planning.)
4. Authorize and control the release of public information through the SPIO in coordination with the JIS. (Refer to the Direction and Control ESF and Information and Planning ESF.)
5. Authorize the use of state resources – personnel time, facilities, equipment, supplies and materials, and financial resources. (Refer to ESF 5: Information and Planning.)
6. Seek assistance from the federal government including financial or other assistance from FEMA under the Stafford Act or other authorities. (Refer to ESF 7: Logistics.)
7. Identify and mobilize community mentors (community organizations to 'adopt' evacuees). (e.g., "Mentor Michigan" initiative under the MDLEO - MCSC).
8. Solicit donations to support evacuees, as required, and managed under the Michigan Disaster Logistics and Donations Management Plan, replaced with the Michigan Disaster Distribution Management Plan as of 2021 (MSP/EMHSD Publication 107). (Refer to the MSP/EMHSD task assignments that follow for additional information on the implementation of this plan.)

#### *MSP/EMHSD:*

1. Fill anticipated or identified resource needs. (Refer to ESF 7: Logistics.)
2. Procure resources through the EMAC / MEMAC, as appropriate (including but not limited to):
  - a. Transportation services.
  - b. Law enforcement and security.
  - c. Logistics and/or donations management.
  - d. Health and medical services.
  - e. Childcare services.

- f. Equipment (e.g., beds, chairs, port-a-potties, wheelchairs / walkers, privacy screens, personal care kits, etc.)

The MSP/EMHSD will seek resources through the EMAC and/or MEMAC, as appropriate. Resource needs may also be met by NGOs such as the ARC, MIVOAD, Salvation Army, and similar organizations. (Refer to ESF 7: Logistics.)

3. Coordinate the identification and procurement of additional temporary housing resources in conjunction with the ARC, NGOs, FEMA, the Governor's Office, and other partners. FEMA's Disaster Housing Plan will be used as a resource in this process. In addition, Michigan's local government advocacy organizations (i.e., Michigan Municipal League, Michigan Association of Counties, Michigan Townships Association, and Michigan Association of Regions) and Michigan's local governments will assist as needed. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
4. Provide technical assistance to the MCSC for disaster donations management, as required. (Refer to ESF 7: Logistics.)
5. Identify and mobilize volunteers through the MDLEO/MCSC, MI Volunteer Registry, CERTs, MI VOAD, or other partners.
6. Coordinate and administer state and federal public assistance funding which MAY be reimbursable through PAGP funds. (Refer to ESF 5: Information and Planning, or Response Procedures: Section 18 and 19 Functions.)  
**Note:** Section 19 funding assistance is only available in the absence of federal public assistance and only to local jurisdictions that are included under a Governor's "state of emergency", or "state of disaster" declaration issued under 1976 PA 390, as amended.
7. Develop informational materials for evacuees, in conjunction with the JIS and PIO.
8. Review and submit special supplemental appropriation requests to the Legislature as a matching fund for federal IA or PA grants under the Stafford Act as needed. (Both IA and PA funds may be required for a large-scale interstate or intrastate evacuation and sheltering operation.) (Refer to ESF 5: Information and Planning.)

*Michigan Department of Agriculture and Rural Development (MDARD):*

1. Assist in food procurement, safety and sanitation, and the identification and establishment of warehouses and feeding facilities. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
2. Coordinate the use of fairground facilities for temporary housing.
3. Identify vacant migrant labor housing for use as temporary housing. (Refer to Disaster Specific Annex: Essential Resource Shortages.)
4. Assist with and coordinate animal care and animal health in shelters with the local County/ Community Animal Response Teams (CARTs) and veterinarians (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Department of Attorney General (MDAG):*

1. Provide legal assistance to state officials. (Refer to ESF 5: Information and Planning.)
2. When necessary, arrange legal assistance through voluntary, state, federal, or direct MDAG assistance. (Refer to ESF 5: Information and Planning.)

*Michigan Department of Civil Rights (MDCR):*

1. Ensure equal access to disaster-related services. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
2. Identify the need for interpreter / translator services, as required, and ask LARA to provide interpreter /translator services. (Refer to ESF 5: Information and Planning.)

*Michigan Department of Health and Human Services (MDHHS - HEALTH):*

1. Facilitate the deployment of volunteer health professionals for emergency response through the MI Volunteer Registry. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
2. Coordinate appropriate medical services in coordination with Regional Healthcare Coalitions, local health departments, community mental health agencies, and service providers. (Refer to ESF 8: Public Health and Medical Services.)
3. Identify and make available space in state inpatient (non-secure areas) mental health facilities, as required. (Refer to Disaster Specific Annex: Essential Resource Shortages.)
4. Provide vital records (birth, death, marriage, divorce, etc.) replacement information to evacuees.

*Michigan Office of Services to The Aging (MOSA):*

1. Conduct a needs assessment of, and coordinate and monitor the provision of assistance to, elderly disaster victims. (Refer to the “Functional Needs Populations” section found earlier in this plan, and ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Department of Corrections (MDOC):*

1. Provide resources to support emergency operations. Assistance examples may include but are not limited to (Refer to ESF 7: Logistics.):
  - a. Furnishings (e.g., beds, desks, shelves, chairs, etc.)
  - b. Bedding (e.g., mattresses, sheets, pillows, etc.)
  - c. Laundry service for groups of evacuees.
  - d. Inmate work crews (e.g., cleanup of group housing, “Prison Built Program” for home repairs, etc.)
  - e. Freight transportation service (i.e., to move commodities via semi-truck.)
  - f. Passenger transportation service (i.e., to move evacuees by van or bus.)
2. Identify and make available space in state correctional facilities (in non-secure areas) for temporary housing, as required. (Refer to Disaster Specific Annex: Essential Resource Shortages.)

*Michigan Department of Education (MDE):*

1. Coordinate use of Michigan School for the Deaf resources to support emergency operations, potentially including dormitories. (Refer to ESF 13: Public Safety and Security.)
2. Authorize the use of USDA commodities for feeding disaster survivors (evacuees). (Refer to ESF 11: Agriculture and Natural Resources.)
3. Provide school enrollment informational materials to evacuees through the MDE PIO,
4. working with the JIS, and directly in shelters.
5. Provide school enrollment information to deaf evacuees, with the Michigan School for Deaf.
6. Coordinate general capability assessments of Michigan school districts’ ability to absorb evacuee students.
7. Monitor and track evacuee student enrollment in Michigan school districts.

*Michigan Department of Health and Human Services (MDHHS):*

1. Implement and administer the Disaster Food Stamp Program if Individual Assistance is granted. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
2. Provide liaison to the federal Individuals and Households Program (IHP) in conjunction with the State individual Assistance Officer (SIAO) from MSP/EMHSD.
3. Assist in identifying available housing resources. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
4. Register evacuees for human service programs, providing case managers as possible. (Refer to the Disaster Specific Annex: Nuclear Power Plant Incident.)
5. Identify registered childcare services for evacuees.
6. Coordinate and monitor the provision of human services to disaster survivors (evacuees) with ARC, other NGOs, and the SIAO if needed. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
7. Identify and make available shelter space at state training and rehabilitation (juvenile justice) facilities, as required. (Refer to ESF 5: Information and Planning.)
8. Identify and make available shelter space at the Michigan Career and Technical Institute (MCTI), as required.
9. Identify and coordinate volunteer resources for recovery operations in partnership with the MDLEO-MCSC, MI Volunteer Registry, MI VOAD, and other NGOs. (Refer to ESF 7: Logistics.)
10. Identify volunteer opportunities for emergent volunteers in partnership with the MDLEO-MCSC, MI VOAD, and NGOs. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Department of Insurance and Financial Services (MDIFS):*

1. Provide insurance information to disaster survivors (evacuees). (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Department of Licensing and Regulatory Affairs (MDLARA):*

1. Provide interpreter / translator services, as required. (Refer to the “Functional Needs Populations” section of this plan, and ESF 5: Information and Planning.)
2. Coordinate the establishment of group manufactured home sites for temporary disaster housing, if/when manufactured homes are provided by FEMA through the Temporary Housing Program. The MDLARA Manufactured Housing Commission and Building Division (of the Bureau of Construction Codes) have primary oversight of this process. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Department of Military and Veterans' Affairs (MDMVA):*

1. Assist eligible long-term evacuees (disabled veterans) with admission to veteran's homes.
2. Identify and make available space in the MDMVA veteran's homes, as required.

*Michigan Department of Labor and Economic Opportunity (MDLEO):*

1. Identify employment assistance resources for evacuees, utilizing the Michigan Works! Agencies, Michigan Talent Bank, and other employment programs and initiatives.

**Note:** Michigan Rehabilitation Services (MRS) within the MDHHS can provide assistance services to persons with disabilities, to enable them to gain employment and function independently. The MRS also operates the Michigan Career and Technical Institute (MCTI) for eligible adults who have a physical, mental, or emotional disability. The MCTI provides vocational and technical training programs and supportive services, to prepare persons with disabilities for gainful employment. Any of these programs would be available to long-term evacuees with qualifying disability status.

2. Provide unemployment assistance to disaster victims (through the U.S. Department of Labor's Disaster Unemployment Assistance Program) and the Michigan Unemployment Insurance Agency (UIA). (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Department of Natural Resources (MDNR):*

1. Identify and provide shelter space at state parks and recreation areas, if required, including the Ralph A. MacMullen Conference Center in Roscommon. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Department of State (MDOS):*

1. Assist evacuees with Michigan driver license and voter applications.

*Michigan State Police (MSP):*

1. Assist in evacuating areas, controlling traffic, and providing security in the affected area. (Refer to ESF 13: Public Safety and Security.)
2. Identify and make available shelter space at the MSP Training Academy, as required.

*Michigan Department of Technology, Management and Budget (MDTMB):*

1. Provide technical assistance, as required, to support the information technology aspects of state emergency operations.
2. Identify and make available shelter space in MDTMB owned / managed facilities, as required.
3. Protect employees and visitors at MDTMB owned / managed facilities with facility-specific emergency procedures. (Refer to ESF 13: Public Safety and Security.)
4. Provide information on state-contracted supplies and services (for emergency procurement). (Refer to ESF 7: Logistics.)
5. Activate the State's donations management web site, as required. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Department of Transportation (MDOT):*

1. Secure additional mass transportation resources for evacuations through contacts with local transportation authorities and departments, or using MDOT passenger vans. (Refer to ESF 1: Transportation.)

*Michigan Department of Treasury (MDT):*

1. Provide tax assistance to disaster survivors (evacuees), including at Disaster Recovery Centers (DRCs) if established. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*Michigan Economic Development Corporation (MEDC):*

1. Provide housing assistance to low- and moderate-income disaster survivors (evacuees), using the MSHDA 'Michigan Housing Locator' database, working with community-based organizations, or leveraging MEDC administrated safe and decent affordable housing programs. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
2. Assist in the identification and procurement of additional temporary housing resources in collaboration with MSHDA's "Michigan Housing Locator" database, or community-based organizations. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)

*American Red Cross (ARC):*

1. Establish and operate mass care shelters and feeding facilities for disaster victims. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
2. Provide mass care guidance to the MDHHS, support departments / agencies, and NGOs.
3. Support the management and coordination of sheltering, feeding, supplemental disaster health services, and bulk distribution of emergency relief items.
4. Support reunification efforts through the ARC "Safe and Well" website. (Refer to ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services.)
5. Provide emergency relief supplies to those in need.
6. Provide trained disaster services personnel.

*Michigan Voluntary Organizations Active in Disasters (MI VOAD), Michigan Citizen Corps, and other Nongovernmental Relief Organizations):*

1. **Provide supplemental support to evacuees, as needed and requested.** Assistance may include but is not limited to:
  - a. Basic sustenance (i.e., food, water, baby formula.)
  - b. Basic counseling (crisis / spiritual.)
  - c. Essential furnishings (e.g., beds, dining table and chairs, baby cribs, etc.)
  - d. Bedding (e.g., mattresses, sheets, pillows, etc.)
  - e. Repair assistance (i.e., cleanup / repair of temporary housing units.)
  - f. Transportation assistance (i.e., for essential purposes such as medical appointments, employment.)
  - g. Childcare assistance (i.e., for essential purposes such as medical appointments, employment.)
  - h. Essential medical equipment (e.g., wheelchairs, walkers, canes, etc.)

ARC, MIVOAD, and other NGO assistance is offered at the willingness of the volunteers and agencies, not demanded at the whim of the State. Their assistance will not be provided indefinitely, and is requested by state partners when needed.

# Attachment 1: State Shelter Summaries – MI CIMS / National Shelter System

## MI CIMS Shelter Listings

*State of Michigan.* State of Michigan departments / agencies identify state owned / operated facilities that could potentially be used as supplemental shelters, and determine facility specifications, limitations, and support requirements. These details are entered or updated in the MI CIMS Shelters board at the time the shelters are activated.

*Local Emergency Management / Homeland Security Programs.* Local emergency management programs are responsible for sharing the details of all shelters opened within their jurisdiction to support an active incident on the MI CIMS Shelters board.

*American Red Cross.* Michigan ARC chapters continue to work with local emergency management / homeland security program jurisdiction(s) to register identified shelter facilities in the MI CIMS, and to specify facility limitations and support requirements.

**Note:** All available shelters in Michigan should be added or updated with an open status in MI CIMS at the time of an incident. This includes all ARC-managed shelters, all other shelters identified and managed by local jurisdictions (independent of the ARC), and all state owned and/or operated facilities that could be used as supplemental shelters. Ideally, each entry will include the support requirements for that facility based on the number of evacuees potentially assigned to the facility, and facility capacity. Attachment 2 consists of Shelter Management requirements for 500, 1,000, 1,500, and 2,000 person shelters, which can aid in determining the necessary support requirements for shelters with capacities falling within these ranges.

## National Shelter System (NSS) Listings

*American Red Cross.* The ARC has several thousand identified Michigan shelter facilities registered in the NSS, collectively representing several hundred thousand shelter spaces. (The total number of facilities and available shelter spaces change frequently as new facilities are added or existing facility information is modified.) The ARC has a Memorandum of Agreement with each identified shelter facility owner / operator, specifying the parameters of facility usage as a shelter. Within the SEOC, ARC shelter facility information in the NSS can be accessed via the ARC SEOC representative (if present) or via the designated points of contact prescribed in the “Statement of Understanding between the State of Michigan and the American National Red Cross.”

**Note:** The NSS facilitates the nationwide tracking and reporting of shelter information during a disaster and enables ARC chapters to maintain an electronic record of all shelters, their locations and inventory. During a disaster, the NSS is the primary ARC tool for recording shelter numbers and enables speedy and efficient reporting. Registered users of the NSS are able to identify the location, managing agency, capacity, current population, needs assessment, and other relevant information for all shelters. This information helps the ARC, and its partners develop strategies to ensure prompt and effective mass care service delivery. It also serves as a valuable pre-incident planning tool.

# Attachment 2: Establishing Shelters in State Owned / Operated Facilities

## ***Shelter Inventory***

Each state department / agency is tasked in this plan to identify potential shelter space in facilities they own and/or operate, and shall enter and maintain relevant facility information in the MI CIMS using the Shelters board. This includes even those facilities that may only be able to offer shelter space for a very small number of evacuees (i.e., less than 10 individuals). When SEOC staff search for available shelter space in state owned / operated facilities to temporarily house evacuees, this inventory will be reviewed to determine possible matches. Therefore, it is critically important that department / agency EMCs maintain current shelter information in this inventory at all times.

## ***Shelter Support Mission Package Requirements***

Attached to each state facility MI CIMS shelter record will be a summary of the support requirements for that facility based on the number of evacuees potentially assigned to the facility, and facility capacity. These support requirements are based on the Shelter Management requirements for 500, 1,000, 1,500, and 2,000 person shelters, lessons learned from the 2005 Hurricane Katrina sheltering operation in Michigan, as well as other guidance sources. The shelter support requirements articulate, in specific terms, the level of support required for effective shelter operations at the facility to ensure the health, safety, and well-being of the evacuees. When developing a MI CIMS shelter record, department / agency EMCs are expected to review the appropriate attachment template (500, 1,000, 1,500, or 2,000 evacuee capacity – based on the facility's capacity as a shelter), complete the basic facility information block, make any other revisions / additions to the support requirements as would be required for effective facility operation, and then attach it to the MI CIMS shelter record for the facility. Each MI CIMS shelter record must have this attachment, or it is considered incomplete. The four attachment templates can be found on the pages that follow.

## ***Concept of Operation for Shelter Establishment and Support***

When the need to establish shelter space in state owned / operated facilities becomes apparent, relevant portions of this plan will be implemented. The catalyst will be an evacuation (interstate or intrastate) that forces the displacement of a sufficient number of individuals from their homes, with sheltering needs that cannot be adequately handled by the affected local jurisdictions and their allied NGO and private sector partners. (It must be stressed that the vast majority of incidents resulting in Evacuation and Mass Caring are adequately handled at the local jurisdiction level using locally arranged resources. This plan will be implemented when state support assistance is required due to the size and anticipated duration of the mass sheltering operation.)

### ***Interstate Evacuations***

For federal government-facilitated interstate (evacuees from out-of-state) evacuations due to catastrophic incident, the Governor will determine if the state of Michigan is willing to accept the evacuees, and if so, how many. This decision will be based on a number of factors – not the least of which is the capability of the state to adequately shelter and care for the number of evacuees requested. Once the Governor's commitment is made, the MSP/EMHSD will work with relevant organizations to arrange for facility use, and coordinate the provision of required support elements (per the MI CIMS shelter record support requirements attachment described above).

### ***Intrastate Evacuations***

For intrastate evacuations (evacuees from Michigan jurisdictions), the MSP/EMHSD will first determine if local resources are adequate to address the mass shelter and care needs, and if state assistance is required to supplement local capabilities. If this assessment determines that state support assistance with mass shelter and care is required, the MSP/EMHSD will work with relevant agencies and organizations (as described above in "Interstate Evacuations") for facility use and the provision of required support elements.

**State Shelter Support Requirements – 500 Evacuees\***  
 (Attachment to MI CIMS Shelter Record\*\*)

FACILITY BASIC INFORMATION	
<b>Facility Name / Location:</b>	
<b>Facility Steward (Agency):</b>	
<b>Agency Running Shelter:</b>	
<b>Mission Purpose / Task:</b>	Provide a shelter and management team for up to 500 evacuees for up to two weeks. The facility will provide at least 20,000 square feet of usable space for sleeping and general shelter activities (in accordance with ARC recommendations).
<b>Mission Areas Supported:</b>	Oversight and management in the following areas: <ul style="list-style-type: none"> <li>• Shelter Management.</li> <li>• Roster / Database of Sheltered Individuals.</li> <li>• Feeding Operations.</li> <li>• Procurement of Shelter Supplies.</li> <li>• Shelter Status Reports, as required.</li> <li>• Shelter Safety and Security.</li> <li>• First Aid / Medical Services.</li> <li>• Companion Animal Care Coordination.</li> <li>• Shelter Entertainment / Recreation Activities.</li> <li>• Child Care Services.</li> <li>• Spiritual / Faith Based Needs.</li> <li>• Counseling Services.</li> <li>• IT and Communications at Shelter.</li> </ul>

**Checklist of Support Requirements for Effective Facility Operation – 500 Evacuees\*\*\*:**

AGENCY / ORGANIZATION	Support Requirements – DEDICATED SPACES
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for the storage and care of pets. May be onsite or off site – depending on anticipated numbers and types of animals. Ideally, will be climate controlled.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Enclosed space with tables / chairs for onsite feeding operations. Ideally, will have kitchen for meal preparation and be able to accommodate all 500 evacuees at one time. May require use of portable feeding canteen(s) to provide meals.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Sanitation facilities and services to accommodate 500 evacuees, including families with small children. May require use of portable facilities to augment existing onsite facilities. (Sanitation facilities include showers, wash basins, toilets, trash containers and dumpsters. Sanitation services include trash removal, kitchen / food service area cleaning, floor sweeping / mopping, and general clean up.)</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Onsite space for general recreation and entertainment activities and childcare. Ideally, will include both outdoor (e.g., open lawn area, sports courts, etc.) and indoor (e.g., gym, activity room, library / reading room, etc.) areas.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for disabled / other functional needs individuals – ideally away from the general shelter population.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for first aid / medical care services – ideally away from the evacuee sleeping and activity areas.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for counseling services – ideally away from the evacuee sleeping and activity areas.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Dedicated indoor space for onsite computer terminals to allow evacuee access to the Internet and basic word processing.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for the temporary storage and sorting of donated goods and/or procured commodities. May be onsite or off site – depending on anticipated volume and types of donated goods and/or commodities. Ideally, will be climate controlled.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Dedicated workspace for the shelter management team as well as logistics and donations management operations (if implemented). Ideally, this space will be enclosed and away from the evacuee sleeping and activity areas.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Other (specify):</li> </ul>



**Checklist of Support Requirements for Effective Facility Operation – 500 Evacuees\*\*\* (cont.):**

AGENCY / ORGANIZATION	Support Requirements – EQUIPMENT / SUPPLIES
Addressed by:	<p><b><u>Furniture</u></b>                      500 cots / bedding sets                      Tables and chairs to accommodate 500 evacuees for meals (may require phased meal service)</p>
Addressed by:	<p><b><u>Information Technology</u></b>                      14 short range radios (VHF or UHF)                      28 cell phones                      1 GPS units                      15 air cards                      15 USB jump drives                      3 all-in-one printers                      15 laptop computers with power supply and printer                      1 ID badge equipment and supplies (optional)                      Televisions to accommodate 500 evacuees (optional)</p>
Addressed by:	<p><b><u>Vehicles</u></b>                      7 staff vehicles                      Mass transit vehicles to accommodate groups of evacuees, as required</p>
Addressed by: ARC	<p><b><u>Red Cross Materials</u></b>                      10 pk/50 disaster shelter registration forms (F5972)                      10 pk disaster field ID kit (A4123 and/or A4123 for Spanish)                      4 temporary name badges (F6712 shipped in pk/150) with holders</p>
Addressed by:	<p><b><u>Office / General Supply Kit</u></b>                      4 easels with paper and markers                      12 ballpoint pens                      1 package of 3"x5" cards                      2 clipboards                      4 paper tablets                      2 staplers                      1 box of staples                      2 boxes of paper clips                      1 manual hole punch                      2 large permanent markers                      1 box of thumbtacks                      2 rolls of masking tape                      1 roll of scotch tape                      1 package of rubber bands                      1 pair of scissors                      1 box of file folders                      1 pad of easel paper                      1 3-ring binder with tab dividers                      1 whistle                      1 roll of orange or yellow traffic control tape                      1 box of trash bags (50)                      2 rolls of paper towels                      1 bottle of all-purpose cleaner                      1 flashlight                      1 electric lantern                      flashlight batteries                      lantern batteries                      1 battery-operated radio                      1 package of antiseptic pre-moistened towelettes (50)                      sports equipment / games to accommodate 500 evacuees (will depend on available facilities)</p>
Addressed by:	<p><b><u>Sanitation (as required – to provide / supplement onsite facilities) / Personal Care</u></b>                      Portable showers / wash basins to accommodate 500 evacuees                      Portable toilets to accommodate 500 evacuees                      5 brooms / dustpans                      2 mop buckets / mops                      10 large (50+ gallon) trash containers and 100 large plastic trash bags for liners                      200 rolls of toilet tissue                      5 packages of disposable diapers (50)                      5 boxes of sanitary napkins (50)                      10 boxes of facial tissue                      500 personal care kits (toothbrush / paste, soap, shampoo, washcloth, towel, comb, etc.)</p>

AGENCY / ORGANIZATION	Support Requirements – EQUIPMENT / SUPPLIES
Addressed by:	100 rolls of paper towels 15 packages of antiseptic pre-moistened towelettes (50) laundry service to accommodate 500 evacuees (if stay is longer than one week)  <u><b>Miscellaneous Equipment</b></u> Portable generator (if not available onsite) – specifications TBD by SEOC / facility staff Service animal handling / care / sheltering equipment – refer to MEMP Animal Care Support Plan

**Checklist of Support Requirements for Effective Facility Operation – 500 Evacuees\*\*\* (cont.):**

AGENCY / ORGANIZATION	Support Requirements – PERSONNEL
Addressed (overall staffing) by:	(28 primary + 52 optional = 80 total personnel; 24- hour operations x 12-hour shifts)
Position filled by:	1 Shelter Manager
Positions filled by:	4 Shift Supervisor
Positions filled by:	9 Registration Staff
Positions filled by:	2 Safety / Security Supervisor
Positions filled by:	14 Security Officers (optional)
Positions filled by:	5 First Aid Station Staff (LPN or Paramedic) (optional)
Positions filled by:	2 Feeding Services Manager
Positions filled by:	12 Feeding Services Staff (optional)
Position filled by:	1 Service Animal / Pet Coordinator
Position filled by:	1 Activities / Recreation Coordinator
Position filled by:	1 Child Care Supervisor
Position filled by:	1 Child Care Staff for each 6 children (optional)
Positions filled by:	2 Dormitory Supervisor
Positions filled by:	12 Dormitory Staff (optional)
Positions filled by:	2 IT and Communication Staff
Positions filled by:	2 Maintenance Services Supervisor
Positions filled by:	7 Maintenance Services Staff (optional)
Positions filled by:	1 Logistics and Supply Supervisor (may also include donated goods)
Position filled by:	2 Logistics and Supply Staff (optional)
Positions filled by:	(optional) = personnel that will enhance operational effectiveness but are not absolutely required if sufficient resources are not available (i.e., from state departments / agencies, federal agencies, NGOs, locally, or via EMAC / MEMAC)

AGENCY / ORGANIZATION	Support Requirements – LOGISTICS / DONATIONS
Addressed by:	<p>Depending on the actual number of evacuees, facility stockpiles, and the flow of unsolicited donations of goods and services, there may be a need to implement logistics management and donations management operations onsite. At a minimum, these operations will consist of the following elements:</p> <ul style="list-style-type: none"> <li>• A management center with a dedicated computer terminal and telephone for EACH function.</li> <li>• A dedicated management center coordinator for onsite logistics and/or donations management activities.</li> <li>• An enclosed storage area (onsite or off site) to temporarily store and sort procured commodities and donated goods prior to distribution. (Note: Depending on the source, type, condition, and appropriateness of donated goods, they may be used to meet the basic care needs of evacuees.)</li> <li>• An appropriate truck unloading area (preferably covered), if onsite storage is used.</li> </ul> <p>Onsite logistics and donations management operations will be consistent with the process and procedures prescribed in the Michigan Disaster Logistics and Donations Management Plan (MSP/EMHSD Publication 107), a support plan to the MEMP Resource Support and Human Services ESFs.</p>

\*Based on Shelter Management requirements Packages for 500, 1,000, 1,500, and 2,000 person shelters.

\*\*Refer to the MI CIMS shelter record for additional details regarding this facility.

\*\*\*Support that must be provided by state departments / agencies, local agencies, federal agencies, NGOs, private contractors, or volunteers. Unless pre-addressed by the facility owner / operator, the assignment of specific tasks related to these support requirements will be made in the SEOC, based on incident and facility conditions, the anticipated number and type of evacuees, the anticipated duration of the shelter operation, and other pertinent factors. Assignments may vary from incident to incident depending on current conditions, capabilities, needs, and timeframes.

**State Shelter Support Requirements – 1,000 Evacuees\***  
 (Attachment to MI CIMS Shelter Record\*\*)

<b>FACILITY BASIC INFORMATION</b>	
<b>Facility Name / Location:</b>	
<b>Facility Steward (Agency):</b>	
<b>Agency Running Shelter:</b>	
<b>Mission Purpose / Task:</b>	Provide a shelter and management team for up to 1,000 evacuees for up to two weeks. The facility will provide at least 40,000 square feet of usable space for sleeping and general shelter activities (in accordance with ARC recommendations).
<b>Mission Areas Supported:</b>	Oversight and management in the following areas: <ul style="list-style-type: none"> <li>• Shelter Management</li> <li>• Roster / Database of Sheltered Individuals</li> <li>• Feeding Operations</li> <li>• Procurement of Shelter Supplies</li> <li>• Shelter Status Reports, as required</li> <li>• Shelter Safety and Security</li> <li>• First Aid / Medical Services</li> <li>• Companion Animal Care Coordination</li> <li>• Shelter Entertainment / Recreation Activities</li> <li>• Child Care Services</li> <li>• Spiritual / Faith Based Needs</li> <li>• Counseling Services</li> <li>• IT and Communications at Shelter</li> </ul>

**Checklist of Support Requirements for Effective Facility Operation – 1,000 Evacuees\*\*\*:**

<b>AGENCY / ORGANIZATION</b>	<b>Support Requirements – DEDICATED SPACES</b>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for the storage and care of pets. May be onsite or off site – depending on anticipated numbers and types of animals. Ideally, will be climate controlled.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Enclosed space with tables / chairs for onsite feeding operations. Ideally, will have kitchen for meal preparation and be able to accommodate all 1,000 evacuees at one time. May require use of portable feeding canteen(s) to provide meals.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Sanitation facilities and services to accommodate 1,000 evacuees, including families with small children. May require use of portable facilities to augment existing onsite facilities. (Sanitation facilities include showers, wash basins, toilets, trash containers, and dumpsters. Sanitation services include trash removal, kitchen / food service area cleaning, floor sweeping / mopping, and general clean up.)</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Onsite space for general recreation and entertainment activities and childcare. Ideally, will include both outdoor (e.g., open lawn area, sports courts, etc.) and indoor (e.g., gym, activity room, library / reading room, etc.) areas.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for disabled / other functional needs individuals – ideally away from the general shelter population.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for first aid / medical care services – ideally away from the evacuee sleeping and activity areas.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for counseling services – ideally away from the evacuee sleeping and activity areas.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Dedicated indoor space for onsite computer terminals to allow evacuee access to the Internet and basic word processing.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for the temporary storage and sorting of donated goods and/or procured commodities. May be onsite or off site – depending on anticipated volume and types of donated goods and/or commodities. Ideally, will be climate controlled.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Dedicated workspace for the shelter management team as well as logistics and donations management operations (if implemented). Ideally, this space will be enclosed and away from the evacuee sleeping and activity areas.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Other (specify):</li> </ul>

**Checklist of Support Requirements for Effective Facility Operation – 1,000 Evacuees\*\*\* (cont.):**

AGENCY / ORGANIZATION	Support Requirements – EQUIPMENT / SUPPLIES
Addressed by:	<p><b><u>Furniture</u></b>            1,000 cots / bedding sets            Tables and chairs to accommodate 1,000 evacuees for meals (may require phased meal service)</p>
Addressed by:	<p><b><u>Information Technology</u></b>            18 short range radios (VHF or UHF)            36 cell phones            1 GPS units            15 air cards            15 USB jump drives            3 all-in-one printers            15 laptop computers with power supply and printer            1 ID badge equipment and supplies (optional)            Televisions to accommodate 1,000 evacuees (optional)</p>
Addressed by:	<p><b><u>Vehicles</u></b>            9 staff vehicles            Mass transit vehicles to accommodate groups of evacuees, as required</p>
Addressed by: ARC	<p><b><u>Red Cross Materials</u></b>            20 pk/50 disaster shelter registration forms (F5972)            20 pk disaster field ID kit (A4123 and/or A4123 for Spanish)            7 temporary name badges (F6712 shipped in pk/150) with holders</p>
Addressed by:	<p><b><u>Office / General Supply Kit</u></b>            4 easels with paper and markers            12 ballpoint pens            1 package of 3"x5" cards            2 clipboards            4 paper tablets            2 staplers            1 box of staples            2 boxes of paper clips            1 manual hole punch            2 large permanent markers            1 box of thumbtacks            2 rolls of masking tape            1 role of scotch tape            1 package of rubber bans            1 pair of scissors            1 box of file folders            1 pad of easel paper            1 3-ring binder with tab dividers            1 whistle            1 roll of orange or yellow traffic control tape            1 box of trash bags (50)            2 rolls of paper towels            1 bottle of all-purpose cleaner            1 flashlight            1 electric lantern            flashlight batteries            lantern batteries            1 battery-operated radio            2 packages of antiseptic pre-moistened towelettes (50)            sports equipment / games to accommodate 1,000 evacuees (will depend on available facilities)</p>
Addressed by:	<p><b><u>Sanitation (as required – to provide / supplement onsite facilities) / Personal Care</u></b>            Portable showers / wash basins to accommodate 1,000 evacuees            Portable toilets to accommodate 1,000 evacuees            7 brooms / dustpans            3 mop buckets / mops            15 large (50+ gallon) trash containers and 150 large plastic trash bags for liners            300 rolls of toilet tissue            7 packages of disposable diapers (50)            7 boxes of sanitary napkins (50)            15 boxes of facial tissue            1,000 personal care kits (toothbrush / paste, soap, shampoo, washcloth, towel, comb, etc.)            150 rolls of paper towels            20 packages of antiseptic pre-moistened towelettes (50)            laundry service to accommodate 1,000 evacuees (if stay is longer than one week)</p>

AGENCY / ORGANIZATION	Support Requirements – EQUIPMENT / SUPPLIES
Addressed by:	<b>Miscellaneous Equipment</b> Portable generator (if not available onsite) – specifications TBD by SEOC / facility staff Service animal handling / care / sheltering equipment – refer to MEMP Animal Care Support Plan

**Checklist of Support Requirements for Effective Facility Operation – 1,000 Evacuees\*\*\* (cont.):**

AGENCY / ORGANIZATION	Support Requirements – PERSONNEL
Addressed (overall staffing) by:	(36 primary + 84 optional = 120 total personnel; 24- hour operations x 12-hour shifts)
Position filled by:	1 Shelter Manager
Positions filled by:	5 Shift Supervisor
Positions filled by:	12 Registration Staff
Positions filled by:	2 Safety / Security Supervisor
Positions filled by:	24 Security Officers (optional)
Positions filled by:	15 First Aid Station Staff (LPN or Paramedic) (optional)
Positions filled by:	2 Feeding Services Manager
Positions filled by:	14 Feeding Services Staff (optional)
Position filled by:	2 Service Animal / Pet Coordinator
Position filled by:	2 Activities / Recreation Coordinator
Position filled by:	1 Child Care Supervisor
Position filled by:	1 Child Care Staff for each 6 children (optional)
Positions filled by:	2 Dormitory Supervisor
Positions filled by:	16 Dormitory Staff (optional)
Positions filled by:	3 IT and Communication Staff
Positions filled by:	3 Maintenance Services Supervisor
Positions filled by:	12 Maintenance Services Staff (optional)
Position filled by:	1 Logistics and Supply Supervisor (may also include donated goods)
Positions filled by:	3 Logistics and Supply Staff (optional)
	<i>(optional) = personnel that will enhance operational effectiveness but are not absolutely required if sufficient resources are not available (i.e., from state departments / agencies, federal agencies, NGOs, locally, or via EMAC / MEMAC)</i>

AGENCY / ORGANIZATION	Support Requirements – LOGISTICS / DONATIONS
Addressed by:	<p>Depending on the actual number of evacuees, facility stockpiles, and the flow of unsolicited donations of goods and services, there may be a need to implement logistics management and donations management operations onsite. At a minimum, these operations will consist of the following elements:</p> <ul style="list-style-type: none"> <li>• A management center with a dedicated computer terminal and telephone for EACH function.</li> <li>• A dedicated management center coordinator for onsite logistics and/or donations management activities.</li> <li>• An enclosed storage area (onsite or off site) to temporarily store and sort procured commodities and donated goods prior to distribution. (Note: Depending on the source, type, condition, and appropriateness of donated goods, they may be used to meet the basic care needs of evacuees.)</li> <li>• An appropriate truck unloading area (preferably covered) if onsite storage is used.</li> </ul> <p>Onsite logistics and donations management operations will be consistent with the process and procedures prescribed in the Michigan Disaster Logistics and Donations Management Plan (MSP/EMHSD Publication 107), a support plan to the MEMP Resource Support and Human Services ESFs.</p>

\*Based on Shelter Management requirements Packages for 500, 1,000, 1,500, and 2,000 person shelters.

\*\*Refer to the MI CIMS shelter record for additional details regarding this facility.

\*\*\*Support that must be provided by state departments / agencies, local agencies, federal agencies, NGOs, private contractors, or volunteers. Unless pre-addressed by the facility owner / operator, the assignment of specific tasks related to these support requirements will be made in the SEOC, based on incident and facility conditions, the anticipated number and type of evacuees, the anticipated duration of the shelter operation, and other pertinent factors. Assignments may vary from incident to incident depending on current conditions, capabilities, needs, and timeframes.

**State Shelter Support Requirements – 1,500 Evacuees\***

FACILITY BASIC INFORMATION	
<b>Facility Name / Location:</b>	
<b>Facility Steward (Agency):</b>	
<b>Agency Running Shelter:</b>	
<b>Mission Purpose / Task:</b>	Provide a shelter and management team for up to 1,500 evacuees for up to two weeks. The facility will provide at least 60,000 square feet of usable space for sleeping and general shelter activities (in accordance with ARC recommendations).
<b>Mission Areas Supported:</b>	<p>Oversight and management in the following areas:</p> <ul style="list-style-type: none"> <li>• Shelter Management</li> <li>• Roster / Database of Sheltered Individuals</li> <li>• Feeding Operations</li> <li>• Procurement of Shelter Supplies</li> <li>• Shelter Status Reports, as required</li> <li>• Shelter Safety and Security</li> <li>• First Aid / Medical Services</li> <li>• Companion Animal Care Coordination</li> <li>• Shelter Entertainment / Recreation Activities</li> <li>• Child Care Services</li> <li>• Spiritual / Faith Based Needs</li> <li>• Counseling Services</li> <li>• IT and Communications at Shelter</li> </ul>

**Checklist of Support Requirements for Effective Facility Operation – 1,500 Evacuees\*\*\*:**

AGENCY / ORGANIZATION	Support Requirements – DEDICATED SPACES
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for the storage and care of pets. May be onsite or off site – depending on anticipated numbers and types of animals. Ideally, will be climate controlled.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Enclosed space with tables / chairs for onsite feeding operations. Ideally, will have kitchen for meal preparation and be able to accommodate all 1,500 evacuees at one time. May require use of portable feeding canteen(s) to provide meals.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Sanitation facilities and services to accommodate 1,500 evacuees, including families with small children. May require use of portable facilities to augment existing onsite facilities. (Sanitation facilities include showers, wash basins, toilets, trash containers, and dumpsters. Sanitation services include trash removal, kitchen / food service area cleaning, floor sweeping / mopping, and general clean up.)</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Onsite space for general recreation and entertainment activities and childcare. Ideally, will include both outdoor (e.g., open lawn area, sports courts, etc.) and indoor (e.g., gym, activity room, library / reading room, etc.) areas.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for disabled / other functional needs individuals – ideally away from the general shelter population.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for first aid / medical care services – ideally away from the evacuee sleeping and activity areas.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for counseling services – ideally away from the evacuee sleeping and activity areas.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Dedicated indoor space for onsite computer terminals to allow evacuee access to the Internet and basic word processing.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for the temporary storage and sorting of donated goods and/or procured commodities. May be onsite or off site – depending on anticipated volume and types of donated goods and/or commodities. Ideally, will be climate controlled.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Dedicated workspace for the shelter management team as well as logistics and donations management operations (if implemented). Ideally, this space will be enclosed and away from the evacuee sleeping and activity areas.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Other (specify):</li> </ul>



**Checklist of Support Requirements for Effective Facility Operation – 1,500 Evacuees\*\*\* (cont.):**

AGENCY / ORGANIZATION	Support Requirements – EQUIPMENT / SUPPLIES
Addressed by:	<p><b><u>Furniture</u></b>                      1,500 cots / bedding sets                      Tables and chairs to accommodate 1,500 evacuees for meals (may require phased meal service)</p>
Addressed by:	<p><b><u>Information Technology</u></b>                      21 short range radios (VHF or UHF)                      42 cell phones                      1 GPS units                      15 air cards                      15 USB jump drives                      3 all-in-one printers                      15 laptop computers with power supply and printer                      1 ID badge equipment and supplies (optional)                      Televisions to accommodate 500 evacuees (optional)</p>
Addressed by:	<p><b><u>Vehicles</u></b>                      11 staff vehicles                      Mass transit vehicles to accommodate groups of evacuees, as required</p>
Addressed by: ARC	<p><b><u>Red Cross Materials</u></b>                      30 pk/50 disaster shelter registration forms (F5972)                      30 pk disaster field ID kit (A4123 and/or A4123 for Spanish)                      10 temporary name badges (F6712 shipped in pk/150) with holders</p>
Addressed by:	<p><b><u>Office / General Supply Kit</u></b>                      4 easels with paper and markers                      12 ballpoint pens                      1 package of 3"x5" cards                      2 clipboards                      4 paper tablets                      2 staplers                      1 box of staples                      2 boxes of paper clips                      1 manual hole punch                      2 large permanent markers                      1 box of thumbtacks                      2 rolls of masking tape                      1 role of scotch tape                      1 package of rubber bans                      1 pair of scissors                      1 box of file folders                      1 pad of easel paper                      1 3-ring binder with tab dividers                      1 whistle                      1 roll of orange or yellow traffic control tape                      1 box of trash bags (50)                      2 rolls of paper towels                      1 bottle of all-purpose cleaner                      1 flashlight                      1 electric lantern                      flashlight batteries                      lantern batteries                      1 battery-operated radio                      3 packages of antiseptic pre-moistened towelettes (50)                      sports equipment / games to accommodate 1,500 evacuees (will depend on available facilities)</p>
Addressed by:	<p><b><u>Sanitation (as required – to provide / supplement onsite facilities) / Personal Care</u></b>                      Portable showers / wash basins to accommodate 1,500 evacuees                      Portable toilets to accommodate 1,500 evacuees                      9 brooms / dustpans                      4 mop buckets / mops                      20 large (50+ gallon) trash containers and 200 large plastic trash bags for liners                      400 rolls of toilet tissue                      9 packages of disposable diapers (50)                      9 boxes of sanitary napkins (50)                      20 boxes of facial tissue                      1,500 personal care kits (toothbrush / paste, soap, shampoo, washcloth, towel, comb, etc.)                      175 rolls of paper towels                      20 packages of antiseptic pre-moistened towelettes (50)                      laundry service to accommodate 1,500 evacuees (if stay is longer than one week)</p>

AGENCY / ORGANIZATION	Support Requirements – EQUIPMENT / SUPPLIES
Addressed by:	<b>Miscellaneous Equipment</b> Portable generator (if not available onsite) – specifications TBD by SEOC / facility staff Service animal handling / care / sheltering equipment – refer to MEMP Animal Care Support Plan

**Checklist of Support Requirements for Effective Facility Operation – 1,500 Evacuees\*\*\* (cont.):**

AGENCY / ORGANIZATION	Support Requirements – PERSONNEL
Addressed (overall staffing) by:	(42 primary + 106 optional = 148 total personnel; 24- hour operations x 12-hour shifts)
Position filled by:	1 Shelter Manager
Positions filled by:	6 Shift Supervisor
Positions filled by:	15 Registration Staff
Positions filled by:	2 Safety / Security Supervisor
Positions filled by:	<i>34 Security Officers (optional)</i>
Positions filled by:	<i>20 First Aid Station Staff (LPN or Paramedic) (optional)</i>
Positions filled by:	2 Feeding Services Manager
Position filled by:	<i>16 Feeding Services Staff (optional)</i>
Position filled by:	3 Service Animal / Pet Coordinator
Position filled by:	3 Activities / Recreation Coordinator
Position filled by:	1 Child Care Supervisor
Position filled by:	<i>1 Child Care Staff for each 6 children (optional)</i>
Positions filled by:	2 Dormitory Supervisor
Positions filled by:	<i>18 Dormitory Staff (optional)</i>
Positions filled by:	3 IT and Communication Staff
Positions filled by:	3 Maintenance Services Supervisor
Positions filled by:	<i>14 Maintenance Services Staff (optional)</i>
Position filled by:	1 Logistics and Supply Supervisor (may also include donated goods)
Positions filled by:	<i>4 Logistics and Supply Staff (optional)</i>
	<i>(optional) = personnel that will enhance operational effectiveness but are not absolutely required if sufficient resources are not available (i.e., from state departments / agencies, federal agencies, NGOs, locally, or via EMAC / MEMAC)</i>

AGENCY / ORGANIZATION	Support Requirements – LOGISTICS / DONATIONS
Addressed by:	<p>Depending on the actual number of evacuees, facility stockpiles, and the flow of unsolicited donations of goods and services, there may be a need to implement logistics management and donations management operations onsite. At a minimum, these operations will consist of the following elements:</p> <ul style="list-style-type: none"> <li>• A management center with a dedicated computer terminal and telephone for EACH function.</li> <li>• A dedicated management center coordinator for onsite logistics and and/or donations management activities.</li> <li>• An enclosed storage area (onsite or off site) to temporarily store and sort procured commodities and donated goods prior to distribution. (Note: Depending on the source, type, condition, and appropriateness of donated goods, they may be used to meet the basic care needs of evacuees.)</li> <li>• An appropriate truck unloading area (preferably covered) if onsite storage is used.</li> </ul> <p>Onsite logistics and donations management operations will be consistent with the process and procedures prescribed in the Michigan Disaster Logistics and Donations Management Plan (MSP/EMHSD Publication 107), a support plan to the MEMP Resource Support and Human Services ESFs.</p>

\*Based on Shelter Management requirements Packages for 500, 1,000, 1,500, and 2,000 person shelters.

\*\*Refer to the MI CIMS shelter record for additional details regarding this facility.

\*\*\*Support that must be provided by state departments / agencies, local agencies, federal agencies, NGOs, private contractors, or volunteers. Unless pre-addressed by the facility owner / operator, the assignment of specific tasks related to these support requirements will be made in the SEOC, based on incident and facility conditions, the anticipated number and type of evacuees, the anticipated duration of the shelter operation, and other pertinent factors. Assignments may vary from incident to incident depending on current conditions, capabilities, needs, and timeframes.

**State Shelter Support Requirements – 2,000 Evacuees\***

FACILITY BASIC INFORMATION	
<b>Facility Name / Location:</b>	
<b>Facility Steward (Agency):</b>	
<b>Agency Running Shelter:</b>	
<b>Mission Purpose / Task:</b>	Provide a shelter and management team for up to 2,000 evacuees for up to two weeks. The facility will provide at least 80,000 square feet of usable space for sleeping and general shelter activities (in accordance with ARC recommendations).
<b>Mission Areas Supported:</b>	<p>Oversight and management in the following areas:</p> <ul style="list-style-type: none"> <li>• Shelter Management</li> <li>• Roster / Database of Sheltered Individuals</li> <li>• Feeding Operations</li> <li>• Procurement of Shelter Supplies</li> <li>• Shelter Status Reports, as required</li> <li>• Shelter Safety and Security</li> <li>• First Aid / Medical Services</li> <li>• Companion Animal Care Coordination</li> <li>• Shelter Entertainment / Recreation Activities</li> <li>• Child Care Services</li> <li>• Spiritual / Faith Based Needs</li> <li>• Counseling Services</li> <li>• IT and Communications at Shelter</li> </ul>

**Checklist of Support Requirements for Effective Facility Operation – 2,000 Evacuees\*\*\*:**

AGENCY / ORGANIZATION	Support Requirements – DEDICATED SPACES
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for the storage and care of pets. May be onsite or off site – depending on anticipated numbers and types of animals. Ideally, will be climate controlled.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Enclosed space with tables / chairs for onsite feeding operations. Ideally, will have kitchen for meal preparation and be able to accommodate all 2,000 evacuees at one time. May require use of portable feeding canteen(s) to provide meals.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Sanitation facilities and services to accommodate 2,000 evacuees, including families with small children. May require use of portable facilities to augment existing onsite facilities. (Sanitation facilities include showers, wash basins, toilets, trash containers, and dumpsters. Sanitation services include trash removal, kitchen / food service area cleaning, floor sweeping / mopping, and general clean up.)</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Onsite space for general recreation and entertainment activities and childcare. Ideally, will include both outdoor (e.g., open lawn area, sports courts, etc.) and indoor (e.g., gym, activity room, library / reading room, etc.) areas.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for disabled / other functional needs individuals – ideally away from the general shelter population.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for first aid / medical care services – ideally away from the evacuee sleeping and activity areas.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for counseling services – ideally away from the evacuee sleeping and activity areas.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Dedicated indoor space for onsite computer terminals to allow evacuee access to the Internet and basic word processing.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Separate enclosed space for the temporary storage and sorting of donated goods and/or procured commodities. May be onsite or off site – depending on anticipated volume and types of donated goods and/or commodities. Ideally, will be climate controlled.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Dedicated workspace for the shelter management team as well as logistics and donations management operations (if implemented). Ideally, this space will be enclosed and away from the evacuee sleeping and activity areas.</li> </ul>
Addressed by:	<ul style="list-style-type: none"> <li>• Other (specify):</li> </ul>
Addressed by:	

**Checklist of Support Requirements for Effective Facility Operation – 2,000 Evacuees\*\*\* (cont.):**

AGENCY / ORGANIZATION	Support Requirements – EQUIPMENT / SUPPLIES
Addressed by:	<p><b>Furniture</b>                      2,000 cots / bedding sets                      Tables and chairs to accommodate 2,000 evacuees for meals (may require phased meal service)</p>
Addressed by:	<p><b>Information Technology</b>                      26 short range radios (VHF or UHF)                      51 cell phones                      1 GPS units                      20 air cards                      4 all-in-one printers                      20 laptop computers with power supply and printer                      1 ID badge equipment and supplies (optional)                      Televisions to accommodate 2,000 evacuees (optional)</p>
Addressed by:	<p><b>Vehicles</b>                      14 staff vehicles                      Mass transit vehicles to accommodate groups of evacuees, as required</p>
Addressed by: ARC	<p><b>Red Cross Materials</b>                      40 pk/50 disaster shelter registration forms (F5972)                      40 pk disaster field ID kit (A4123 and/or A4123 for Spanish)                      13 temporary name badges (F6712 shipped in pk/150) with holders</p>
Addressed by:	<p><b>Office / General Supply Kit</b>                      4 easels with paper and markers                      12 ballpoint pens                      1 package of 3"x5" cards                      2 clipboards                      4 paper tablets                      2 staplers                      1 box of staples                      2 boxes of paper clips                      1 manual hole punch                      2 large permanent markers                      1 box of thumbtacks                      2 rolls of masking tape                      1 role of scotch tape                      1 package of rubber bans                      1 pair of scissors                      1 box of file folders                      1 pad of easel paper                      1 3-ring binder with tab dividers                      1 whistle                      1 roll of orange or yellow traffic control tape                      1 box of trash bags (50)                      2 rolls of paper towels                      1 bottle of all-purpose cleaner                      1 flashlight                      1 electric lantern                      flashlight batteries                      lantern batteries                      1 battery-operated radio                      1 package of antiseptic pre-moistened towelettes (50)                      sports equipment / games to accommodate 500 evacuees (will depend on available facilities)</p>
Addressed by:	<p><b>Sanitation (as required – to provide / supplement onsite facilities) / Personal Care</b>                      Portable showers / wash basins to accommodate 2,000 evacuees                      Portable toilets to accommodate 2,000 evacuees                      10 brooms / dustpans                      5 mop buckets / mops                      25 large (50+ gallon) trash containers and 250 large plastic trash bags for liners                      500 rolls of toilet tissue                      10 packages of disposable diapers (50)                      10 boxes of sanitary napkins (50)                      25 boxes of facial tissue                      2,000 personal care kits (toothbrush / paste, soap, shampoo, washcloth, towel, comb, etc.)                      200 rolls of paper towels                      25 packages of antiseptic pre-moistened towelettes (50)                      laundry service to accommodate 2,000 evacuees (if stay is longer than one week)</p>
Addressed by:	<p><b>Miscellaneous Equipment</b>                      Portable generator (if not available onsite) – specifications TBD by SEOC / facility staff                      Service animal handling / care / sheltering equipment – refer to MEMP Animal Care Support Plan</p>

**Checklist of Support Requirements for Effective Facility Operation – 2,000 Evacuees\*\*\* (cont.):**

AGENCY / ORGANIZATION	Support Requirements – PERSONNEL
Addressed (overall staffing) by:	(51 primary + 128 optional = 179 total personnel; 24- hour operations x 12-hour shifts)
Position filled by:	
Positions filled by:	1 Shelter Manager
Positions filled by:	7 Shift Supervisor
Positions filled by:	18 Registration Staff
Positions filled by:	2 Safety / Security Supervisor
Positions filled by:	44 Security Officers (optional)
Positions filled by:	25 First Aid Station Staff (LPN or Paramedic) (optional)
Positions filled by:	2 Feeding Services Manager
Position filled by:	18 Feeding Services Staff (optional)
Position filled by:	4 Service Animal / Pet Coordinator
Position filled by:	4 Activities / Recreation Coordinator
Position filled by:	1 Child Care Supervisor
Positions filled by:	1 Child Care Staff for each 6 children (optional)
Positions filled by:	2 Dormitory Supervisor
Positions filled by:	20 Dormitory Staff (optional)
Positions filled by:	4 IT and Communication Staff
Positions filled by:	3 Maintenance Services Supervisor
Position filled by:	16 Maintenance Services Staff (optional)
Positions filled by:	1 Logistics and Supply Supervisor (may also include donated goods)
Positions filled by:	5 Logistics and Supply Staff (optional)
	<i>(optional) = personnel that will enhance operational effectiveness but are not absolutely required if sufficient resources are not available (i.e., from state departments / agencies, federal agencies, NGOs, locally, or via EMAC / MEMAC)</i>

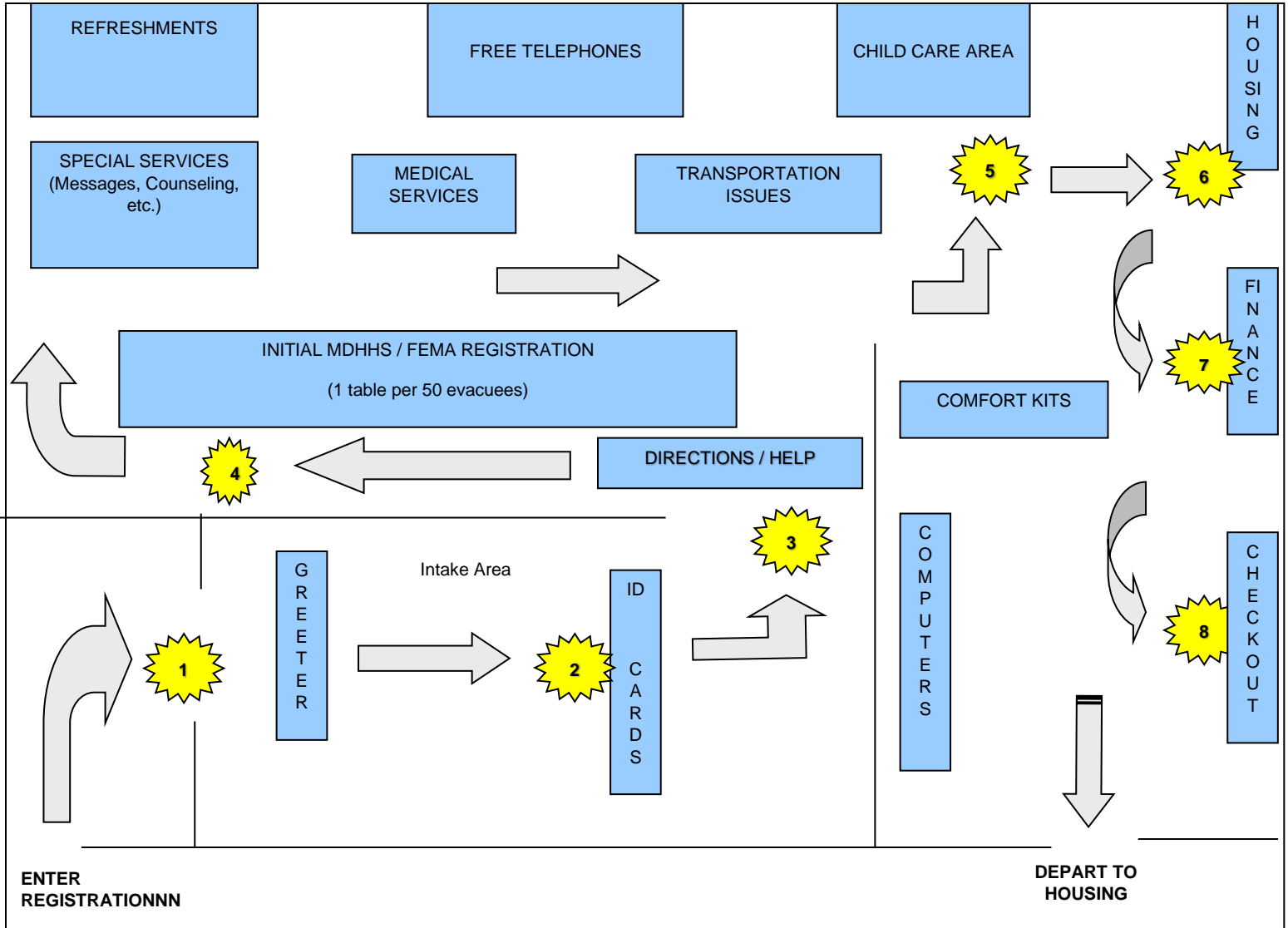
AGENCY / ORGANIZATION	Support Requirements – LOGISTICS / DONATIONS
Addressed by:	<p>Depending on the actual number of evacuees, facility stockpiles, and the flow of unsolicited donations of goods and services, there may be a need to implement logistics management and donations management operations onsite. At a minimum, these operations will consist of the following elements:</p> <ul style="list-style-type: none"> <li>• A management center with a dedicated computer terminal and telephone for EACH function.</li> <li>• A dedicated management center coordinator for onsite logistics and/or donations management activities.</li> <li>• An enclosed storage area (onsite or off site) to temporarily store and sort procured commodities and donated goods prior to distribution. (Note: Depending on the source, type, condition, and appropriateness of donated goods, they may be used to meet the basic care needs of evacuees.)</li> <li>• An appropriate truck unloading area (preferably covered) if onsite storage is used.</li> </ul> <p>Onsite logistics and donations management operations will be consistent with the process and procedures prescribed in the Michigan Disaster Logistics and Donations Management Plan (MSP/EMHSD Publication 107), a support plan to the MEMP Resource Support and Human Services ESFs.</p>

\*Based on Shelter Management requirements Packages for 500, 1,000, 1,500, and 2,000 person shelters.

\*\*Refer to the MI CIMS shelter record for additional details regarding this facility.

\*\*\*Support that must be provided by state departments / agencies, local agencies, federal agencies, NGOs, private contractors, or volunteers. Unless pre-addressed by the facility owner / operator, the assignment of specific tasks related to these support requirements will be made in the SEOC, based on incident and facility conditions, the anticipated number and type of evacuees, the anticipated duration of the shelter operation, and other pertinent factors. Assignments may vary from incident to incident depending on current conditions, capabilities, needs, and timeframe.

# Attachment 3: Evacuation and Mass Care Support Plan: Sample Evacuee Reception/Registration Center Layout



## Attachment 4: Checklist of Intrastate Evacuation and Mass Caring Responsibilities, By Phase and Agency

Operational Phase	Task Assignment (Use Zoom Feature to View in Larger Type)	Responsible Agency
<b>INTRASTATE EVACUATION</b> (Moving individuals out of harm's way in an orderly manner)	<ul style="list-style-type: none"> <li>• Direct and compel evacuation.</li> <li>• Suspend regulatory statutes, orders, or rules.</li> <li>• Authorize and control the release of public information.</li> </ul>	Executive (Governor)
	<ul style="list-style-type: none"> <li>• Recommend evacuation (and other protective actions) to the Governor.</li> <li>• Activate the Emergency Alert System.</li> <li>• Assist in determining evacuation routes, modes, and destinations.</li> <li>• Secure additional mass transportation resources.</li> <li>• Develop incident-specific Communications Plan and Health / Safety Plan.</li> <li>• Monitor and track evacuation status.</li> <li>• Secure aerial transportation resources for evacuation route over-flights.</li> <li>• Coordinate and administer state and federal public assistance funding.</li> </ul>	MSP/EMHSD
	<ul style="list-style-type: none"> <li>• Provide legal assistance to state officials.</li> <li>• Monitor and investigate incidents of price gouging related to an evacuation.</li> </ul>	MDAG
	<ul style="list-style-type: none"> <li>• Protect patients, staff, and visitors in state mental health facilities.</li> <li>• Monitor and report damage and impacts to critical private sector facilities, infrastructure, and systems.</li> </ul>	MDHHS - HEALTH
	<ul style="list-style-type: none"> <li>• Monitor the evacuation of the elderly.</li> <li>• Monitor and coordinate assistance to frail homebound seniors.</li> </ul>	MOSA
	<ul style="list-style-type: none"> <li>• Protect prisoners, staff, and visitors in state correctional facilities.</li> <li>• Provide assistance to local jails requiring evacuation.</li> <li>• Provide resources to support emergency operations.</li> <li>• Support law enforcement activities.</li> </ul>	MDOC
	<ul style="list-style-type: none"> <li>• Protect residents, staff, and visitors at the Michigan School for the Deaf.</li> </ul>	MDE
	<ul style="list-style-type: none"> <li>• Protect residents, staff, and visitors in state training and rehabilitation facilities.</li> <li>• Protect residents, staff, and visitors at the Michigan Career and Technical Institute.</li> <li>• Monitor and coordinate assistance to non-English speaking evacuees.</li> <li>• Meet out-of-jurisdiction evacuees transported by commercial carriers.</li> </ul>	MDHHS
	<ul style="list-style-type: none"> <li>• Provide security support on evacuation routes.</li> <li>• Provide supplemental transportation support.</li> <li>• Protect patients / residents, staff, and visitors at the veteran homes.</li> <li>• Provide information on troop convey movements, as required.</li> </ul>	MDMVA
	<ul style="list-style-type: none"> <li>• Provide law enforcement support on evacuation routes.</li> <li>• Protect visitors at state parks and recreation areas.</li> <li>• Assist with evacuation of marine traffic.</li> </ul>	MDNR
	<ul style="list-style-type: none"> <li>• Relay warning and emergency information throughout the state.</li> <li>• Assist in evacuating areas, controlling traffic, and providing security in the affected area.</li> <li>• Enforce the Governor's emergency authorities.</li> <li>• Coordinate with the MDOT on traffic control measures.</li> <li>• Provide specialized resources to support emergency operations.</li> <li>• Coordinate with the transportation industry for additional resources to support emergency operations.</li> <li>• Implement the Michigan Emergency Highway Traffic Regulation Plan.</li> </ul>	MSP
	<ul style="list-style-type: none"> <li>• Protect employees and visitors at MDTMB owned / managed facilities.</li> <li>• Provide information collection, analysis, and dissemination support.</li> <li>• Secure additional mass transportation resources.</li> </ul>	MDTMB
	<ul style="list-style-type: none"> <li>• Secure additional mass transportation resources for evacuations.</li> <li>• Provide state highway / trunkline traffic control measures, evacuation routing, and access control and perimeter points, in coordination with the MSP and local jurisdictions.</li> <li>• Coordinate with the USDOT for transportation response activities, including limiting or restricting air, rail, water, and vehicular traffic.</li> <li>• Implement the Michigan Emergency Highway Traffic Regulation Plan.</li> </ul>	MDOT
	<ul style="list-style-type: none"> <li>• Post current information on damaged tourist destinations in Michigan.</li> </ul>	MEDC
	<ul style="list-style-type: none"> <li>• Protect employees and visitors at judicial and legislative facilities.</li> </ul>	Judicial / Legislative Liaisons



Operational Phase	Task Assignment (Use Zoom Feature to View in Larger Type)	Responsible Agency
<b>MASS SHELTERING</b> (Providing for the temporary housing and care of evacuees, with particular emphasis on functional needs populations)	<ul style="list-style-type: none"> <li>• Provide for temporary emergency housing.</li> <li>• Suspend regulatory statutes, orders, or rules.</li> <li>• Authorize and control the release of public information.</li> <li>• Authorize the use of state resources.</li> <li>• Seek assistance from the federal government.</li> <li>• Solicit donations of goods and/or services to support functional needs populations.</li> </ul>	Executive (Governor)
	<ul style="list-style-type: none"> <li>• Procure resources through the EMAC / MEMAC, as appropriate.</li> <li>• Implement the Michigan Disaster Logistics Management Plan, as required.</li> <li>• Provide technical assistance to the MDHHS for disaster donations management, as required.</li> <li>• Monitor the provision of human services in Presidentially declared disasters.</li> <li>• Coordinate the identification and procurement of additional temporary housing resources.</li> <li>• Identify and mobilize volunteers from the Michigan Citizen Corps program.</li> <li>• Identify the full range of affected functional needs populations.</li> </ul>	MSP/EMHSD
	<ul style="list-style-type: none"> <li>• Assist in food procurement, safety and sanitation, and the identification and establishment of warehouses and feeding facilities.</li> <li>• Coordinate the use of fairground facilities for mass shelter operations.</li> <li>• Identify vacant migrant labor housing for use as temporary shelter for evacuees.</li> <li>• Assist with and coordinate animal care and animal health in shelters.</li> </ul>	MDARD
	<ul style="list-style-type: none"> <li>• Provide legal assistance to state officials.</li> </ul>	MDAG
	<ul style="list-style-type: none"> <li>• Ensure equal access to disaster-related services.</li> <li>• Monitor and advocate for the recovery needs of individuals with disabilities.</li> <li>• Provide interpreter / translator services, as required.</li> </ul>	MDCR
	<ul style="list-style-type: none"> <li>• Facilitate the deployment of volunteer health professionals for emergency response.</li> <li>• Identify volunteer opportunities for emergent volunteers.</li> <li>• Coordinate the investigation and control of communicable disease in shelters.</li> <li>• Coordinate a mental health needs assessment for the sheltered population.</li> <li>• Coordinate crisis counseling services with Community Mental Health Services Programs.</li> <li>• Coordinate appropriate medical services.</li> <li>• Provide resources to support emergency operations.</li> <li>• Identify and make available shelter space in state inpatient mental health facilities, as required.</li> </ul>	MDHHS - HEALTH
	<ul style="list-style-type: none"> <li>• Conduct a needs assessment of, and coordinate and monitor the provision of assistance to, elderly disaster victims.</li> </ul>	MOSA
	<ul style="list-style-type: none"> <li>• Provide resources to support emergency operations.</li> <li>• Identify and make available shelter space in state correctional facilities, as required.</li> <li>• Support law enforcement activities.</li> </ul>	MDOC
	<ul style="list-style-type: none"> <li>• Coordinate use of Michigan School for the Deaf resources to support emergency operations.</li> <li>• Authorize the use of USDA commodities for feeding disaster victims.</li> </ul>	MDE
	<ul style="list-style-type: none"> <li>• Provide supportive radiation safety assistance.</li> </ul>	MDEGLE
	<ul style="list-style-type: none"> <li>• Coordinate and monitor the provision of human services to disaster victims.</li> <li>• Identify and make available shelter space at state training and rehabilitation facilities, as required.</li> <li>• Identify and make available shelter space at the Michigan Career and Technical Institute, as required.</li> <li>• Implement the Michigan Disaster Donations Management Plan, as required.</li> <li>• Provide interpreter / translator services, as required.</li> <li>• Identify and coordinate volunteer resources for recovery operations.</li> <li>• Identify human service and/or cultural organizations that may represent functional needs populations.</li> <li>• Provide vocational rehabilitation services.</li> <li>• Identify volunteer opportunities for emergent volunteers.</li> </ul>	MDHHS
	<ul style="list-style-type: none"> <li>• Provide insurance information to disaster victims.</li> </ul>	MDIFS
	<ul style="list-style-type: none"> <li>• Provide supportive radiation safety assistance.</li> <li>• Provide rehabilitation services for the blind.</li> <li>• Provide interpreter / translator services, as required.</li> <li>• Conduct fire safety and prevention services.</li> </ul>	MDLARA
	<ul style="list-style-type: none"> <li>• Identify and make available shelter space at MDMVA facilities, as required.</li> <li>• Identify and mobilize shelter volunteers from the Michigan Volunteer Defense Force.</li> <li>• Provide security support at shelters.</li> <li>• Provide mass feeding support at shelters.</li> <li>• Provide supplemental transportation support at shelters.</li> </ul>	MDMVA
	<ul style="list-style-type: none"> <li>• Provide security support at shelters.</li> </ul>	MDNR

Operational Phase	Task Assignment (Use Zoom Feature to View in Larger Type)	Responsible Agency
	<ul style="list-style-type: none"> <li>• Provide supplemental transportation and equipment resources.</li> <li>• Identify and provide shelter space at state parks and recreation areas, if required.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Assist in evacuating areas, controlling traffic, and providing security in the affected area.</li> <li>• Identify and make available shelter space at the MSP Training Academy, as required.</li> <li>• Coordinate with the transportation industry for additional resources to support emergency operations.</li> </ul>	MSP
	<ul style="list-style-type: none"> <li>• Provide technical assistance, as required, to support the information technology aspects of state emergency operations.</li> <li>• Identify and make available shelter space in MDTMB owned / managed facilities, as required.</li> <li>• Protect employees and visitors at MDTMB owned / managed facilities.</li> <li>• Provide state-contracted supplies and services to support functional needs population sheltering operations.</li> <li>• Activate the state's donations management web site, as required.</li> <li>• Provide information on state-contracted supplies and services for emergency procurement.</li> </ul>	MDTMB
	<ul style="list-style-type: none"> <li>• Secure additional mass transportation resources for evacuations.</li> </ul>	MDOT
	<ul style="list-style-type: none"> <li>• Provide temporary housing assistance for functional needs populations.</li> </ul>	MEDC
	<ul style="list-style-type: none"> <li>• Establish and operate mass care shelters and feeding facilities for disaster victims.</li> <li>• Provide mass care guidance to the MDHHS, support departments / agencies, and NGOs.</li> <li>• Support the management and coordination of sheltering, feeding, supplemental disaster health services, and bulk distribution of emergency relief items.</li> <li>• Support reunification efforts.</li> <li>• Provide emergency relief supplies to those in need.</li> <li>• Provide trained disaster services personnel.</li> </ul>	ARC
	<ul style="list-style-type: none"> <li>• Provide supplemental support at shelters.</li> </ul>	MIVOAD, Michigan Citizen Corps, other NGOs (working with ARC)

Operational Phase	Task Assignment (Use Zoom Feature to View in Larger Type)	Responsible Agency
<b>ACCESS CONTROL / SECURITY</b> (Restricting access to and providing security in the affected / evacuated area)	<ul style="list-style-type: none"> <li>Control access to the disaster area.</li> </ul>	Executive (Governor)
	<ul style="list-style-type: none"> <li>Identify access control points.</li> </ul>	MSP/EMHSD
	<ul style="list-style-type: none"> <li>Identify and mobilize volunteers from the Michigan Citizen Corps Program.</li> </ul>	
	<ul style="list-style-type: none"> <li>Provide legal assistance to state officials.</li> </ul>	MDAG
	<ul style="list-style-type: none"> <li>Identify volunteer opportunities for emergent volunteers.</li> <li>Identify access control issues relative to the continued operation of state inpatient mental health facilities.</li> </ul>	MDHHS-HEALTH
	<ul style="list-style-type: none"> <li>Identify access control issues relative to the senior population.</li> </ul>	MOSA
	<ul style="list-style-type: none"> <li>Identify access control issues relative to the continued operation of state correctional facilities.</li> <li>Support law enforcement activities.</li> </ul>	MDOC
	<ul style="list-style-type: none"> <li>Identify access control issues relative to the continued operation of the Michigan School for the Deaf.</li> </ul>	MDE
	<ul style="list-style-type: none"> <li>Identify and coordinate volunteer resources for recovery operations.</li> <li>Identify volunteer opportunities for emergent volunteers.</li> <li>Identify access control issues relative to the continued operation of state training and rehabilitation facilities.</li> <li>Identify access control issues relative to the continued operation of the Michigan Career and Technical Institute.</li> </ul>	MDHHS
	<ul style="list-style-type: none"> <li>Provide security support for access control and in the evacuated area.</li> <li>Identify and mobilize volunteers from the Michigan Volunteer Defense Force for access control and/or security support.</li> <li>Identify access control issues relative to the continued operation of the veteran homes.</li> </ul>	MDMVA
	<ul style="list-style-type: none"> <li>Support law enforcement activities.</li> </ul>	MDNR
	<ul style="list-style-type: none"> <li>Enforce the Governor's emergency authorities.</li> <li>Assist in evacuating areas, controlling traffic, and providing security in the affected area.</li> </ul>	MSP
	<ul style="list-style-type: none"> <li>Identify access control issues relative to the continued operation of critical state functions at state office facilities.</li> </ul>	MDTMB
	<ul style="list-style-type: none"> <li>Provide state highway / trunkline traffic control measures, evacuation routing, and access control and perimeter points, in coordination with the MSP and local jurisdictions.</li> <li>Coordinate with the USDOT for transportation response activities, including limiting or restricting air, rail, water, and vehicular traffic.</li> <li>Provide resources to support emergency operations.</li> </ul>	MDOT

Operational Phase	Task Assignment (Use Zoom Feature to View in Larger Type)	Responsible Agency
<b>EVACUEE REENTRY</b> (Ensuring an orderly and safe reentry into the affected / evacuated area)	<ul style="list-style-type: none"> <li>Develop a reentry strategy.</li> </ul>	Executive (Governor)
	<ul style="list-style-type: none"> <li>Implement, monitor, and report on the reentry strategy.</li> </ul>	MSP/EMHSD
	<ul style="list-style-type: none"> <li>Coordinate and conduct monitoring, sampling, inspection, and regulatory services to protect human and animal food supplies, and the agricultural environment.</li> </ul>	MDARD
	<ul style="list-style-type: none"> <li>Provide legal assistance to state officials.</li> </ul>	MDAG
	<ul style="list-style-type: none"> <li>Issue health advisories and protective action guides to the public.</li> <li>Monitor and report damage and impacts to critical private sector facilities, infrastructure, and systems.</li> </ul>	MDHHS-HEALTH
	<ul style="list-style-type: none"> <li>Identify and articulate reentry issues specific to the elderly.</li> </ul>	MOSA
	<ul style="list-style-type: none"> <li>Provide assessment information on damaged state facilities and impacted state functions.</li> <li>Support law enforcement activities.</li> </ul>	MDOC
	<ul style="list-style-type: none"> <li>Provide assessment information on damaged state facilities and impacted state functions.</li> </ul>	MDE
	<ul style="list-style-type: none"> <li>Provide assessment information on damaged state facilities and impacted state functions.</li> </ul>	MDHHS
	<ul style="list-style-type: none"> <li>Provide assessment information on damaged state facilities and impacted state functions.</li> <li>Provide security support for reentry.</li> </ul>	MDMVA
	<ul style="list-style-type: none"> <li>Provide assessment information on damaged state facilities and impacted state functions.</li> <li>Support law enforcement activities.</li> </ul>	MDNR
	<ul style="list-style-type: none"> <li>Enforce the Governor's emergency authorities.</li> <li>Assist in evacuating areas, controlling traffic, and providing security in the affected area.</li> <li>Provide specialized resources to support emergency operations.</li> </ul>	MSP
	<ul style="list-style-type: none"> <li>Provide assessment information on damaged state facilities and impacted state functions.</li> </ul>	MDTMB
	<ul style="list-style-type: none"> <li>Provide state highway / trunkline traffic control measures, evacuation routing, and access control and perimeter points, in coordination with the MSP and local authorities.</li> <li>Coordinate with the USDOT for transportation response activities, including limiting or restricting air, rail, water, and vehicular traffic.</li> <li>Provide resources to support emergency operations.</li> </ul>	MDOT

# Attachment 5: Checklist of Long-Term Evacuee Assimilation Responsibilities, by Transitional Phase and Agency

Evacuee Transitional Phase	Task Assignment (Use Zoom Feature to View in Larger Type)	Responsible Agency
<b>PHASE 1: STAGING, ASSESSMENT AND STABILIZATION (Meet, register, shelter, comfort evacuees)</b>	<ul style="list-style-type: none"> <li>Accept or decline out-of-state evacuee requests.</li> <li>Provide for temporary emergency housing.</li> <li>Suspend regulatory statutes, orders, or rules.</li> <li>Authorize and control the release of public information.</li> <li>Authorize the use of state resources.</li> <li>Seek assistance from the federal government.</li> <li>Solicit donations to support evacuees, as required (especially functional needs populations).</li> </ul>	Executive (Governor)
	<ul style="list-style-type: none"> <li>Monitor and track evacuation status.</li> <li>Procure resources through the EMAC / MEMAC, as appropriate.</li> <li>Conduct web searches and resource inventory searches to fill anticipated or identified resource needs.</li> <li>Implement the Michigan Disaster Logistics Management Plan, as required.</li> <li>Provide technical assistance to the MDHHS for disaster donations management, as required.</li> <li>Monitor the provision of human services in Presidentially declared disasters.</li> <li>Coordinate the identification and procurement of additional temporary housing resources.</li> <li>Identify and mobilize volunteers from the Michigan Citizen Corps program.</li> <li>Identify the full range of affected functional needs populations.</li> </ul>	MSP/EMHSD
	<ul style="list-style-type: none"> <li>Assist in food procurement and the identification and establishment of warehouses and feeding facilities.</li> <li>Coordinate the use of fairground facilities for mass shelter operations (including those for functional needs populations).</li> <li>Identify vacant migrant labor housing for use as temporary shelter for evacuees.</li> <li>Assist with and coordinate animal care and animal health in shelters.</li> </ul>	MDARD
	<ul style="list-style-type: none"> <li>Provide legal assistance to state officials.</li> </ul>	MDAG
	<ul style="list-style-type: none"> <li>Ensure equal access to disaster-related services.</li> <li>Monitor and advocate for the recovery needs of individuals with disabilities.</li> <li>Provide interpreter / translator services, as required.</li> </ul>	MDCR
	<ul style="list-style-type: none"> <li>Facilitate the deployment of volunteer health professionals for emergency response.</li> <li>Coordinate the investigation and control of communicable disease in shelters.</li> <li>Coordinate a mental health needs assessment for the sheltered population.</li> <li>Coordinate crisis counseling services with Community Mental Health Services Programs.</li> <li>Coordinate appropriate medical services.</li> <li>Provide resources to support emergency operations.</li> <li>Identify and make available shelter space in state inpatient mental health facilities, as required.</li> <li>Provide vital records replacement information to evacuees.</li> </ul>	MDHHS-HEALTH
	<ul style="list-style-type: none"> <li>Monitor the evacuation of the elderly.</li> <li>Conduct a needs assessment of, and coordinate and monitor the provision of assistance to, elderly disaster victims.</li> </ul>	MOSA
	<ul style="list-style-type: none"> <li>Provide resources to support emergency operations.</li> <li>Identify and make available shelter space in state correctional facilities, as required.</li> </ul>	MDOC
	<ul style="list-style-type: none"> <li>Coordinate use of Michigan School for the Deaf resources to support emergency operations.</li> <li>Authorize the use of USDA commodities for feeding disaster victims.</li> </ul>	MDE
	<ul style="list-style-type: none"> <li>Provide supportive radiation safety assistance.</li> </ul>	MDEGLE
	<ul style="list-style-type: none"> <li>Meet out-of-jurisdiction evacuees transported by commercial carriers.</li> <li>Monitor and coordinate assistance to non-English speaking evacuees.</li> <li>Coordinate and monitor the provision of human services to disaster victims.</li> <li>Identify and make available shelter space at state training and rehabilitation facilities, as required.</li> <li>Identify and make available shelter space at the Michigan Career and Technical Institute, as required.</li> <li>Implement the Michigan Disaster Donations Management Plan, as required.</li> <li>Provide interpreter / translator services, as required.</li> <li>Identify and coordinate volunteer resources for recovery operations.</li> </ul>	MDHHS

	<ul style="list-style-type: none"> <li>Identify volunteer opportunities for emergent volunteers.</li> <li>Identify human service and/or cultural organizations that may represent functional needs populations.</li> <li>Provide vocational rehabilitation services.</li> </ul>	
	<ul style="list-style-type: none"> <li>Provide insurance information to disaster victims.</li> </ul>	MDIFS
	<ul style="list-style-type: none"> <li>Conduct fire safety and prevention services (at shelters).</li> <li>Provide rehabilitation services for the blind.</li> <li>Provide interpreter / translator services, as required (for blind / visually impaired individuals).</li> </ul>	MDLARA
	<ul style="list-style-type: none"> <li>Provide security support at shelters.</li> <li>Provide mass feeding support at shelters.</li> <li>Provide supplemental transportation support at shelters.</li> <li>Identify and make available shelter space at MDMVA facilities, as required.</li> <li>Identify and mobilize shelter volunteers from the Michigan Volunteer Defense Force.</li> </ul>	MDMVA
	<ul style="list-style-type: none"> <li>Provide security support at shelters.</li> <li>Provide supplemental transportation and equipment resources.</li> <li>Identify and provide shelter space at state parks and recreation areas, if required.</li> </ul>	MDNR
	<ul style="list-style-type: none"> <li>Coordinate with the transportation industry for additional resources to support emergency operations.</li> <li>Assist in evacuating areas, monitoring / controlling traffic, and providing security in the affected area.</li> <li>Identify and make available shelter space at the MSP Training Academy, as required.</li> </ul>	MSP
	<ul style="list-style-type: none"> <li>Provide technical assistance, as required, to support the information technology aspects of state emergency operations.</li> <li>Secure additional mass transportation resources.</li> <li>Identify and make available shelter space in MDTMB owned / managed facilities, as required.</li> <li>Protect employees and visitors (evacuees) at MDTMB owned / managed facilities.</li> <li>Provide state-contracted supplies and services to support functional needs population sheltering operations.</li> <li>Activate the state's donations management web site, as required.</li> <li>Provide information on state-contracted supplies and services for emergency procurement.</li> </ul>	MDTMB
	<ul style="list-style-type: none"> <li>Secure additional mass transportation resources for evacuations.</li> </ul>	MDOT
	<ul style="list-style-type: none"> <li>Establish and operate mass care shelters and feeding facilities for disaster victims.</li> <li>Provide mass care guidance to the MDHHS, support departments / agencies, and NGOs.</li> <li>Support the management and coordination of sheltering, feeding, supplemental disaster health services, and bulk distribution of emergency relief items.</li> <li>Support reunification efforts.</li> <li>Provide emergency relief supplies to those in need.</li> <li>Provide trained disaster services personnel.</li> </ul>	ARC
	<ul style="list-style-type: none"> <li>Provide supplemental support at shelters.</li> </ul>	MIVOAD, Michigan Citizen Corps, other NGOs (working with ARC)

Evacuee Transitional Phase	Task Assignment (Use Zoom Feature to View in Larger Type)	Responsible Agency
<b>PHASE 2: TRANSFER TO TRANSITIONAL LIVING</b> (Evacuees move to temporary housing, assess personal situation)	<ul style="list-style-type: none"> <li>Identify and mobilize community mentors.</li> <li>Provide for temporary emergency housing.</li> <li>Seek assistance from the federal government.</li> <li>Solicit donations to support evacuees, as required.</li> </ul>	Executive (Governor)
	<ul style="list-style-type: none"> <li>Procure resources through the EMAC / MEMAC, as appropriate.</li> <li>Conduct web searches and resource inventory searches to fill anticipated or identified resource needs.</li> <li>Implement the Michigan Disaster Logistics Management Plan, as required.</li> <li>Provide technical assistance to the MDHHS for disaster donations management, as required.</li> <li>Monitor the provision of human services in Presidentially declared disasters.</li> <li>Coordinate the identification and procurement of additional temporary housing resources.</li> <li>Identify and mobilize volunteers from the Michigan Citizen Corps program.</li> <li>Identify the full range of affected functional needs populations.</li> <li>Coordinate and administer state and federal public assistance funding.</li> <li>Develop informational materials for evacuees.</li> </ul>	MSP/EMHSD
	<ul style="list-style-type: none"> <li>Assist in food procurement, safety and sanitation, and the identification and establishment of warehouses and feeding facilities.</li> <li>Coordinate the use of fairground facilities for temporary housing.</li> <li>Identify vacant migrant labor housing for use as temporary housing.</li> <li>Assist with and coordinate animal care and animal health in shelters</li> </ul>	MDARD
	<ul style="list-style-type: none"> <li>Provide legal assistance to state officials.</li> </ul>	MDAG
	<ul style="list-style-type: none"> <li>Ensure equal access to disaster-related services.</li> <li>Monitor and advocate for the recovery needs of individuals with disabilities.</li> <li>Provide interpreter / translator services, as required.</li> </ul>	MDCR
	<ul style="list-style-type: none"> <li>Facilitate the deployment of volunteer health professionals for emergency response.</li> <li>Coordinate appropriate medical services.</li> <li>Identify and make available space in state inpatient mental health facilities, as required.</li> <li>Provide vital records replacement information to evacuees.</li> </ul>	MDHHS-HEALTH
	<ul style="list-style-type: none"> <li>Coordinate a needs assessment of, and coordinate and monitor the provision of assistance to elderly disaster victims.</li> </ul>	MOSA
	<ul style="list-style-type: none"> <li>Provide resources to support emergency operations.</li> <li>Identify and make available space in state correctional facilities for temporary housing, as required.</li> </ul>	MDOC
	<ul style="list-style-type: none"> <li>Coordinate use of Michigan School for the Deaf resources to support emergency operations.</li> <li>Authorize the use of USDA commodities for feeding disaster victims.</li> <li>Provide school enrollment informational materials to evacuees.</li> <li>Provide school enrollment information to deaf evacuees.</li> <li>Coordinate capability assessments of Michigan school districts targeted for evacuee settlement.</li> <li>Monitor and track evacuee student enrollment in Michigan school districts.</li> </ul>	MDE
	<ul style="list-style-type: none"> <li>Implement and administer the Disaster Food Stamp Program.</li> <li>Provide a liaison to the federal Individuals and Households Program.</li> <li>Assist in identifying available housing resources.</li> <li>Implement the Michigan Disaster Donations Management Plan, as required.</li> <li>Register evacuees for human service programs.</li> <li>Identify registered childcare services for evacuees.</li> <li>Coordinate and monitor the provision of human services to disaster victims.</li> <li>Identify and make available space at state training and rehabilitation facilities, as required.</li> <li>Provide interpreter / translator services, as required.</li> <li>Identify and coordinate volunteer resources for recovery operations.</li> </ul>	MDHHS
	<ul style="list-style-type: none"> <li>Provide insurance information to disaster victims.</li> </ul>	MDIFS
	<ul style="list-style-type: none"> <li>Coordinate the establishment of group manufactured home sites for temporary disaster housing.</li> <li>Identify employment assistance resources for evacuees.</li> <li>Provide unemployment assistance to disaster victims (through the U.S. Department of Labor's Disaster Unemployment Assistance Program).</li> </ul>	MDLARA
	<ul style="list-style-type: none"> <li>Assist eligible long-term evacuees (disabled veterans) with admission to the veteran's homes.</li> <li>Identify and make available space in the MDMVA veteran's homes, as required (for temporary housing).</li> </ul>	MDMVA

Evacuee Transitional Phase	Task Assignment (Use Zoom Feature to View in Larger Type)	Responsible Agency
<b>PHASE 3: RETURN HOME OR ESTABLISH NEW RESIDENCY</b> (Evacuees stay, move elsewhere, or return home)	<ul style="list-style-type: none"> <li>Identify and mobilize community mentors.</li> </ul>	Executive (Governor)
	<ul style="list-style-type: none"> <li>Procure resources through the EMAC / MEMAC, as appropriate.</li> <li>Monitor the provision of human services in Presidentially declared disasters.</li> <li>Coordinate the identification and procurement of additional temporary housing resources.</li> <li>Coordinate and administer state and federal public assistance funding.</li> <li>Develop informational materials for evacuees.</li> </ul>	MSP/EMHSD
	<ul style="list-style-type: none"> <li>Coordinate appropriate medical services.</li> <li>Provide vital records replacement information to evacuees.</li> </ul>	MDHHS-HEALTH
	<ul style="list-style-type: none"> <li>Coordinate a needs assessment of, and coordinate and monitor the provision of assistance to elderly disaster victims.</li> </ul>	MOSA
	<ul style="list-style-type: none"> <li>Monitor and track evacuee student enrollment in Michigan school districts.</li> </ul>	MDE
	<ul style="list-style-type: none"> <li>Implement and administer the Disaster Food Stamp Program.</li> <li>Provide liaison to the federal Individuals and Households Program.</li> <li>Register evacuees for human service programs.</li> <li>Identify registered childcare services for evacuees.</li> <li>Coordinate and monitor the provision of human services to disaster victims.</li> </ul>	MDHHS
	<ul style="list-style-type: none"> <li>Provide insurance information to disaster victims.</li> </ul>	MDIFS
	<ul style="list-style-type: none"> <li>Coordinate the establishment of group manufactured home sites for temporary disaster housing.</li> <li>Identify employment assistance resources for evacuees.</li> <li>Provide unemployment assistance to disaster victims (through the U.S. Department of Labor's Disaster Unemployment Assistance Program).</li> </ul>	MDLARA
	<ul style="list-style-type: none"> <li>Assist eligible long-term evacuees (disabled veterans) with admission to MDMVA veteran's homes and facilities.</li> </ul>	MDMVA
	<ul style="list-style-type: none"> <li>Assist evacuees with Michigan driver license and voter applications.</li> </ul>	MDOS
	<ul style="list-style-type: none"> <li>Assist in evacuating areas, controlling traffic, and providing security in the affected area.</li> </ul>	MSP
	<ul style="list-style-type: none"> <li>Provide tax assistance to disaster victims (evacuees).</li> </ul>	MDT
	<ul style="list-style-type: none"> <li>Provide housing assistance to low- and moderate-income disaster victims (evacuees).</li> </ul>	MEDC
	<ul style="list-style-type: none"> <li>Provide supplemental support to evacuees.</li> </ul>	MIVOAD, Michigan Citizen Corps, other NGOs (working with ARC)