



Cheboygan County Board of Commissioners

MISSION STATEMENT

Cheboygan County officials and staff will strive to provide public services in an open and courteous manner and will responsibly manage county resources.

Committee of the Whole Meeting

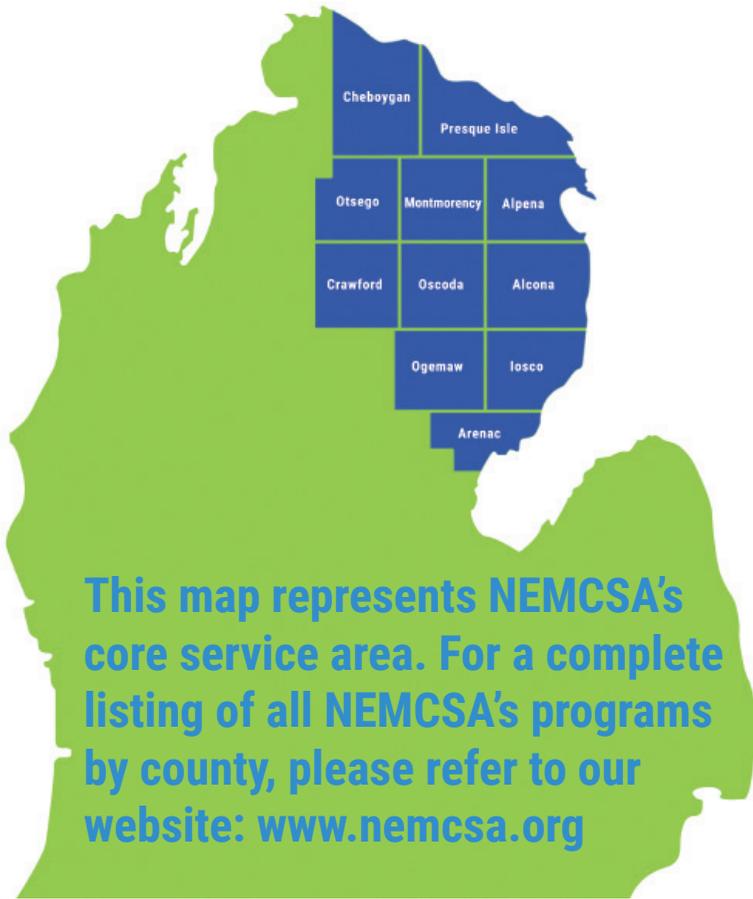
July 24, 2018

9:30 a.m.

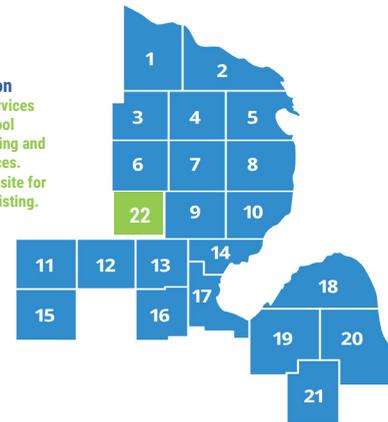
Agenda

1. Call to Order
2. Roll Call
3. Invocation/Pledge of Allegiance
4. Approve Agenda
5. **CITIZENS COMMENTS** (3 minutes)
6. **SCHEDULED VISITORS/DEPARTMENT REPORTS**
 - A. Frances Whitney - NEMCSA 2017 Annual Report
 - B. Veterans Services 2017 Annual Report
7. **ADMINISTRATOR'S REPORT**
8. **OLD BUSINESS**
 - A. Emergency Services Radio Millage Proposal – Resolution 18-10
9. **NEW BUSINESS**
 - A. Cheboygan County Emergency Operations Plan
10. **BOARD MATTERS FOR DISCUSSION**
11. **CITIZENS COMMENTS**
12. **BOARD MEMBER COMMENTS**
13. **ADJOURN TO THE CALL OF THE CHAIR**

Our mission is to provide quality programs and services to strengthen and enhance the self-sufficiency of individuals, families and communities through the best use of human and financial resources, focusing on those who are experiencing an economic hardship.



22 Roscommon
NEMCSA services include School Success, Aging and Client Services. Refer to website for a complete listing.



Head Start Service Area

- | | |
|----------------|-------------|
| 1 Cheboygan | 13 Gladwin* |
| 2 Presque Isle | 14 Arenac |
| 3 Otsego | 15 Mecosta |
| 4 Montmorency | 16 Midland |
| 5 Alpena | 17 Bay |
| 6 Crawford | 18 Huron |
| 7 Oscoda | 19 Tuscola |
| 8 Alcona | 20 Sanilac |
| 9 Ogemaw | 21 Lapeer |
| 10 Iosco | |
| 11 Osceola | |
| 12 Clare* | |
- * Delegate services to Mid Michigan Community Action Agency



**Northeast Michigan
Community Service Agency**

2375 Gordon Road
Alpena, MI 49707

Phone: 989-358-4600
Toll Free: 866-484-7077
Fax: 989-354-5909
www.nemcsa.org

*This publication is
funded in part by the
State of Michigan*

*EMPLOYMENT
EDUCATION
AND
COGNITIVE
DEVELOPMENT*

*INCOME AND
ASSET
BUILDING*

HOUSING

*HEALTH AND SOCIAL
BEHAVIOR DEVELOPMENT*

*CIVIC ENGAGEMENT AND
COMMUNITY
INITIATIVE*

SENIOR SERVICES



**2017
ANNUAL
REPORT**

REVENUES & EXPENDITURES

201

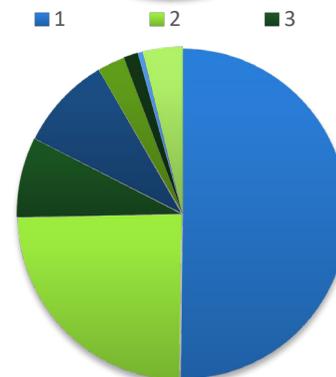
REVENUE BY SOURCE



1 FEDERAL SHARE	\$27,545,124	50.18%
2 STATE SHARE	\$22,892,701	41.71%
3 LOCAL/INKIND SHARE	\$ 4,453,793	8.11%

ALL SOURCES \$54,891,618 100.00%

EXPENDITURES BY DIVISION



1 EARLY CHILDHOOD	\$27,553,210	50.20%
2 COMMUNITY BASED CARE	\$13,444,912	24.50%
3 CLIENT SERVICES	\$ 4,247,416	7.74%
4 AGING	\$ 5,029,945	9.16%
5 YOUTH SERVICES	\$ 1,498,916	2.73%
6 VOLUNTEER PROGRAMS	\$ 749,110	1.36%
7 COMMUNITY DEVELOPMENT	\$ 258,294	0.47%
8 MANAGEMENT & GENERAL	\$ 2,109,815	3.84%

TOTAL \$54,891,618 100.00%



BOARD MEMBERS

Stuart Bartlett – Cheboygan

Lyn Behnke – Iosco

Alvin Clark – Tuscola

Natalie Clark – Tuscola

Earl Corpe – Crawford

Chuck Corwin – Roscommon

Nick Florian – Otsego

Lee Gapczynski – Presque Isle

Jean Garratt – Presque Isle

Dan Gauthier – Alcona

Kenneth Glasser, Treasurer – Otsego

Pete Hennard, President – Ogemaw

Patrick Kelly – Oscoda

Stephen Lang – Presque Isle

Jennifer Lopez – Sanilac

Leo Marchiniak – Alcona

Danielle Martz – Alpena

Mark McKulsky – Iosco

Nick Modrzynski – Alpena

John Morrison – Cheboygan

Leonard Page – Cheboygan

Sharon Priebe – Crawford

Corleen Proulx – Montmorency

Patricia Rondeau,
Vice President – Alpena

Lisa Salgat – Arenac

Richard Sangster – Cheboygan

Kathleen Vichunas – Alcona

Dave Wagner – Montmorency

Gerald Wall – Roscommon

Rose Walsh – Ogemaw

Carol Wenzel – Alcona

“Foster Grandparent

NEMCSA Foster Grandparent program volunteer Karen was nominated by Mary Courtemance, a teacher. Karen, joining the Senior Corps Foster Grandparent program, was recognized at the Annual Foster Grandparent Recognition Luncheon.

“From the time I turned 14 years old I always worked. I had to apply for Social Security Disability Insurance because I was disabled. I felt like a black hole in my mind and I had no way of climbing out of it.”

I started getting out of bed on Sunday mornings to go to work. I was a letter from NEMCSA asking for Senior Volunteer number. I didn't know how that day was going to change my life.

I only spend nights in bed now. No more 20-24 hours in bed. I face the day. I feel like I am a contributing member of my community.

3,049
CHILDREN
received early
childhood services

8,949
HOUSEHOLDS
received food boxes

PROGRAM IMPACT

Homeless Man Finds Home and Reunites with Family



A young man with a serious addiction to drugs for several years had been living in his car. His family had disowned him. Although he had a part time job, he had very little money. Due to his drug addiction, he could not get food assistance, so he learned how to eat out of various garbage cans at different restaurants.

NEMCSA staff began working with him on finding housing or a shelter. After a few weeks a house was found. This grateful man, who moved into his new home with nothing except the clothes on his back, said ***"I felt like I won the lotto and was given a second chance."*** He stated, ***"I have never had someone treat me so kind and not want anything back. I am so thankful for all you and NEMCSA have done for me."***

Today this young man is housed, working, and drug free. The NEMCSA Housing Resource Specialist that worked so diligently with this homeless man, helped reunite him with some of his family and he spent Thanksgiving with them this year. She stated, ***"Sometimes people just need to know that you care and it's not 'just a job'.... It's about making a difference."***

Parenting is one of the best decisions of my life!"

Teacher Karen Dunn was recently honored by the Arenac County Child Protection Council with the annual 'Friend of Children' award. She is a teacher at Standish-Sterling Central Elementary, whose classroom Karen serves in as a Foster Grandparent. According to Karen, being a Foster Grandparent program is ***"one of the best choices I've ever made"***. Below is an excerpt of Karen's speech that she recently presented at a luncheon.

...I worked one and two jobs to support myself and my family. Three and a half years ago I had a breakdown because of a lot of health problems. Because of this, I found myself feeling totally worthless and a member of society. I really felt like a failure and my depression was getting worse. I was caught in a downward spiral, limbing out by myself.

...I started going to church. On the bulletin board was a letter that was going to change my life. It was from the Volunteers and Foster Grandparents at the schools. I picked up my phone and called the number. It changed my life, even more dramatically, for the better.

...I am now up 10 hours a day in bed, not even on weekends. I get up five days a week at 5:45a.m, ready to be a member of society again and feel like I am making a difference in children's lives every day!"



612,374 MEALS
provided to senior & homebound individuals

2,276 YOUTH
enhanced their academic careers

283,133 HOURS
donated to programs

\$459,464 EMERGENCY
payments distributed

11,444 SENIORS
maintained independent living



Cheboygan County Department of Veterans Services



ANNUAL REPORT 2017

VETERAN SERVICE OFFICER: RICK WILES

ASSISTANT VETERAN SERVICE OFFICER: SARA CUNNINGHAM

Cheboygan County Department of Veterans Services

ANNUAL REPORT 2017

Mission Statement

VETERANS AND THEIR FAMILIES- FOREMOST;
EDUCATE THE COMMUNITY;
TRUSTING PARTNERSHIPS;
SERVE THE COMMUNITY

Vision Statement

EVERY VETERAN HAS A STORY; OUR JOB IS TO LISTEN

Introduction

2017 Summary- Cheboygan County: VA Benefits have been granted to **over 2,400 veterans** in Cheboygan County. VA Benefits not only improve the veteran's life, but also the local economy. **Over \$20.7 million dollars** in federal benefits in FY 2017 was awarded to Cheboygan County Veterans per Geographic Distribution of VA Expenditures (GDX) FY 2017.

Services Provided

- Service Connected Disability Compensation
- Veteran Pension
- Survivor Pension
- Burial Benefits
- Dependency and Indemnity Compensation (DIC)
- VA Health Care Enrollment
- DAV Van ride coordination and other travel options
- Military Records Request
- Vocational Rehabilitation and Employment
- Emergency Financial Assistance
- Automotive and Special Adaptive Equipment
- Dependent and Survivor Benefits
- VA Ancillary Benefits
- Veteran Advocacy

ACCOMPLISHMENTS

2017

- Sara received her National, NACVSO, accreditation for Veteran Service Officer
- Office staff received cross-accreditation with the American Legion, Disabled American Veterans, Fleet Reserve Association, and Michigan Veterans Affairs Agency
- Office completed training and background checks to receive VA Remote Access Authorization (Long Process)
- VSO held two free benefit seminars; one in Cheboygan and one in Indian River. Also, participated in Project Connect
- Hosted a Veterans Benefit Fair at the FOE in Cheboygan for the Michigan Veterans Affairs Association (MVAA) VCAT region 3. This 4 hour event was attended by approximately 60 veterans with the county table directly assisting 25 vets
- Hosted Veterans Roundtable with Rep Bergman
- Cheboygan hosted Michigan Veterans Trust Fund annual training
- VSO attended 2 VA Town Hall Meetings
- Planning committee for the Northern MI “50th Vietnam Commemoration Ceremony (held in St Ignace)
- Participated in the Cheboygan Veteran’s Day Committee
- VSO has seats on various local committees
- VSO spent 1 day in Detroit training with Veteran Service Organizations staff
- Staff attended State training to maintain accreditation with the National Association of County Veteran Service Officers (NACVSO) in the Spring and Fall (VSO only)
- VSO attended State and National Department Service Officer (NDSO) training
- AVSO attended Suicide Prevention training (ASSIST), VSO has previous training
- Staff completed Training Webinars covering: Tricare Changes, HIPPA, Claim Processing, and VA required classes
- Organized a successful Memorial Day Remembrance ceremony at Festival Square.
- Streamlined the SRF and VAF emergency assistance fund application process for veterans, to improve clarity and reduce redundancy.
- Transferred financial control of MVTF from County to State

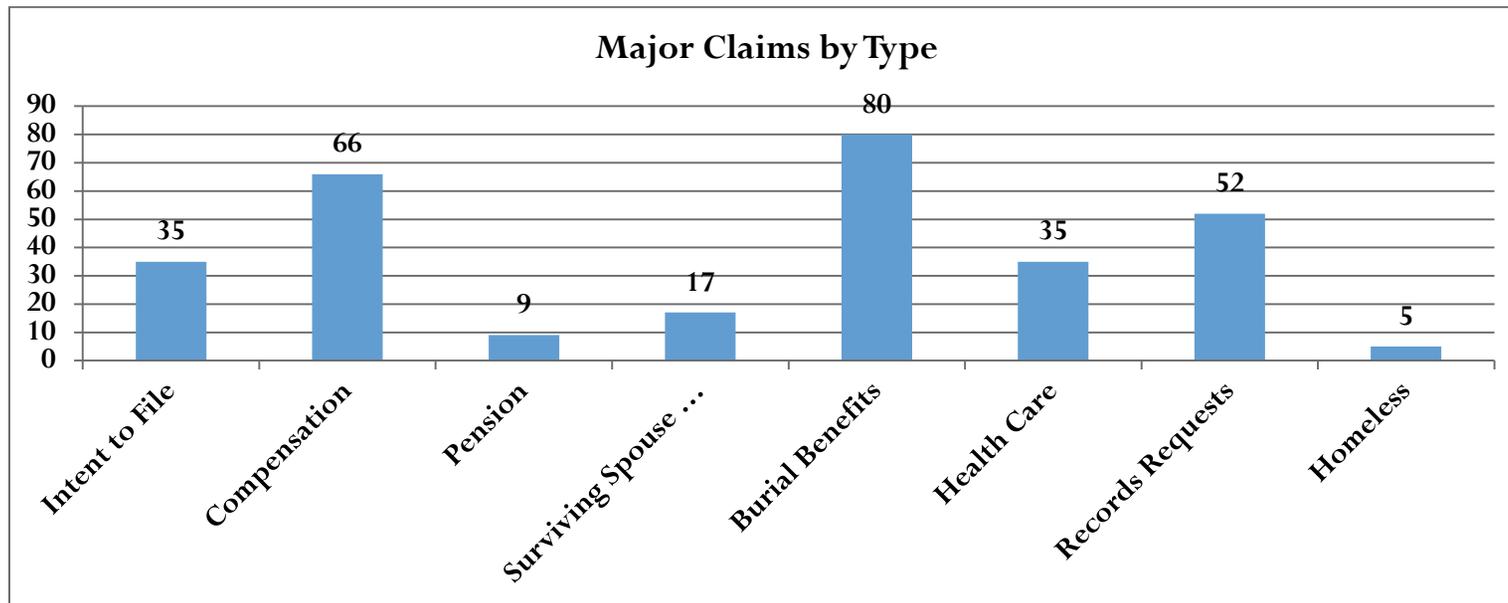
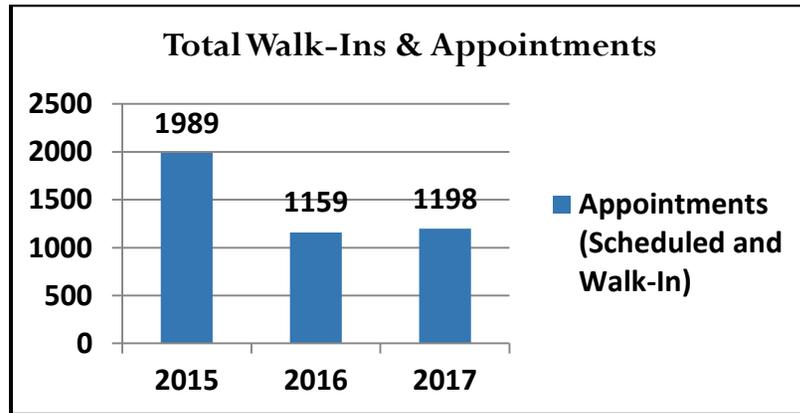
2017/2018 GOALS

- All office staff to maintain currency in VA benefits and programs, plus increase accreditations with other service organizations
- Seek to actively educate the community about available veteran services and benefits
- Increase community outreach throughout the *entire* county
- Provide support for county veteran events

ACRONYMS

AVSO	Assistance Veteran Service Officer
CY	Calendar Year
DAV	Disabled American Veterans
FY	Fiscal Year: Oct - Sep
GDX	Geographic Distribution of VA Expenditures
MVAA	Michigan Veterans Affairs Agency
MVTF	Michigan Veterans Trust Fund
NACVSO	National Association of County Veteran Service Officers
SRF	Soldiers Relief Fund
VAF	Veterans Assistance Fund
VSO	Veteran Service Officer

CHEBOYGAN COUNTY DEPARTMENT OF VETERANS SERVICES OFFICE STATISTICS



COUNTY VETERAN DEMOGRAPHICS

VETERAN EXPENDITURES IN CHEBOYGAN COUNTY (MONEY COMING INTO THE COUNTY THROUGH VA BENEFITS) ¹	
2015	\$18,176,000.00
2016	\$19,485,000.00
2017	\$20,748,000.00

VETERAN POPULATION BY COUNTY % OF TOTAL POPULATION ²		CHANGE FROM 2016
CHEBOYGAN COUNTY	9.5%	-1.3%
CHARLEVOIX COUNTY	8.6%	-3.3%
EMMET COUNTY	7.5%	-4.7%
MACKINAC COUNTY	9.5%	-2.0%
MONTMORENCY COUNTY	11.2%	+2.0%
OTSEGO COUNTY	9.0%	-2.6%
PRESQUE ISLE COUNTY	10.5%	+1.2%

FINANCIAL ASSISTANCE

¹ <https://www.va.gov/vetdata/Expenditures.asp>

² <https://www.census.gov/quickfacts/table/PST045215/26031>

VETERANS ASSISTANCE FUND

- **Funded Solely by Donations**
- Must Have DD-214: under other than Dishonorable conditions
- Must Provide Proof of Cheboygan County Residency
- Must Provide Financial Disclosures
- Plus other documents pertaining to type of assistance
- **Maximum Payout \$250**

SOLDIERS RELIEF FUND

PA 214 OF 1899 (MCL 35.21-35.27)

- **Funded by Cheboygan County**
- Must Have DD-214: under **Honorable** conditions
- Must Have Served at least 90 Days Active Duty with 1 Day **Wartime**
- Must Provide Proof of Cheboygan County Residency
- Must Provide Financial Disclosures
- Plus other documents pertaining to type of assistance
- **Maximum Payout \$500/ \$750**

MICHIGAN VETERANS TRUST FUND *

PA 9 OF 1946 (MCL 35.601-35.610)

- **Funded by MVTF (State)**
- Must Have DD-214 : under **Honorable** conditions
- Must Have Served at least 180 Days Active Duty with 1 Day of **Wartime**
- Must Provide Proof of Cheboygan County Residency
- Must Provide Financial Disclosures
- Plus other documents pertaining to type of assistance
- **No Maximum**

The Cheboygan County Department of Veterans Services provides financial assistance for emergent needs to qualified veterans and their families for temporary assistance covering emergencies or hardships concerning shelter, food, utilities, automobiles, and other circumstances. Assistance **MUST** be for an emergency and not for the relief of an inconvenience, want, or desire, and cannot be used for long term or reoccurring problems. Our office works closely with multiple State, County, and local nonprofit partners to ensure the veterans have the opportunity to receive the help they need. There are three assistance funds available through our office and each has specific eligibility requirements for the veteran or family member to qualify. If approved, assistance is always paid directly to a vendor, not the applicant.

*** After first quarter of CY17, MVTF no longer transfers money to the county to pay for assistance or per-diem. They no longer pay an annual administration fee to the county. All funds are distributed directly from the State of Michigan to the vendor.**

FINANCIAL ASSISTANCE ACCOUNTS

VETERANS ASSISTANCE FUND

2015

Total Applications: 1
Approved Applications: 1
Total Donations: \$4,030.43
Total Grants Paid: \$210.00

2016

Total Applications: 15
Approved Applications: 12
Total Donations: \$1,800.00
Total Grants Paid: \$2,441.41

2017

Total Applications: 9
Approved Applications: 7
Total Donations: \$246.80
Total Grants Paid: \$1,109.05

VAF Balance 6/30/18: \$21,525.82

SOLDIERS RELIEF FUND

2015

Total Applications: 2
Approved Applications: 2
Total Per Diem: \$160.00
Total Grants Paid: \$610.53

2016

Total Applications: 11
Approved Applications: 7
Total Per Diem: \$760.00
Total Grants Paid: \$3,237.03

2017

Total Applications: 8
Approved Applications: 3
Processed through other agencies: 2
Withdrawn Applications: 1
Total Per Diem: \$600.00
Total Grants Paid: \$1,632.08

MICHIGAN VETERANS TRUST FUND*

FY 2015

Total Applications: 3
Approved Applications: 2
Total Per Diem: \$453.93
Admin Fee X-fer to VAF: \$1,000.00
Total Grants Paid: \$3,690.48

FY 2016

Total Applications: 13
Approved Applications: 11
Total Per Diem: \$282.65
Admin Fee X-fer to VAF: \$500.00
Total Grants Paid: \$13,423.54

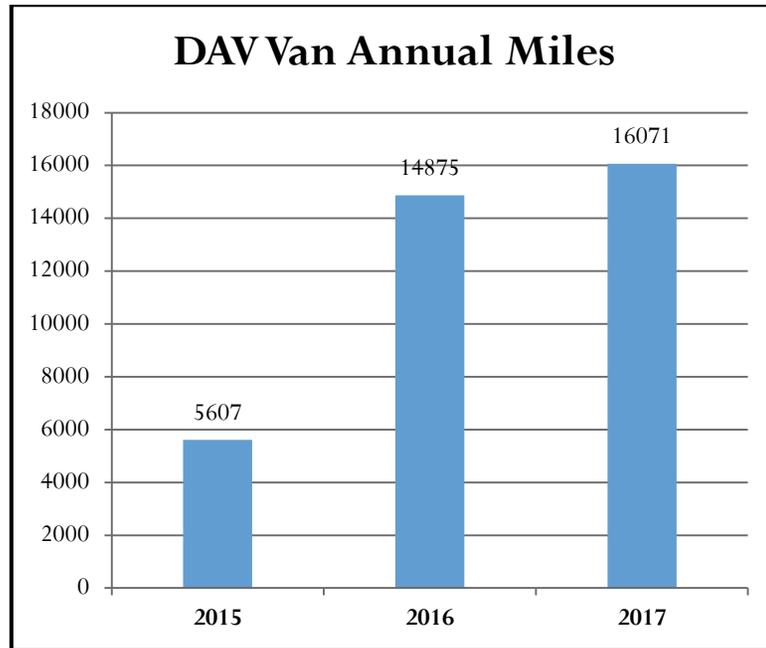
FY 2017

Total Applications: 16
Approved Applications: 8
Withdrawn Application: 1
Total Per Diem: **\$266.74 ****
Admin Fee X-fer to VAF: \$500 (2016)
Total Grants Paid: \$ 8,498.23 **

* Starting FY17 we process applications at the county level and MVTF controls finances. All funds now paid directly from State of MI.

** NOT reflected in General Ledger. Verified through MVTF

DAV VAN



2015

Veterans Driven: 35

Volunteer Drivers: 5

2016

Veterans Driven: 62

Volunteer Drivers: 8

2017

Veterans Driven: 53

Volunteer Drivers: 7

The county office transports veterans for medical appointments throughout the state.

We are able to transport veterans not only to regular VA medical appointments, but also to any VA referred private medical appointment within the state. We are also able to use any prearranged high visibility, public location as a pick up and drop off spot to make it more convenient for our county veterans. Presently, these include Veteran Service buildings, Mackinaw CBOC, and Assisted Living facilities.

Van rides are dependent on volunteer driver availability and weather.

Average time for a new volunteer driver to go through the approval process has been 1-2 months.

ADMINISTRATOR'S REPORT

7-24-18

Gold Front / Gold Dust
Demolition of Buildings:

The Contractor is currently removing debris from the site this week. The contractor will begin backfilling the site the week of the 30th. The proposed schedule is subject to change.

STRAITS REGIONAL
RIDE:

Emmet County has identified they would like to move forward with the expansion of three routes in 2019. Straits Regional Ride Staff have been working with Emmet County's committee on route development and cost over the past year. A draft agreement will be developed for review and approval. Route expansion cost will be paid for by Emmet County contributions as well as state and federal transit match reimbursements. Staff will submit an amendment to Straits Regional Ride's transit budget for 2019 with the State of Michigan by mid-August to plan for the route extensions.

PLANNING
COMMISSION:

The Planning Commission has requested staff send the draft solar regulations to legal counsel for final review prior to setting a public hearing for language consideration.



Cheboygan County Board of Commissioners' Meeting

July 24, 2018

Title: Emergency Services Radio Millage Proposal

Summary: Cheboygan County is one of three counties that have created the “CCE 911 Central Dispatch Authority” (CCE) for the purposes of providing emergency health or safety services, specifically to provide a primary public safety answering point (PSAP) and to provide public safety systems and communications services. CCE 911 has completed a radio study report that has identified the need to upgrade the radio system infrastructure to improve system coverage, system security, voice clarity and interoperability between agencies due to past and proposed future FCC narrowbanding. The project includes purchasing new radios and upgrading tower equipment utilized by CCE, police, fire and ambulance services throughout the County to maintain safe and reliable communications between CCE and these emergency services providers. The resolution and ballot language is attached.

Financial Impact: The Emergency Services Radio Millage is estimated to generate up to approximately \$717,761 annually.

Recommendation: Approve Resolution #18-10 placing the Emergency Services Radio Millage Proposal on the November 6, 2018 general election ballot.

Prepared by: Jeffery B. Lawson

Department: Administration

CHEBOYGAN COUNTY
Resolution No. 18-10

A RESOLUTION TO APPROVE THE BALLOT LANGUAGE FOR A MILLAGE PROPOSAL TO PROVIDE CHEBOYGAN COUNTY'S SHARE OF THE FUNDS NEEDED BY THE CCE 911 CENTRAL DISPATCH AUTHORITY (CCE) TO PURCHASE, INSTALL, MAINTAIN, AND REPLACE UPGRADED RADIO EQUIPMENT FOR USE BY CCE AND EMERGENCY SERVICE PROVIDERS WITHIN THE COUNTY, TO UPGRADE RADIO SYSTEM INFRASTRUCTURE, INCLUDING TOWER AND TOWER EQUIPMENT, REQUIRED BY THE UPGRADED RADIO EQUIPMENT, AND TO SUBMIT THE PROPOSAL TO THE ELECTORATE AT THE NOVEMBER 6, 2018 GENERAL ELECTION

Recitals

- A. Cheboygan County has the statutory authority to provide emergency 9-1-1 services within the County pursuant to the Emergency 9-1-1 Service Enabling Act, MCL 484.1101 et seq (the 911 Act).
- B. Cheboygan County is one of three counties that have created the "CCE 911 Central Dispatch Authority" (CCE) for the purpose of providing emergency health or safety services, specifically to provide a primary public safety answering point (PSAP) within the meaning of the 911 Act within the total territory of the Incorporating Municipalities, and to provide public safety systems and communications services.
- C. The Federal Communications Commission (FCC) regulates the radio frequencies used by CCE to provide the essential communications with police, fire, and ambulance services throughout the county.
- D. As the result of actions of the FCC, it has become necessary to upgrade the radio equipment used by CCE and by the police, fire, and ambulance services throughout the county and to upgrade radio system infrastructure, including tower and tower equipment, required by the upgraded radio equipment in order to maintain safe and reliable communications between CCE and these emergency service providers.
- E. The costs of these radio equipment and infrastructure upgrades is a shared cost among the three counties that created CCE.
- F. The Cheboygan County Board of Commissioners, therefore, desires to obtain voter approval for .5 mills for four years to provide funds to cover its share of the radio equipment and infrastructure upgrades for use by CCE and the emergency service providers within the county.

- G. Because a county-wide general election is scheduled on November 6, 2018, the Cheboygan County Board of Commissioners finds it appropriate to submit this millage proposal to the electorate at this general election.

Resolution

NOW, THEREFORE, THE CHEBOYGAN COUNTY BOARD OF COMMISSIONERS HEREBY RESOLVES that the following proposal, the language of which is hereby approved by the Cheboygan County Board of Commissioners and certified to the Cheboygan County Clerk, shall be submitted to the electors of Cheboygan County for a vote at the November 6, 2018 general election:

CHEBOYGAN COUNTY Emergency Services

Radio Millage Proposal

This proposal will permit the County to levy up to .5 mills for the purpose of providing funds to pay its share of the costs of the radio equipment and infrastructure upgrade for use by the CCE 911 Central Dispatch Authority (CCE) and the emergency service providers within the county in the years 2018-2021, inclusive.

Shall the tax limitation imposed under Article IX, Section 6 of the Michigan Constitution on the amount of ad valorem taxes which may be levied by the County of Cheboygan, State of Michigan, against taxable property in the County be increased by up to .5 mills (\$.50 per \$1,000 of taxable value) for a period of four (4) years, 2018 through 2021, inclusive, for the purpose of providing Cheboygan County's share of the funds needed by the CCE 911 Central Dispatch Authority (CCE) to purchase, install, maintain, and replace upgraded radio equipment for use by CCE and emergency service providers within Cheboygan County and to upgrade radio system infrastructure, including tower and tower equipment, required by the upgraded radio equipment, and shall the Cheboygan County Board of Commissioners be authorized to levy such millage for these purposes? If approved and levied in its entirety, this millage would raise an estimated \$717,761 for Cheboygan County in 2018.

- Yes
 No

CHEBOYGAN COUNTY

By: _____
John B. Wallace, Chairperson

By: _____
Karen L. Brewster, Clerk



Cheboygan County Board of Commissioners' Meeting

Date 7-24-18

Title: Cheboygan County Emergency Operations Plan

Summary: OEM Staff in conjunction with the County's Local Planning Team have completed an update to the County's Emergency Operations Basic Plan. The purpose of the plan is to establish policies and procedures that allow the County to provide a coordinated response to save lives, minimize injuries, protect property, preserve functioning civil government and maintain economic activities essential to survival and recovery from natural disasters and technological hazards.

Financial Impact: NA

Recommendation: Motion to approve the Cheboygan County Emergency Operations Plan (EOP) and authorize the Chair to sign.

Prepared by: Jeffery B. Lawson

Department: Administration



Cheboygan County

EMERGENCY OPERATIONS PLAN (EOP)

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

April 5th, 2018

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Promulgation Document

Officials of Cheboygan County in conjunction with state and local jurisdictional emergency management (EM) agencies have developed this Emergency Operations Plan (EOP) that will enhance their emergency response capability.

This plan, when used properly and updated, will assist local government officials to accomplish their primary responsibilities of protecting lives and property in their community. This plan and its provisions will become official when it has been signed and dated below by the concurring government officials.

John Wallace
Cheboygan County

Date

Megan Anderson
Emergency Management Director

Date

Approval and Implementation

The All-Hazard EOP, referred to in this document as the EOP, describes how Cheboygan County will handle emergency situations. The EOP assigns responsibilities to departments for coordinating emergency response activities before, during, and after any type of emergency or disaster. The EOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate Standard Operating Procedures (SOP).

The goal of the EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. The EOP addresses emergency issues before and after an emergency but its primary goal is to assemble, mobilize and coordinate a team of responders that can respond to any emergency.

The EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. Cheboygan County will plan, prepare and activate resources for local emergencies that affect the local area (or a specific site) and/or widespread disasters that affect the entire state and/or nation.

The EOP will be developed by a Local Planning Team (LPT). The LPT consists of key departments such as law enforcement, fire, public works, and public health. The team will work to establish and monitor programs, reduce the potential for hazard events in the community through planning, review, and training, and assist the local Emergency Management Program (EMP) in developing and maintaining the EOP. The LPT will represent the "Whole Community Approach" in planning this EOP.

The EOP must be signed by the current Chief Executive Official (CEO) each time it is updated, with the exception of the following activities:

1. Minor updates, e.g., changing system names, grammar, spelling or layout changes
2. Updates to the annexes

These activities may be updated in the plan without the CEO signature by the following individuals:

1. Emergency Management Coordinator (EMC)
2. Assistant to the EMC
3. Department head responsible for an annex

Homeland Security Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, the National Incident Management System (NIMS). NIMS is administered as part of the National Response Framework (NRF) which integrates the federal government into a single, all discipline, and all-hazards plan. NIMS will provide a nationwide approach that enables federal, state, tribal and local government agencies to "work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity." This EOP has integrated NIMS concepts, including the Incident Command System (ICS), and language to help incident management operate in accordance to the NIMS using the guidance provided by the Department of Homeland Security (DHS).

During an emergency, all response personnel will use the ICS to manage the incident and employ emergency resources at the site. The Emergency Operation Center (EOC) will coordinate additional resources when needed. This EOP will be used during community recovery after an emergency.

This EOP has also integrated the concepts of the Federal Emergency Management Agency (FEMA) EOP development guidance; "Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101 Version 2"

This plan supersedes all previous plans.

Record of Distribution

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

Title of Recipient	Name of Recipient	Agency	Date	Number of Copies
EMC				
Assistant to the EMC MSP/EMHSD District Coordinator (DC)				
CEO of Jurisdiction				
ESF #1 Official	BRENT SHANK	CHEB. CRC	02/05/18	1
ESF #2 Official	Pam Woodbury	CCE 911	4/30/18	1
ESF #3 Official	BRENT SHANK	CHEB. CRC	02/05/18	1
ESF #4 Official	KEITH GINOP	IVAN ROSS FIRE	2/5/18	
ESF #5 Official				
ESF #6 Official	Julie Lawson	Cheboygan DHS	2/7/18	1
ESF #7 Official				
ESF #8 Official	Matthew Radocy	DHDY	2/5/18	1
ESF #9 Official	PAUL CLARKE	CHEBOYGAN CO SD	2/5/18	
ESF #10 Official	KEITH GINOP	Cheboygan COUNTY ASSOC.	2/5/18	1
ESF #11 Official	Chris Anderson	MAEAP	2/14/18	1
ESF #12 Official	JASON KARMOL	CHEBOYGAN CITY DPW	2/15/18	1
ESF #13 Official	PAUL CLARKE	CCSD	2/5/18	1
ESF #14 Official	Jeffery Lawson	Cheboygan County	2-5-18	1
ESF #15 Official	Jeffery Lawson	Cheboygan County	2-5-18	1
American Red Cross (ARC)				
EOC				
Alternate EOC				
Joint Information Center (JIC)				
Public Information Official (PIO)				

Basic plan

I. Purpose

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

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

II. Scope

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

III. Authorities and References

A. Authority of local officials during an emergency:

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

B. References used to develop the EOP:

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

C. See Attachment A for glossary.

IV. Plan Development and Maintenance

- A. The planning development process used to develop this EOP includes the following steps:
1. Establish a LPT: Key departments, such as law enforcement, fire, public works, and public health, were part of the LPT and will be used to establish and monitor programs and assist the local EMP in developing and maintaining the EOP.
 2. Identify Hazards and Risks: Hazards and risks were identified in the community through the creation of a community profile, identifying hazards, performing a risk assessment, and determining vulnerabilities.
 3. Define Goals and Objectives: Goals and objectives have been defined to clearly state problems, issues, and opportunities in hazard mitigation and other areas. The EOP and actions outlined in the plan are based on clear goals and objectives.
 4. Identify Actions and Assess Capabilities: Courses of action, capabilities to respond to an incident, and available resources, to achieve defined goals and objectives, have been identified and outlined in this EOP.
 5. Evaluate and Select Feasible Actions: Actions in the plan have been deemed feasible and are within the means of authorities and operating standards of
 6. Plan development, review and approval: The EOP was developed using the ESF based template and has been approved by all required parties including: the Director of Emergency Management, public safety stakeholders and the Cheboygan County Board of Commissioners. This is in alignment with Presidential Policy Directive 8 (PPD8), Community Approach.
 7. Plan Implementation and Update: Implementation and evaluation of this EOP's effectiveness has been determined by the CPG 101 criteria; adequacy, feasibility, acceptability, completeness and compliance.
 8. Consistent Updates to the EOP: Each quarter a portion of the plan is updated and the entire EOP is updated every 4 years. The plan will also be updated after:
 - a. A change in elected officials,
 - b. Major exercises,
 - c. A change in the jurisdictions demographics or hazards,
 - d. The enactment of new or amended law and/or ordinances,
 - e. A change in operational resources,
 - f. A formal update of planning guidance or standards.
- B. The structure of the EOP Includes:
1. The Basic Plan: Provides an overview of the jurisdiction's preparedness and response strategies. It describes hazards, outlines agency roles and responsibilities, and explains how the EOP is kept current.
 2. Annexes: Individual chapters on concept of operation for specific functions, beyond what is provided in the basic plan. Sections include purpose/mission, objectives, lead and support agencies, structure, and roles and responsibilities.
 3. Appendices: Procedures/strategies for managing the functions in a specific hazard.

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- C. The EOP is coordinated with local political subdivisions (with a population over 10,000) by incorporating their support plans into the county EOP. The EOP is coordinated with adjoining county EOP's by regional meetings.
 - D. The EOP is distributed to the appropriate county/city departments, disaster organizations, surrounding jurisdictions, and the MSP/EMHSD. See the Plan Distribution table on page IV for a list of recipients.
 - E. Public distribution: The EOP's Basic Plan and Attachments are distributed to the public via CCEOEM web site. The Annex and Appendices detail response tactics and are for official use only and not to be distributed to the public.
 - F. The plan review process:
 1. The EOP has been checked for its adherence to applicable regulatory requirements and federal and state agency standards, and its usefulness in practice.
 2. Per PA 390 of 1976, as amended, the entire EOP is updated every four years with a current CEO signature. The CEO will review and approve the EOP by signing and dating the document. The EOP is also submitted to and approved by MSP/EMHSD.
 3. Local organizations and agencies are responsible for updates to their portions of the EOP. They submit changes through the Emergency Management Director the information is then reviewed and discussed by the LPT. If approved the changes are then put into the plan.
 4. Plan updates are outlined in the EMHSD Emergency Management Performance Grant (EMPG) work agreement. Generally, at least one annex of the EOP is updated and submitted to the DC each quarter.
 5. Cheboygan County has submitted a Pub 201a "Review Guide for Local Emergency Operations Plans and Emergency Action Guidelines" to the DC.
 6. The following CPG 101 criteria is used to validate this EOP:
 - a. Adequacy: The EOP identifies critical tasks effectively, accomplishes the assigned missions, and addresses valid and reasonable assumptions.
 - b. Feasibility: The EOP documents how organizations accomplish assigned missions and tasks by using available resources within the time allowed in the plan, allocating resources to tasks and resource tracking.
 - c. Acceptability: The EOP meets the requirements driven by threats, decision makers, public costs, and time limitations. It is also consistent with the law.
 - d. Completeness: The EOP incorporates tasks to be accomplished, required capabilities, needs of the general population, children, and individuals who require Functional Needs Support Services (FNSS), a complete picture of the sequence and scope of the planned response operations, time estimates for achieving objectives, success criteria, and a desired end-state.
 - e. Compliance: The EOP complies with the Pub 201a, CPG 101, and NIMS.

V. Situation Overview

- A. Cheboygan County has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:
1. The mitigation of potential hazards.
 2. Identification of emergency response agencies and mechanisms that will protect life and property before, during and after an emergency.
 3. Tasking agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under the "Organization and Assignment of Responsibilities."
 4. Identification of lines of succession and the ICS and organizational relationships of emergency responders, agencies, and incident management personnel.
 5. Identification of available resources and the development of resource management guidelines.
 6. Train and exercise first responders in the NIMS and ICS concepts and principles, and the identification of capabilities by reviewing resources, personnel, and agencies using the FEMA 31 core capabilities list. FEMA's best practice gap analysis will be completed to identify training and exercise needs.
 7. Integration with the MEMP, hazard mitigation plan (HMP), local support plans, etc.
- B. Hazard and threat analysis summary
1. Cheboygan County is vulnerable to many hazards, all of which have the potential to disrupt the community, cause damage, create casualties, and will require the activation of this EOP. Hazards include, severe thunderstorms, wind events, winter snow and ice, blizzards, wildfires, airplane crashes, terrorist threat, dam failure, and hazardous materials incidents.
 2. Hazmat Incidents:
 - a. The Cheboygan County Local Emergency Planning Committee (LEPC) is responsible for the development of community hazmat response plans for SARA Title III, Section 302 sites within Cheboygan County and its municipalities.
 - b. The Cheboygan County Office of Emergency Management maintains a list of sites with extremely hazardous substances (SARA Section 302 sites): These include: AT&T sites in Cheboygan, Mackinaw City and Indian River, Cheboygan well house, and WWTP.
 3. Terrorism/critical infrastructure threats:
 - a. Intelligence information from DSEMIIC, MIOC, national intelligence agencies and local law enforcement has been incorporated into the hazard analysis through assisting in identifying CIKR as high-risk areas, analyze cyber-security risks, issues with the supply chain integrity and security were identified.
 - b. Incidents involving acts of terrorism will be managed by Presidential Decision Directive 39 and HSPD-5.

in flood plain areas, areas around 302 facilities, annual festivals, Cheboygan river dam and locks, 3 State Parks, Other critical infrastructure.

- ii. The Cheboygan County has the following unique areas or critical infrastructure and key resources (CIKR) sites that may require extra attention and/or planning: Cheboygan River Dam and locks, Mackinaw Bridge,
- iii. Cheboygan County has the following special or unique events that may pose a high-risk situation: Mackinaw Bridge walk, Mill Creek Discovery Park, Ice Breaker Maritime museum, Mackinaw crossing, Mackinaw Bridge, Numerous lighthouses, Cross in the Woods Shrine, and numerous festivals.
- iv. Cheboygan County has identified that the following time variables may influence hazard risks on the community.
 - a) Daylight hours during the summer months in Mackinaw City, festivals and events throughout the summer in Cheboygan, Indian River, and Wolverine.
 - b) Traffic throughout the region is much heavier in the summer season as this is tourist season. Traffic can be expected to double in the summer months

VI. Capability Assessment

A. Cheboygan County has implemented the process below to define its capabilities and limits.

1. Establish an Incident Timeline: Cover all mission areas.
2. Depict the Scenario: Identify hazards and response goals and objectives.
3. Identify and Depict Decision Points: Indicate when leaders anticipate making decisions on courses of action.
4. Identify and Depict Operational Tasks: Verify the action, who does it, when it is completed, how long it takes to complete, and what happens after completion.
5. Identify Resources and Assess Capabilities: Document resource needed to accomplish task.
6. Identify Information and intelligence Needs: Verify needs for response participants.
7. Assess Progress of Courses of Action: Identify progress made, single point of failures, omissions or gaps, and inconsistencies or mismatches.

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

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

Hazard specific capabilities are listed in the associated appendices. Being located in northern Michigan, Cheboygan County expects several snow events each year and is prepared to handle these events as they occur. However, when accompanied by severe cold Cheboygan County has had to declare states of emergency. Cheboygan County has also experienced straight line winds and tornadoes during the summer season although these incidents are rare.

- C. Depending on the type and severity of the event, Cheboygan County's response may be limited by factors such as:
1. Damage to facilities and Infrastructure,
 2. Transportation services,
 3. Staff and resource availability,
 4. Communication,
 5. Fiscal constraints,

VII. Planning Assumptions

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

VIII. Concept of Operation

- A. Activating and deactivating the EOP:
 - 1. Upon the recommendation of the Chairman of the Cheboygan County Board of Commissioners, the Director of Emergency Management may activate this plan and declare a local "state of emergency" pursuant to the Emergency Management Resolution of July 2017 to initiate and direct emergency response and recovery actions. At this time, county and municipal governments will assign and make available for duty the emergency personnel, resources or property of Cheboygan County for response and recovery efforts. These same resources may be available to assist other communities within the State of Michigan or other states, if necessary.
 - 2. When the disaster or emergency has diminished to the point where normal day-to-day resources and the organization can cope with the situation, the Director of Emergency Management and/or their Designee may terminate the local "state of

emergency” and deactivate the plan. If the governor has declared a “state of disaster” or “state of emergency”, it shall remain in effect for 28 days, unless terminated or extended by executive order or proclamation, and approved by the legislature. If a presidential declaration of a “state of disaster” or “state of emergency” is made, it will be terminated following their existing protocols and procedures.

3. See Attachment C for the Requesting a Governor's Emergency Disaster or Disaster Declaration and State Assistance form.

B. Issuing a local declaration includes the following steps:

1. The local EMP will perceive the threat, assess the hazard, determine its scope and magnitude, select a control strategy, stabilize the incident, and monitor the hazard.
2. Those day-to-day functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.
3. The Emergency Management Coordinator will decide if additional assistance is required to accomplish emergency tasks. If assistance is required the EMC may activate the EOC and recommend that the CEO declare a local “state of emergency.”
4. If the CEO deems an incident is beyond the control of the EMP and that state or federal assistance is needed, they may request that the Governor declare a “state of disaster” or “state of emergency.” This will activate state assistance in accordance with Section 14, 1976 PA 390, as amended. This request will be submitted by the Director of Emergency Management to the EMHSD DC. The DC in conjunction with the Director of Emergency Management will assess the incident’s nature, scope, and magnitude. The assessment and recommendations will be sent through the appropriate channels to the governor.
5. If the president declares a “state of emergency” or “state of disaster”, the Director of Emergency Management will coordinate response/recovery activities with the respective state and federal entities.
6. The declarations are shared with neighboring jurisdictions via phone, email, and through the MI CIMS. All jurisdictions can access the EM Program Status Board in the MI CIMS to view which areas are operating under a declaration.
7. A template for a local “state of emergency” can be found in the MI CIMS under Reference Info, File Library, and then Emergency Declaration Templates. It can also be located at: Google Doc’s.
8. See Attachment B for a graphic depicting the declaration process.

C. Protective action/executive orders:

1. Orders issued for the jurisdiction are implemented upon the CEO’s authority.
2. Protective action orders (PAO) are based on recommendations from the chief of the assigned expert agency (after the hazard has been analyzed). They are made to the jurisdiction’s CEO and are issued under his/her authority.

3. After the governor's declaration, state agency EMCs provide recommendations to the governor for issuing PAOs.
 4. Once a public action is determined, the public will be warned via Rave "Be Alert" emergency warning system, radio, TV, text messaging, and social media sites.
 5. A protective action implementation plan should be determined and includes steps to monitor the implementation, control access to the area, support the evacuation, provide decontamination support, medical treatment and individuals requiring FNSS, and search and rescue of the area.
- D. Legal questions and issues:
1. Legal questions or issues are resolved in Cheboygan County through legal counsel working as a technical specialist in the EOC that will work with IC on legal matters.
 2. Legal issues include:
 - a. The legal authority for the EOP and emergency operations is 1976 PA 390, as amended, and the Cheboygan County Emergency Management Resolution of 2017.
 - b. Section 30.411 of 1976 PA 390, as amended, addresses the following legal issues: Powers and duties of personnel of disaster relief forces; liability for personal injury or property damage; right to benefits or compensation; disaster relief workers; immunity; additional authority of dentists, veterinarians, nurses, or paramedics; liability and legal obligation of persons owning or controlling real estate or other premises used for shelter.
 - c. Additional legal issues may include: evacuation issues (e.g. authority to order evacuation, mandatory evacuation, transportation issues, pet evacuation, refusal to evacuate), sheltering (e.g. accessibility, FNSS, service animals, household pets, discrimination, infectious diseases, social distancing), licensing and credentialing and federal financial assistance and reimbursement (e.g. plan must be activated in timely manner, ineligible debris removal, permissible and prohibited contracts).
- E. Coordination between agencies, boards, and divisions within the jurisdiction:
1. Agency/division meetings will occur on a quarterly basis to discuss emergency management related issues, topics, upcoming trainings, exercises and After-Action Reports (AAR).
 2. Board meetings will occur on a quarterly basis to discuss emergency management projects and funding.
 3. LPT and/or LEPC meetings occur quarterly and will include individuals from the following divisions or agencies: elected local officials, law enforcement representatives, fire service representatives, emergency services representatives, public health representatives, ambulance personnel, hospitals, local environmental representatives, broadcast and print media, community groups, owners/operators of facilities subject to the requirements of SARA Title III, and other members of the public concerned with or affected by hazardous or toxic chemicals and emergency management issues.

4. The local EMP is responsible for maintaining communications and coordinating departments and other public and private assisting agencies/departments.
 5. Coordination of response, emergency incident communications, public warning and information between agencies, boards, and divisions is managed in the EOC.
 6. Notification of law enforcement, fire, and EMS personnel to report to the EOC is made through the 911 dispatch center. The EMC is responsible for contacting the other key personnel to report to the EOC.
 7. Trainings will be coordinated through the Office of Emergency Management and will
 8. occur whenever training is deemed necessary by the Director of Emergency Management and/or at least annually. A list of training courses that includes multiple agency/division participation includes MICIMS, Damage Assessment, ICS 300 & 400, IS 100, 200, 700, 800).
 9. The EMP will coordinate jurisdictional exercises that include Fire, Police, EMS, finance, damage assessment. Exercises will occur at least annually.
- F. The needs of children during a disaster will be managed through:
1. Incorporating children's needs in all phases of emergency management and the following documents, procedures, and plans.
 2. Establishing shelters that have resources necessary for children, including but not limited to: diapers, formula, food, portable cribs, playpens, and the capacity to supervise any unaccompanied children.
 3. Providing emergency childcare services during an incident through and as provide by American Red Cross and the Health Department.
 4. The reunification of children with families will occur through a family reunification center, Rave "Be Alert" emergency alert system, the National Emergency Child Locator Center during presidential disasters, establish toll free number for families to call.
 5. The requirement of FEMA course IS-366: "Planning for the Needs of Children in Disasters" for EM staff.
- G. The needs of Individuals requiring FNSS will be managed through:
1. Incorporating FNSS in all phases of emergency management and in the following documents, procedures, plans: see Human Services Annex
 2. Creating customized awareness materials and preparedness messages to increase the ability of individuals requiring FNSS to plan for and survive an incident.
 3. Utilizing television stations to provide messaging for public warning announcements.
 4. Providing evacuation plans to individuals requiring FNSS, agencies, and care centers, etc. to increase awareness prior to and during an emergency, and to inform them of procedures for evacuating affected areas.
 5. Confirming that shelters will comply with the Americans with Disabilities Act (ADA) standards and will have specialized equipment, such as walkers, wheelchairs, medication, personal assistance services, interpreters, for individuals requiring FNSS.

H. The needs of pets and animals guidelines include:

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

I. Additional support/response plans:

1. Municipalities with a population of 10,000 or more, and which have incorporated into their county EMPs per 1976 PA 390, as amended, have developed support plans that are part of this EOP. These municipalities include: City of Cheboygan
2. Cheboygan County has a FEMA approved HMP detailing the hazard analysis conducted and the potential mitigation actions that reduce the effects of the hazards to the community. This plan has been sent to EMHSD and kept on file.
3. Agencies and institutions that have developed plans that directly support the implementation of this EOP include: hospitals, schools, facilities, NGOs and Radio Amateur Civil Emergency Services (RACES).
4. Emergency Operations Plan.

IX. Organization and Assignment of Responsibilities

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

1. Appoint an EMC pursuant to 1976 PA 390, as amended
2. Serve as, or appoint a, PIO for the county during emergency events.
3. Establish policy and provide guidance to staff related to response and recovery efforts.
4. Review and ratify local declarations of emergency
5. Host community meetings to ensure needs are being addressed and to disseminate information to residents.

6. Coordinate with elected officials at the state and regional level.

B. Cheboygan County agency/department roles and responsibilities:

1. Local EMP/EOC agency roles and responsibilities include:

- a. Develop, maintain, and activate the county/city EOP, HMP, SOPs, resource lists, MAA/MOUs and alerting procedures
- b. Maintain and activate the local EOC
- c. Ensure their program is NIMS compliant including maintaining the accuracy of NIMS typed resource information in the MI CIMS
- d. Verify that personnel assigned emergency tasks and responsibilities are properly trained
- e. Prepare and submit assessment data and other reports as requested or required
- f. When incidents occur, respond with all applicable and available resources to the maximum extent possible and appropriate, including the use of nearby resources and MAA/MOUs
- g. If local resources and capabilities have been exhausted and unmet needs still exist, request supplemental assistance in accordance with the process established by the MSP/EMHSD
- h. Form and maintain incident management partnerships with the whole community (local, state, regional, and federal entities, the private sector, and Non-Governmental Organizations (NGO) and include them in the development and/or revision of the EOP.
- i. Address the requirements for individuals requiring FNSS, children, and pets, including providing for medical needs, transportation, and other emergency support.

2. General roles and responsibilities for other departments or agencies identified in this EOP and assigned to the EOC include:

- a. Support EOP concepts, processes, and structures while carrying out their assigned functional responsibilities
- b. Work with appropriate incident management leadership, as appropriate and consistent with their own authorities and responsibilities
- c. Designate representatives to staff the EOC, during drills, exercises, and emergencies
- d. Provide cooperation, resources, and support to implement the EOP
- e. Provide updates to their portions of the EOP in a timely manner, when requested by the EMC/EMP

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- f. Maintain SOPs, emergency response plans, resource lists (in the MI CIMS), MAA/MOUs, checklists and notification rosters in compliance with the EOP
 - g. Develop time estimates, success criteria, and desired end-states for achieving goals
 - h. Utilize department- and agency-specific authorities, resources, and programs to facilitate incident management activities in accordance with the EOP
 - i. Developing, exercising, and refining local and regional capabilities to ensure sustained operational readiness in support of the EOP
 - j. See Attachment D for primary and secondary responsibilities.
 - k. Specific tasks are described in detail in each functional annex.
- C. State responsibilities supporting local emergency operations:
- 1. The MSP/EMHSD is the Primary Agency for EM. Its responsibilities include:
 - a. Activate the State Emergency Operation Center (SEOC), and JIC, if necessary to support local emergency operations and incident management.
 - b. Provide resources once local resources are exhausted.
 - c. Act as Liaison between local EMP and federal agencies (e.g. FEMA).
 - d. Provide planning guidance for EOP and supporting documents including debris management, donation management, local continuity planning, etc.
 - e. Approve and verify that the local EMP meets federal criteria for preparedness funding.
 - f. Ensure that the local EMP is compliant with NIMS
 - 2. The MSP/EMHSD DC assists the EMP with:
 - a. Verification that the EMP meets all necessary requirements imposed by MSP/EMHSD and federal agencies.
 - b. Review and approval of the EOP.
 - c. Emergency response, if necessary.
 - 3. The Michigan Department of Environmental Quality (MDEQ): Supports the EMP through management of information about SARA Title III sites, testing of air, ground water and surface water, technical assistance on flood impacts/dam failures, etc.
 - 4. The Michigan Department Agriculture and Rural Development (MDARD): Supports the EMP through the inspection of food/distribution/processing stores in affected areas, issuing agriculture PAOs, and assisting with animal sheltering needs, etc.
- D. Regional organizations and their responsibilities that support local operations Include:

1. The Region 7 Homeland Security Board and its member Emergency Management Coordinators are available to assist other Region 7 counties with EM assistance if requested.
- E. Federal agencies and their responsibilities that support local EM operations include:
1. FEMA: Will provide monetary assistance, response teams, support at incident facilities such as the EOC and Joint Field Office (JFO), and additional resources, such as interim housing during a federally declared disaster.
 2. Federal Bureau of Investigation (FBI): Will investigate terrorism and WMD attacks, provide task forces to assist with investigations and gather intelligence information
 3. US Department of Transportation (US DOT): Will provide emergency relief aid, assist in maritime emergencies, and provide assistance with road/bridge assessments.
 4. United States Coast Guard: Responsible for patrolling the waters of the Great Lakes, keeping shipping channels open, search and rescue on the Great Lakes.
 5. Federal Aviation Administration and National Transportation Security Board, will provide support for incidents regarding mass transportation and/or incidents at the Pellston Regional Airport.
- F. Government sponsored teams and their responsibilities that support local EM operations include:
1. Volunteers in Policing (VIP): Increases the use of volunteers in existing programs, may assist with general policing duties.
 2. Michigan Voluntary Organizations Active in Disaster (MIVOAD): Provides volunteers during a disaster to assist with disaster relief efforts such as preparing and delivering meals.
 3. Community Emergency Response Teams (CERT): Coordinates volunteer activities to assist in fire safety, light search and rescue, medical operations, etc.
 4. MDEQ for aid with wild fires in the County
- G. Private sector and voluntary organizations and their responsibilities that support Local EM operations include:
1. American Red Cross: Provides disaster relief services, including shelters, food, health and mental health services.
- H. CIKR protection and restoration activities in Cheboygan County include:
1. Developing and maintaining protection plans to ensure adequate continuity of operations.
 2. The local law enforcement agencies attempt to delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.

3. Applying a broad range of physical, technological, and cyber measures to control admittance to critical locations and systems, limiting access to authorized individuals through restricted access to facilities, password protected and encrypted files, etc.
 4. Protecting against damage to, the unauthorized use of, and/or the exploitation of, and the restoration of electronic communications systems and services and data. Implement firewalls, intrusion detection systems, monitor attempted intrusions into systems.
 5. Reducing or mitigating risks to CIKR by developing actions targeted at threats, vulnerabilities, and/or consequences, controlling movement and protecting borders and critical infrastructure as well as training and exercises based on worst case scenarios involving that infrastructure.
 6. Identifying, assessing, and prioritizing risks and incorporating them into protection activities
 7. Exchanging intelligence, information, data, or knowledge among Federal, state, local, or private sector entities through MI CIMS, HSIN, and numerous public/private partnerships such as the LEPC.
 8. Identifying, discovering, or locating threats and/or hazards through active and passive surveillance and search procedures, the use of systematic examinations and assessments, sensor technologies, and/or physical investigation and intelligence.
 9. Working to restore and revitalize all sector CIKR systems and service by providing emergency services to CIKR incidents, facilitating the repair/replacement of telecommunication systems, wastewater, electric and close coordination with the private sector CIKR systems owners.
- I. Cheboygan County addresses unaffiliated volunteers through the following methods:
1. Forming partnerships with volunteer organizations American Red Cross and local church organizations to manage unaffiliated volunteers.
 2. Continuously researching liability issues and laws that affect unaffiliated volunteers.
 3. Establishing a disaster control check point during disasters to interview unaffiliated volunteers. Unaffiliated volunteers who are not interviewed will not be utilized.
 4. Implementing the MI CIMS, volunteer tracking software, and/or on-scene paper process to track volunteers.
 5. Establishing a local volunteer registration center if necessary to screen, coordinate, direct, and assign roles and responsibilities to volunteers.
 6. Developing media and public education campaigns that encourage people to undertake pre-involvement and affiliation with existing organizations. Campaigns include Citizen Corps, social media and CCEOEM website.
 7. Developing standard messages to address volunteer needs before, during, and after an emergency

- J. Current MAA/MOUs exist between Cheboygan County and the following:
1. Response Groups: (list response group MAA/MOUs, e.g., fire, police, EMS)
 2. Neighboring Jurisdictions Response Forces: (list response force MAA/MOUs, e.g., fire, police, EMS)
 3. Providing and receiving resources through the Emergency Management Assistance Compact (EMAC), coordinated through MSP/EMSHD
 4. Receiving alerts, notifications and emergency public information through (insert alert, notification, and public information MAA/MOUs)
 5. Resource agreements: (list resource MAA/MOUs)
 6. Medical facilities inside and outside of the jurisdiction, (list medical MAA/MOUs, e.g., using facilities, accepting patients, etc.)
 7. Water and wastewater utilities inside and outside jurisdiction; (List Utility MAA/MOUs)
 8. Shelter Facilities used during an evacuation; (insert evacuation MAA/MOU's e.g., use of buildings restaurants and homes as shelters)
 9. Private Businesses: e.g., waste haulers, spill contractors, landfill operators, etc.
- K. NIMS Resource Documentation Includes:
1. Inventorying NIMS typed resources each year through the MI CIMS. The NIMS resources are verified each year in the MI CIMS by September 30th. A resource certification form is signed and sent to EMHSD to ensure the state that the Cheboygan County has provided an up to date NIMS typed resource inventory for NIMS compliancy.
 2. Storing resources in the MI CIMS. The EMC and a designee are the individuals that can add, edit or delete resources in the MI CIMS, but all users can view resources. The MI CIMS is used for inventory only, not for the tracking of deployed resources.
- L. Responsibilities of local agencies and departments to maintain current documents include:
1. Preparing and maintaining the SOP, checklists and notification rosters to carry out the specific functions assigned to their agency.
 2. Storing documents in the MI CIMS, at the EOC and CCE office of emergency management in either a paper or electronic format.
 3. Updating and reviewing SOPs as needed but not longer than January of each year.
- M. See Attachment D: Primary and Secondary Responsibilities, for assignment of primary & secondary agencies to each EOC function
- N. Public safety enforcement actions that maintain public order Include:
1. Law enforcement teams: Emergency Response Team (ERT) that handle individuals disrupting the public order, violating laws, requiring quarantine, etc.

2. Employing safety and security plans/procedures within the duration of an incident.
3. Public safety policies which are stored at: each law enforcement annex and policy and procedure book of each police agency respectively.

X. Direction, Control, and Coordination

A. General tactical and operations control guidelines include:

1. The CEO is ultimately responsible for emergency management activities within the boundaries of the jurisdiction.
2. The commissioners of Cheboygan County are responsible for those activities in the unincorporated areas of the county. The CEO of each municipality (i.e., mayor, city administrator) has a similar responsibility within their corporate boundaries. These officials can delegate their authority, but not their responsibility.
3. At no time will the CEO supersede the authority of the elected officials of any of the incorporated subdivisions unless:
 - a. Requested to do so by those elected officials
 - b. The local subdivisions governmental body is incapacitated or ceases to exist
 - c. Empowered to do so by the governor under the authority of 1976 PA 390.
4. In those municipalities that have no emergency management capability, the county will control operations by request of the mayor of the affected municipality.
5. The local EMP is responsible for maintaining communications and coordinating departments and other public and private assisting agencies/departments as set forth in this plan.
6. An IAP will be developed and maintained by command and general staff to guide the direction and strategy for managing an incident.
7. Direction and control will originate from the EOC.
8. The appropriate responding agency will assume incident command or a Unified Command (UC) may be established, depending on the incident and capabilities.

B. Lines of succession include:

1. Cheboygan County
 - a. The line of succession for the jurisdiction proceeds from the Chairman of the Cheboygan County Board of Commissioners then to the Vice Chairman of the Cheboygan County Board of Commissioners then to the members of the board (by seniority), in accordance with jurisdiction policy.
 - b. Lines of succession for emergency services and other department/agency heads will be directed by the respective organization leader in conjunction with the appropriate department/agency heads.
 - c. In the event circumstances resulting from a disaster prevent a political entity from performing effective operations, the next higher political subdivision may assume authority until the first political entity is able to adequately resume operations.

2. Cheboygan County Emergency Management Coordinator
 - a. Emergency Management Director
 - b. Deputy Emergency Management Director
 - c. Emergency Planner

3. The individual or agency responsible for each annex (emergency function) identified in this plan must establish a line of succession and ensure that departmental personnel and the EMC are informed of this line of succession.

C. Multijurisdictional coordination systems and processes Include:

1. The National Incident Management System/Incident Command System
 - a. Per HSPD-5, state and local governments must adopt the NIMS and institutionalize the ICS for the eligibility of federal preparedness funds.
 - b. NIMS is adopted as the state's standard in incident management through Executive Directive No. 2005-09.
 - c. It is expected that all response personnel will have satisfied NIMS and ICS training standards sufficient to their operational level.
 - d. The EMC implements the NIMS for the EMP.
 - e. All incidents will be managed using the concepts and principles of NIMS/ICS for the coordination and control of multi-jurisdictional emergency response organizations to an incident. Expanding or complex incidents may require the assistance of Incident Management Teams (IMT).
 - f. This document integrates the concepts and principles of NIMS.

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

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

3. Incident Facilities

a. The EOC guidelines include:

- i. The EOC is organized by ICS.
- ii. The primary EOC for is located at 870 S. Main St., Cheboygan, MI 49721. In the event the primary EOC cannot be used, an alternate EOC will be established with on-site mobile capabilities mobile capabilities. Communications and a generator are available at this location.
- iii. Agencies assigned to the EOC include Emergency Management, Executive/County/City Administration, Fire, Law Enforcement, EMS, County Roads, Public works, Damage Assessment, (Equalization Department), American Red Cross, Human Services, Public Health, CCE 911, RACES, and GIS.
- iv. In the event of a complex incident, command and control within the EOC may be setup through a UC system.
- v. Coordination of response, emergency incident communications, public warning and information, information collection, analysis, and dissemination and resource (facilities, personnel, equipment, and materials) allocation and tracking are accomplished in the EOC.
- vi. The EOC will provide support and coordination to the Incident Commander (IC) and command personnel at the Incident Command Post (ICP), and will receive requests, locate, acquire, document and track outside resources requested for mitigation of an incident.
- vii. Communication between the EOC and the on-scene incident management operations will be through the liaison officer using 800 MHz radio system.
- viii. The EMC is responsible for opening, staffing and managing the local EOC.
- ix. Notification of law enforcement, fire, and Emergency Medical Services (EMS) personnel to report to the EOC will be through the 911 dispatch center. The EMC is responsible for contacting the other key personnel to report to the EOC.
- x. The primary section holders of the annexes will report to the EOC when activated for scheduled exercises or disasters, or delegate another representative from their agency to staff the EOC and implement the plan.

b. The JIC guidelines include:

- i. The JIC will be established near the EOC and will be managed by the PIO.
- ii. The JIC will integrate incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, and timely information during crisis or incident operations
- iii. The JIC is the central point of contact for all news media at the scene of an incident.

- iv. PIOs from all participating agencies will co-locate at the JIC.
- v. The location of the JIC will be determined at the time of the incident. The JIC will be located at a safe location away from the incident scene.
- c. ICP guidelines include:
 - i. An ICP will be established in the vicinity of the incident site, established by the appropriate responding agency, and structured using the ICS.
 - ii. The ICP will signify the location of the tactical level, on-scene incident command organization, and will conduct incident planning.
- d. Security at the incident facilities will be assigned to the respective law enforcement agency and all personnel reporting to the facilities will be required to wear IDs. Check-in personnel will maintain a roster of the personnel who are to report. Unwanted personnel will be turned away unless directed otherwise.

XI. Communications

A. Notification and Mobilization:

- 1. Upon the declaration of a “state of emergency” by the CEO or designee, the key personnel responsible for EOC operations will be notified by the CCE 911 dispatch center.
- 2. The Rave “Be Alert” emergency alert system: will be used to summon staff to the EOC.

B. Emergency Communications:

- 1. Upon activation of the EOC, communications and coordination will be established between incident command and the EOC.
- 2. All emergency response agencies will be briefed to the potential dangers associated with hazmat, fire, and other hazards during emergency operations.
- 3. Communication between the EOC and the on-scene operations will be channeled through the liaison officers at both locations.
- 4. Communications channels used during emergencies includes:
 - a. County VHF & 800 MHZ Radios: Will be used to communicate between ICP, EOC, and other facilities and personnel.
 - b. Television Stations: Will provide public information and warning. The following television stations are used: 3 News, 7&4 News, 9&10 News.
 - c. Radio Stations: Will provide public information and warning. The following radio stations are used: WTCM 103.5 FM.
 - d. Rave Emergency Alert System: Will ensure people are aware of emergencies and take precaution.

5. The 911 dispatch center uses VHF narrowband and/or 800 MHz will be used to communicate between law enforcement, fire, and EMS personnel.
6. The EMC notifies key EOC personnel of a local declaration via the MI CIMS EM Program Status Board, phone, or by Rave Emergency Alert System.
7. Plain language terminology/communication will be used between multi-agencies and jurisdictions unless circumstances demand unique or coded language.
8. RACES will provide additional communication capabilities for agencies and facilities.
9. Messages and updates will be posted on social media sites including: Facebook, and Twitter.

XII. Information, Collection, Analysis, and Dissemination

- A. The EOC planning /intelligence (Planning Section Chief) will:
 1. Anticipate and identify emerging and imminent threats through the intelligence cycle
 2. Share relevant, timely, and actionable information and analysis with the federal, state, private sector and disseminate classified and unclassified projects.
 3. Provide federal, state, local, and private sector partners access to a mechanism that submits terrorism-related information and suspicious activity reports to law enforcement.
- B. Information will be collected during a disaster and disseminated through the following methods and protocols:
 1. Verbally: Through EOC briefings and secured, if necessary phone lines.
 2. Electronically: Through MI CIMS, (encrypted) email, Homeland Security Information Network (HSIN).
 3. Graphically: Through Geographical Information Systems (GIS), Maps in the EOC, charts, tables, and/or pictures.
 4. MI CIMS: Shared on the Incident Boards, EM Program Status Board – Essential Elements of Information, SEOC and Statewide Significant Events Boards, Situation Report, Activity logs and through the mapper.
 5. Procedures to collect, analyze, display, report, and disseminate disaster related information to, from, and among response personnel, EOC staff, state and federal government officials, and the public are located at CCE Office of Emergency Management.
- C. During an incident critical information needs and collection priorities include:
 1. Boundaries of the disaster
 2. Declaration Information
 3. Injuries/deaths
 4. Property/environmental damage
 5. Resources expended/committed
 6. Impact on public facilities and services

7. Mandatory evacuation/In-place shelter status
 8. Social/economic/political impacts
 9. Major response/recovery actions taken or being taken
 10. Reception centers and shelters open
 11. Weather data and its impact on response and recovery operations
 12. Locations and status of disaster facilities (e.g., EOCs, ICP, JIC, etc.)
- D. Cheboygan County implements the following long-term Information collection, analysis and dissemination strategies:
1. Identifying and resolving structural impediments to improving the counterintelligence function within the county/EOC.
 2. Establishing intelligence priorities, policies, processes, standards, guidelines, and procedures.
 3. Implementing and maintaining information sharing systems and continuously exploring and deploying technical and programmatic capabilities for providing access to and delivering information.
- E. Cheboygan County will collaborate with general public and sector-specific watch programs through the following methods:
1. Providing information to the general public via website, social media sites, video uploads, public meetings, local news-agencies, including radio and television stations.
 2. Providing information to sector specific watch programs via the Homeland Security Information Network (HSIN), MICIMS.
 3. Collecting information from the community via Suspicious Activity Reports (SAR), tip line, social media, and smart phone applications.

XIII. Administration

- A. Administrative documentation includes:
1. Historical records of the actions taken will be used to recover costs, address insurance needs, settling possible litigation, and develop future mitigation strategies.
 2. Each department head, or the person responsible for an emergency function, must collect, analyze, display report, and disseminate accurate records of all actions taken during an emergency, resources expended, economic and human impacts, and lessons learned.
 3. Logging significant events by each agency pertaining to the agency's response to the incident. This is done through the MI CIMS.
 4. The use of MI CIMS for management of resources before, during, and after an incident.

5. The collection of public and private DA data through MI CIMS, DA and EM Program Status Boards, within 72 hours of an event. This is done through the collaboration of local EOC personnel and on-site state inspection teams. Back up forms should be in place in the event that the MI CIMS is inoperable.
6. Damage survey worksheets that will be used by on-site inspection teams for surveying both private and public damage; this is based on the current FEMA Preliminary Damage Assessment (PDA) guidelines.
7. Use of the following methods to create permanent historical record of the incident, including actions taken, resources expended, economic and human impact, and lessons learned by agencies involved in the response: Entering data into MI CIMS, virtually back-up files, create hard copy back-ups, update EOP to incorporate lessons learned, etc.
8. Vital records in various forms such as written, microfilmed, or computerized. These records are stored at CCE office of Emergency Management. Records are also kept by each division/department and/or in each Cheboygan County office. Essential records for municipalities are available at each city hall and/or city department.
9. The protection and preservation of all vital records of both a public and private nature recorded by county and city officials such as the clerk, assessor, etc., must be protected and preserved including legal documents, property deeds, tax records, vital statistics, payroll, etc.
10. The identification of records and documents that are critical to the continuance of government following a disruption of normal activities, such as a major disaster. These records and documents are to be identified by officials responsible for their day-to-day maintenance.

B. After-Action report requirements include:

1. An AAR is mandatory for all exercises using Homeland Security Grant Program (HSGP) or Emergency Management Performance Grant (EMPG) funds. The AAR is meant to review actions taken, identify equipment needs, shortcomings and highlight strengths.
2. All jurisdictions and organizations must electronically submit their AAR to their respective DC for review within 60 days of the conclusion of the exercise.
3. Multi-jurisdictional exercises may produce one AAR for the exercise. However, each jurisdiction shall complete their own improvement plan matrix as part of the AAR in order to identify corrective actions needed in their jurisdiction.
4. Copies of exercise sign-in sheets must be maintained by the program manager for audit purposes. All EMPG funded participants must be noted.
5. Seminar, Orientations and Workshops must have an executive summary, exercise overview, conclusion, participant's feedback and improvement plan completed.
6. Tabletop and operations-based exercises must have a complete AAR, including an analysis of objectives.
7. The AAR will be reviewed by the DC and forwarded to the State Exercise Officer (EO) for approval/disapproval.

8. The jurisdiction ensures that the deficiencies and recommendations identified in the AAR are corrected and completed by updating exercise plan, incorporate in new exercise, re-exercising, re-assessment of the plan's functional ability during operations.

C. Exercise reporting requirements include:

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

XIV. Finance

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

1. Public Assistance (PA): Assistance for repair, replacement, or restoration of disaster-damaged publicly owned facilities.
2. Individual Assistance (IA): Assistance for individuals, families and businesses with costs not covered by state and local programs or private insurance, including housing, hotel costs, rental assistance, home repair, home replacement, and transportation, medical, dental and funeral costs.
3. Farm Service Agency (FSA): Emergency assistance, including physical or production loss loans to farmers, ranchers, and agriculture operations that have suffered a loss of crops or enterprise.
4. Small Business Administration (SBA): Direct and bank participation low interest disaster loans to qualified homeowners, businesses, and agriculture or commercial fishing industries.
5. Disaster assistance from the state will be utilized in accordance with PA 390, and from the federal government, in accordance with the Robert T. Stafford Act.
6. Section 19 disaster relief funding that may be available in the absence of federal PA funds. Requirements include:
 - a. The local EMP must declare a local "state of emergency"
 - b. The local EMP must activate its EOP and submit DA information in a timely manner
 - c. Funds are limited to \$100,000 or 10% of the total annual operating budget of the jurisdiction for the preceding fiscal year, whichever is less

- d. Completion of an MSP/EMHSD 19 Application for Disaster Assistance with a resolution by the governing body must be submitted to the DC
 7. Additional Benefits include veterans, unemployment, crisis counseling, tax refunds, legal counseling, National Flood Insurance Program (NFIP), Housing and Urban Development (HUD) disaster recovery, fire management assistance grants, flood protection and recovery, federal aid for highways, search and rescue, health and sanitation – See Michigan Damage Assessment Handbook for more details.
- B. Costs incurred during a disaster will be documented and submitted to MSP/EMHSD financial staff. Staff will collect, store and provide any documentation to FEMA, if necessary. Documentation requirements include:
1. Personnel/Overtime costs: creation of a project code specific to the emergency (include disaster name and date) and assign personnel/OT time related expenses to that code. Paystubs, time sheets, EFT payments, or payroll stubs specific to personnel/OT will show the amount over normal hours worked and will be filed/saved for submittal to EMHSD, and any additional tracking method as determined by the CFO for the affected jurisdiction.
 2. Equipment Used: Document resources requests/status through the Resource Request board in MICIMS, and charge resources expenses to emergency project code. Hardcopy or electronic copies and backups of resource invoices and proof of payments will be filed/saved for submittal to EMHSD.
 3. Contracts: copies of valid contracts between two parties will be filed/saved for submittal to EMHSD as well as proof of payment (eg: copy of checks, time cards, etc.)
- C. Cheboygan County educates EM staff on recovery costs through:
1. The federal course from the Emergency Management Institute (EMI) on Emergency Support Function (ESF) #14 – Long Term Recovery.
 2. State training courses: Michigan Core Emergency Management Knowledge Requirements (MI-CEMKR) course and DA Applications.
- D. In Cheboygan County, insurance is always the first source for recovery costs and coverage. State and federal assistance will not cover any items covered by insurance. To maximize insurance costs and coverage:
1. The EMC will promote and educate communities about the NFIP.
 2. The EMC will promote and educate homeowners and businesses on necessary insurance coverage.
 3. Insurance information will be collected during the PDA and reported via the MI CIMS Damage Assessment Board. The percentage of damaged structures that are insured, uninsured, and underinsured will be reported to MSP/EMHSD.
- E. Pre and post disaster assistance for household pets and service animals includes:
1. Assistance if evacuees arrive to the community from areas with a major disaster declaration. Assistance includes costs associated with pet rescue, sheltering, and evacuee-supported costs.
 2. Household pet rescue may include personnel and transportation equipment.

3. Eligible Costs for household pet sheltering such as facilities, supplies and commodities, labor, equipment, emergency veterinary services, transportation, security, cleaning and restoration, removal and disposal of carcasses, and tracking.
4. Federal financial and/or material support of animal care support functions will be managed by MSP/EMHSD.
5. Additional information can be found in FEMA Disaster Assistance Policy DAP 9523.19, EMHSD's Pub 101c: MEMP Animal Care Support Plan and Pub 113: Local Evacuation and Mass Care Planning Handbook.

XV. Logistics

- A. Whenever possible, procurement of necessary resources will be accomplished using normal, day-to-day channels. During unusual situations when such constraints result in the loss of life and property, normal requisition procedures can be circumvented. This will be done under the authorities and by the procedures set forth in the local ordinance(s).
- B. The EMP has an inventory consisting of typed resources for all jurisdictions in accordance to the NIMS and made available in the MI CIMS. The inventory is verified for accuracy on an annual basis and is certified in concert with annual NIMS certification through the State.
- C. Cheboygan County has capabilities and resources, which, if effectively employed, will minimize or eliminate the loss of life and damage to property in the event of an emergency or major disaster. This includes the utilization of private and volunteer organizations to the greatest extent possible.
- D. Cheboygan County has identified resource shortfalls and resources only available outside the jurisdiction through conducting a hazard analysis, followed planning process in EMHSD Pub 201, as well as regularly conducting capability analysis.
- E. Resources that are only available outside the jurisdiction include: bomb squad and haz-mat team, type 3 IMT, DIMORT.
- F. The process to request resources outside the jurisdiction include: MAA/MOUs, MEMAC, and resource request made through MI CIMS.
- G. Cheboygan County has specialized equipment, facilities, personnel, and emergency response organizations currently available to respond to hazards.
 1. Mobile EOC capabilities, mobile command post, public safety dive team, mass causality trailer, haz-mat trailers equipped to an awareness level, generators, firefighter rehab equipment, misting fans, mobile morgue capabilities.
 2. Salvation Army, American Red Cross, Faith-Based Organizations, RACES
- H. Cheboygan County has identified private agencies/contractors that will support resource management issues including:
 1. The LEPC has a diverse membership comprised of public and private businesses that offer specialized equipment and services in the event of emergencies.

Attachment A: Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC) - The interstate agreement that streamlines the assistance one governor can lend to another after a natural, technological or human-

caused disaster (including a terrorist attack) by providing a framework for flexible response. The EMAC is an arrangement of the states, by the states, and for the states. It addresses all the issues associated with requesting assistance, reimbursement of services, workman's compensation insurance, and liability in advance of a disaster.

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

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

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

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

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

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

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

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

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

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

feasible, following a disaster or emergency. The ESFs serve as the primary operational-level mechanism through which state agencies provide assistance to local communities.

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

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

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

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

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

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

FIRST RESPONDER – Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from federal, state, local, tribal and NGOs.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

INCIDENT COMMAND SYSTEM (ICS) - A standardized on-scene emergency management structure specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of

resources during incidents. The ICS is used for all types of emergencies and is applicable to small as well as large and complex incidents

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

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

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

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

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

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

JOINT INFORMATION CENTER (JIC) - A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies and organizations are co-located at the JIC.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WEAPON OF MASS DESTRUCTION (WMD) - Under Title 18, U.S.C. § 2332a, “(1) Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.”

Attachment B: Declaration Process

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

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

To: Governor, State of Michigan

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

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

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

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

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

Submittal Instructions

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

Attachment D: Primary and Secondary Responsibilities

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

ANNEXES

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

The annexes attached to this plan include the following Emergency Support Functions (ESFs):

ESF #1 Transportation

ESF #2 Communications

ESF #3 Public Works and Engineering

ESF #4 Firefighting

ESF #5 Information and Planning

ESF #6 Mass Care, Emergency Assistance, Temporary Housing, and Human Services

ESF #7 Logistics Management and Resource Support

ESF #8 Public Health and Medical Services

ESF #9 Search and Rescue

ESF #10 Oil and Hazardous Materials Response

ESF #11 Agriculture and Natural Resources

ESF #12 Energy

ESF #13 Public Safety and Security

ESF #14 Long-Term Community Recovery

ESF #15 External Affairs

APPENDICES

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

Appendix 1, Catastrophic Event procedures

Appendix 2, Flood/Dam Failure procedures

Appendix 3, Hazardous Materials Incident procedures

Appendix 4, Severe Weather Event procedures

Appendix 5, WMD & Terrorism Incidents procedures