



## PUBLIC SAFETY AND INFRASTRUCTURE AND DEVELOPMENT COMMITTEE AGENDA

June 21, 2021, 5:30 p.m.

Board of Commissioners Hybrid Meeting

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

304 E. Grand River Ave., Board Chambers, Howell, Michigan

*Due to limited seating and MDHHS social distancing requirements, public participation is encouraged via Zoom*

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**8. DISCUSSION**

**8.1. Emergency Management**

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Resolution to Adopt the Updated 2021-2025 Livingston County  
Emergency Operations Plan (EOP)

**9. CALL TO THE PUBLIC**

**10. ADJOURNMENT**



## PUBLIC SAFETY & INFRASTRUCTURE & DEVELOPMENT COMMITTEE MEETING MINUTES



May 17, 2021, 5:30 p.m.

Board of Commissioners Hybrid Meeting

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Members Present: Jay Gross, Carol S. Griffith, Carol Sue Reader, Jay Drick

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### 1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Gross at 5:30 p.m.

### 2. ROLL CALL

Indicated the presence of a quorum.

### 3. APPROVAL OF MINUTES

Minutes of Meeting Dated: April 19, 2021

Motion to approve the minutes as presented.

Moved by: C. Reader

Seconded by: C. Griffith

Yes (4): J. Gross, C. Griffith, C. Reader, and J. Drick

**Motion Carried (4 to 0)**

### 4. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved by: C. Griffith

Seconded by: C. Reader

Yes (4): J. Gross, C. Griffith, C. Reader, and J. Drick

**Motion Carried (4 to 0)**

### 5. REPORTS

Commissioner Griffith reported that the Ann Arbor SPARK Annual Meeting will take place tomorrow.

### 6. CALL TO THE PUBLIC

None.

### 7. RESOLUTIONS FOR CONSIDERATION

7.1 Prosecutor



Resolution Authorizing the Modification of the Part-Time Administrative Aide Position in the Family Support Division to a Full-Time Administrative Aide Position

Committee Chairman, Commissioner Gross requested a friendly amendment to remove the statement "Be it further resolved that the Livingston County Board of Commissioners authorize any necessary budget amendment to effectuate the above" as discussed with the Prosecutor's Office.

Moved by: C. Griffith

Seconded by: C. Reader

Recommend Motion of the amended resolution to the Finance Committee.

Yes (4): J. Gross, C. Griffith, C. Reader, and J. Drick

**Motion Carried (4 to 0)**

7.2 Emergency Management

Resolution to Approve the FY 2020-2021 Hazardous Materials Emergency Preparedness Grant Program Award Agreement

Recommend Motion to the Finance Committee.

Moved by: C. Griffith

Seconded by: C. Reader

Yes (4): J. Gross, C. Griffith, C. Reader, and J. Drick

**Motion Carried (4 to 0)**

8. CALL TO THE PUBLIC

None.

9. ADJOURNMENT

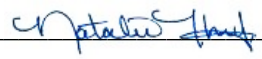
Motion to adjourn the meeting at 5:55 p.m.

Moved by: C. Griffith

Seconded by: C. Reader

Yes (4): J. Gross, C. Griffith, C. Reader, and J. Drick

**Motion Carried (4 to 0)**

  
\_\_\_\_\_  
Natalie Hunt, Recording Secretary



RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing a Dispatch Agreement with Rockford Ambulance to Provide Part-time Dispatch Services - Central Dispatch**

**WHEREAS,** Livingston County 911 Central Dispatch has collaborated with other communities in and out of Livingston county for dispatch services; and

**WHEREAS,** the Livingston County 911 Central Dispatch has been requested to provide part-time dispatch services to Rockford Ambulance Service in Kent County, 7 days per week between the overnight hours of 2100-0600; and

**WHEREAS,** the costs for these services will be fully covered by Rockford Ambulance Service and will not affect the cost of doing business within the county and will not add additional 911 costs to the Livingston County residents; and

**WHEREAS,** An agreement would benefit Livingston County in that providing these services includes use of the Rockford Ambulance Service EMS CAD System, and will generate additional income for the Livingston County 911 center. This service agreement can be fulfilled without service interruption to the residents or emergency responders of Livingston County; and

**WHEREAS,** the dispatch agreement will be reviewed by Civil Counsel prior to signing into a contract; and

**WHEREAS,** it is the recommendation of the 911 Director on behalf of Livingston County 911 Central Dispatch to enter into a dispatch agreement to provide part-time dispatch services to Rockford Ambulance Service for a term of five (5) years, with an option to renew additional Two (2) years, for a starting rate of \$20,000 for the first year, and an additional 3% increase each year throughout the length of the contract.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves, pending review by Civil Counsel, Livingston County 911 Central Dispatch to enter into a dispatch agreement with the Rockford Ambulance Service to provide part-time dispatch services for a term of five (5) years, with an option to renew additional Two (2) years.

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is hereby authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:





# Memorandum

**To: Livingston County Board of Commissioners**

**From: Chad Chewning, 911 Director**

**Date: June 14, 2021**

**Re: Rockford Ambulance Dispatch Contract**

Livingston County Central Dispatch was approached by Rockford Ambulance Service in Kent County to consider providing part-time dispatch services between the hours of 2100-0600, seven days per week. Rockford Ambulance will fully cover the equipment costs necessary to make this transition a success, as well as pay for dispatch services; the first year of dispatch service fees will total \$20,000.00, with an additional 3% increase over each remaining years of the contract. Livingston County will have no monetary costs incurred with the establishment of this contract.

Rockford Ambulance is a community-based non-profit ambulance service that covers more than 55% of the suburban and rural areas of Kent County. Those services include ALS response, non-emergent transfers, wheelchair van transportation, and clinical education. During peak times from 0600-2000 there are 2 staff members on duty, and 1 staff member on duty from 2000-0600. The majority of their call volume occurs between 0700-2000, with call volume reducing to, on average, one call every 3 hours after 22:00.

In reviewing the current workload and budget for Livingston County Central Dispatch, we could implement this contract and with no negative impacts to the current 911 system or residents in Livingston County. With the uncertain outcome of State funding for dispatch centers, this is a viable avenue to create additional revenue for the 911 center in the future.



Livingston County Central Dispatch is seeking approval to move forward with a partnership to provide dispatch services to Rockford Ambulance. This will allow Livingston County 911 to participate on a trial basis to provide contracted services to a smaller agency. As 911 center consolidations continue to occur, a successfully established process can be used as a model to explore potential opportunities to provide contracted dispatch services in the future for other areas. Full due diligence has been conducted, including research and development of an implementation plan on how to connect to CAD systems, dispatch radio talkgroups, and provide training for the staff.

I have enclosed a copy of the proposed contract for review. If approved to move forward, I will consult with legal for full review of the contract prior to signing.



## Ambulance Call Taking Agreement

Livingston County 911 Central Dispatch Authority ("LCCD"), an independent municipal authority having a place of business at 300 S. Highland Way, Howell, Michigan, 48843 and Rockford Ambulance, Inc. ("Rockford Ambulance") a Michigan non-profit corporation located at 8450 Shaner Avenue, NE, Rockford, Michigan, enter into this call taking agreement on this day of \_\_\_\_\_, 2021.

### 1. Provision of Call Taking Services:

LCCD shall provide ambulance call-taking services with the terms and conditions of this Agreement. LCCD shall recruit, hire, train, and employ the number of employees necessary to provide on a 7 day per week 12-hour (6 pm to 6 am) call-taking services for non-emergency and emergency 911 calls made to Rockford Ambulance. LCCD will assign staff to be responsible for the administration of the call-taking program, including administering the computer aided dispatch functions, Emergency Medical Dispatch (EMD) and operating a quality assurance program.

LCCD will begin these call-taking tasks no later than the effective date of the contract, which will be the start of the first service year of the agreement. Pursuant to paragraph 2 below, LCCD will provide ambulance call taking services for five (5) service years.

### 2. Reimbursement for Ambulance Call Taking Services:

Rockford Ambulance shall provide \$20,000.00 paid in full on or before the first day of service for that year. For the duration of the contract, each year thereafter there will be an increase of 3% from previous year to be paid in full on or before the first date of service for that year.

### 3. Equipment:

Rockford Ambulance will be responsible for the cost of the equipment necessary to transfer incoming calls to the LCCD.

### 4. Insurance and Indemnification:

- (i) Rockford Ambulance shall carry comprehensive general liability insurance and ambulance professional liability insurance on an occurrence basis which shall insure Rockford Ambulance and LCCD as insured parties, such insurance at all times be in the amount of not less than Two Million Dollars (\$2,000,000) for bodily injury per occurrence, and Two Million Dollars (\$2,000,000) for property damage per occurrence.



- (ii) Rockford Ambulance agrees to indemnify, defend, and hold harmless LCCD from any and all liability arising out of Rockford Ambulance's performance of services during the term of this Agreement, including any liability resulting from negligent, grossly negligent, intentional, or reckless acts of Rockford Ambulance or the acts of Rockford Ambulance's employees or agents.
- (iii) Rockford Ambulance shall provide to LCCD, upon written request, documentation evidencing the existence of the insurance coverage required by this section

5. Early Termination of the Agreement:

Notwithstanding any provision in this agreement to the contrary, the parties hereto agree that this agreement shall no longer be binding on them in the event of any of the following occurs:

- (i) Rockford Ambulance is unable to lawfully provide emergency medical services as defined in Section 2094 of Act 368.
- (ii) Rockford Ambulance fails to satisfactorily abide by the terms and conditions of this Agreement as solely determined by LCCD and LCCD notifies Rockford Ambulance by 60 days written notice to Rockford Ambulance of the termination of this Agreement at the end of such 60-day period; or
- (iii) Either party breaches a term or condition of this Agreement and the non-breaching party provides 60 days written notice of the termination of this Agreement at the end of such 60-day period.

6. Attempted Resolution:

In the event the LCCD communicates its intent to terminate this Agreement pursuant to Section 5 (ii) above or either party communicates its intent terminate this Agreement pursuant to 5 (iii) above, or on written request of either party, the parties agree that they shall make a good faith effort to resolve such differences or issues as exist by meeting a mutually convenient time and place within 20 days following the receipt of such written notification. The parties may be represented at such meeting by their principals, officers, attorneys, as each party, in its sole discretion, deems appropriate.

7. Notice of Provisions

All notices permitted or required hereunder shall be in writing and sent either by mail or personal delivery. If by mail, notice shall be deposited in the United States mail, postage paid, registered or certified mail, return receipt requested and addressed to the party to



whom notice is directed. Notice shall be deemed effective on a date postmarked, or if by mail, or on the date of delivery, if personally delivered. Notice shall be sent to the addressed listed above.

8. Severability

The invalidity of unenforceability of any provision of this Agreement shall not affect the enforceability or validity of remaining provisions and this Agreement shall be construed in all respects as if any invalid or n provision were omitted.

9. Waiver

No term, condition, covenant or provision contained in this Agreement may be waived except in writing signed by the waiving party. No oral statements, course of conduct or course of dealing shall be deemed a waiver. No waiver by any party hereto of any other violation or breach of this Agreement shall be deemed or construed to constitute a waiver of any other violation or breach , or as a continuing waiver of violation or breach.

10. Applicable law, Jurisdiction, and Venue

This Agreement shall be interpreted, construed, and governed according to the laws of the State of Michigan. The parties consent to the exercise general personal jurisdiction over it by the appropriate Court in the State of Michigan. Any action on a controversy that arises under or in association with this Agreement shall be brought in the Kent County Circuit Court, State of Michigan, which both parties agree is a reasonably convenient place for trial of the action.

11. Binding Effects

This Agreement shall be binding upon and insure to the benefit of the parties hereto, as well as their respective successors and assigns.

12. Merger and Modification

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and any prior discussions, negotiations and agreements between the parties are merged herein. No amendment or modification of this Agreement shall be enforceable except if in writing and signed by the party against whom enforcement is sought.

13. No Partnership.

This Agreement does not create a partnership relationship. Neither party may enter into a contract on behalf of the other party.



14. Governmental Immunity.

LCCD does not waive its governmental immunity by entering into this Agreement, and fully retains all immunities and defenses provided by law with respect to any action based upon or occurring as a result of this Agreement.

15. Miscellaneous.

a. Force Majeure: Either party shall be excused from performance under this Agreement for any period of time during which the party is prevented from performing its obligations hereunder as a result of any Act of God, war, civil disobedience, court order, labor dispute, or other cause beyond the party's reasonable control. Such nonperformance shall not constitute grounds for default.

b. Titles and Headings: Titles and headings to articles, sections or paragraphs in this Agreement are inserted for convenience of reference only and are not intended to affect the interpretation or construction of the Agreement.

c. Assignment and Delegation: Neither party may assign or subcontract any rights or obligations under this Agreement without both parties' prior written approval.

d. No Third-Party Benefit: The provisions of this Agreement are for the benefit of the parties hereto, and not for the benefit of any other person or legal entity.

Parties' signatures on next page.



IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

LIVINGSTON COUNTY 911 CENTRAL DISPATCH

By: \_\_\_\_\_

ROCKFORD AMBULANCE, INC.

By: \_\_\_\_\_



RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution to Authorize the Amendment to Renew the 2017-2021 Cooperative Reimbursement Contract Between the Michigan Department of Health And Human Services and the Family Support Division of the Prosecutor’s Office for 2 One-Year Extensions for FY 2022 and FY 2023**

**WHEREAS,** the 2017- 2021 Cooperative Reimbursement Contract between the Michigan Department of Health and Human Services (MDHHS) and the Family Support Division of the Prosecutor’s Office will expire on September 30, 2021; and

**WHEREAS,** MDHHS is exercising its option to renew per Section 4.54 of the Agreement which states: “At the discretion of MDHHS, this Agreement may be renewed in writing by an amendment not less than 30 days before its expiration. This Agreement may be renewed for up to two additional one-year periods.”

**WHEREAS,** the contract renewal is desirable for the purposes of securing appropriate funding for costs incurred in operating the Family Support Division’s program; and

**WHEREAS,** the current FY 2021 gross contract amount is \$446,810.38 of which MDHHS has allocated \$294,894.85 (66%) for reimbursement; and

**WHEREAS,** MDHHS is increasing the allocations for FY 2022 and FY 2023 as set forth below;

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorizes the submission of the amendment to renew the Cooperative Reimbursement Contract between the Michigan Department of Health and Human Services and the Family Support Division of the Prosecutor’s Office for FY 2022 and FY 2023 in the following amounts:

	GROSS CONTRACT AMOUNT	STATE 66% ALLOCATION	COUNTY 34% ALLOCATION
FY 2022:	\$460,212.21	\$303,740.06	\$156,472.15
FY 2023:	\$460,212.21	\$303,740.06	\$156,472.15
TOTAL:	\$920,424.42	\$607,480.12	\$312,944.30

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign the Amendment to the 2017-2021 Cooperative Reimbursement Contract renewing the Agreement for 2 additional one-year periods and any future amendments upon review of civil counsel and approval by the Prosecutor.

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MOVED:  
SECONDED:  
CARRIED:





Office of the  
**LIVINGSTON COUNTY PROSECUTING ATTORNEY**

Family Support Division  
210 S. Highlander Way • Howell, MI 48843-3974  
(517) 548-1444 • Fax (517) 548-7580

**Memorandum**

**To:** Livingston County Board of Commissioners  
**From:** David Reader, Prosecuting Attorney  
**Date:** June 16, 2021  
**Re:** Resolution to authorize the amendment to renew the cooperative reimbursement contract between the Michigan Department of Health and Human Services and the Family Support Division of the Prosecutor's Office for 2 one-year extensions for fiscal years 2022 and 2023

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The Agreement between the Michigan Department of Health & Human Services (MDHHS) and the Livingston County Prosecuting Attorney expires on September 30, 2021. Under this Agreement, the Prosecutor's Family Support Division is required to comply with Title IV-D standards that relate to establishing paternity or obtaining child support orders. This function is a mandate of the Social Security Act as implemented by the State of Michigan through the Office of Child Support (OCS). Pursuant to the current Agreement, the State reimburses the County 66% of the costs associated with the services provided by the Family Support Division.

Section 4.54 of the Agreement sets forth *Options to Renew*:

At the discretion of MDHHS, this Agreement may be renewed in writing by an amendment not less than 30 days before its expiration. This Agreement may be renewed for up to two additional one-year periods.

The OCS has given notice of its intent to exercise the option to renew the Agreement for an additional two-year period, FY 2022 and FY 2023. The respective allocations offered for those years are as follows:

	<u>GROSS CONTRACT AMOUNT</u>	<u>STATE 66% ALLOCATION</u>	<u>COUNTY 34% ALLOCATION</u>
FY 2022:	\$460,212.21	\$303,740.06	\$156,472.15
FY 2023:	\$460,212.21	\$303,740.06	\$156,472.15
TOTAL:	\$920,424.42	\$607,480.12	\$312,944.30

The approval of this resolution will allow the County to continue to be reimbursed 66% of the costs associated with the services provided by the Prosecutor's Family Support Division for FY 2022 and FY 2023.

Thank you for your consideration. Please contact me if you have any questions.



RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing the Sheriff's Office to Enter into a Contract with OD Security North America for the Purchase of a Full Body Scanner - Jail**

**WHEREAS,** Livingston County Sheriff's Office has a need for a full body scanner; and

**WHEREAS,** in accordance with Livingston County Purchasing Policy, a competitive bid process was performed and five (5) proposals were reviewed from reputable vendors; and

**WHEREAS,** OD Security North America's Soter Full Body Scanner offers the best technical and maintenance support package, has the smallest radiation footprint, and 5k picture resolution; and

**WHEREAS,** the scanner can be used to quickly and effectively search inmates for contraband without actually touching an inmate via a pat down or having to conduct a strip search, greatly reducing liability and security concerns, protecting the safety and welfare of both the inmates and staff; and

**WHEREAS,** the cost of the scanner is \$137,500 and includes shipping, installation, calibration/testing, training, full (5) year manufacturer's warranty, annual re-calibration, bi-annual preventative maintenance inspection, 24/7 support line, same day technical support, software upgrades and (1) Soter tablet; and

**WHEREAS,** funding was approved as an FY 2020 Capital project in the amount of \$125,000 but the project was not started before year end; and

**WHEREAS,** the Sheriff's Office is requesting the project be moved to the FY 2021 budget and capital replacement funds be utilized; and

**WHEREAS,** the Sheriff's Office is requesting the approval of an additional amount from Capital Funds in the amount of \$12,500 to complete this purchase.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize entering into an agreement with OD Security North America to purchase a (1) Soter Full Body Scanner in the amount of \$137,500, from the Capital Improvement Fund 403.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes the Treasurer to transfer up to \$137,500 from F403 Capital Fund to General Fund Jail Operations (Org 10135100) for this purchase.

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.



**BE IT FURTHER RESOLVED** that the Board of Commissioners authorize any budget amendment  
necessary to effectuate the grant award.

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MOVED:  
SECONDED:  
CARRIED:





**Bid Recap  
For  
Security Body Scanner**

**Lead Public Agency:** Livingston County,  
Sheriff's Office

**Solicitation:** RFP-LC-21-03

**RFP Proposals Due Date:** 5/14/21

**RFP Issued & Publicly Posted:** 4/23/21

**Public Posting:** Livingston County Fiscal  
Services Website and BidNet

**Proposals Received:** 5

Livingston County received five proposals in response to the Request for Proposal (RFP) referenced above. Below is a recap of the bid evaluation.

The following vendors provided a response within the timeframe outlined in the RFP:

- Adani Systems
- American Medical Imaging
- Imaging Systems and Service, Inc.
- OD Security North America
- TEK-84

The evaluation consisted of a review of the responses to the Request for Proposal Scope of Work. A review of the minimum requirements revealed that the vendors met the minimum mandatory requirements (Section 1.1), and confirmed their understanding of the Scope of Work (Sections 1.2 through 1.4). The vendors were determined to be responsive and responsible after a review of the answers to the Scope of Work sections and the information provided on the requisite forms.

The Evaluation Review Committee (ERC) consisted of five members. The ERC evaluated the proposals submitted by each vendor using the following scoring criteria:

- Proposal Responses (up to 50 points)
- Company Profile (up to 25 points)
- References (up to 25 points)

Based on this scoring criteria, the points awarded to each vendor were averaged and the results were as follows:





	Vendors				
	Adani Systems	American Medical Imaging	Imaging Systems and Service	OD Security North America	TEK-84
Proposal Responses	47	42.4	40.4	48.4	46
Company Profile	23.2	20	21.6	24.4	22.6
References	22.8	19.6	22.8	24.2	22.8
Total	93	82	84.8	97	91.4

During its evaluation of the proposals, the ERC requested video demonstrations from each vendor for review. After reviewing the demonstrations, additional questions were asked of the vendors for further clarification. These questions were sent to the vendors on Wednesday, May 26, 2021 and answers to the questions were submitted by Wednesday, June 2, 2021.

Based on the entire evaluation process, OD Security North America provided a proposal that offered the greatest overall value to the county. Although OD Security North America's pricing proposal was the second highest in price, this vendor was offering a five-year warranty in comparison to the other vendors who were offering warranties of one to two years. It is recommended that a five-year contract be awarded to OD Security North America. OD Security North America will also be awarded a CoPro+ cooperative contract not to exceed five years.



Subject: RE: Jail  
 Date: 9/22/2020 1:35 PM  
 From: "Cindy Catanach" <CCatanach@livgov.com>  
 To: "Jeff Warder" <JWarder@livgov.com>, "Tarneseia Pringle" <TPringle@livgov.com>  
 Cc: "Nathan Burd" <NBurd@livgov.com>, "Kristen Landis" <KLandis@livgov.com>

Great! That is what I thought and wanted to verify. Thank you all for looking into it.

Cindy

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**From:** Jeff Warder <JWarder@livgov.com>  
**Sent:** Tuesday, September 22, 2020 1:13 PM  
**To:** Cindy Catanach <CCatanach@livgov.com>; Tarneseia Pringle <TPringle@livgov.com>  
**Cc:** Nathan Burd <NBurd@livgov.com>; Kristen Landis <KLandis@livgov.com>  
**Subject:** RE: Jail

Hi Cindy,

The Resolution Lt. Pringle submitted is a 2020 Capital Project that was accidentally omitted. We were instructed to submit for the project as a capital request (Please see e-mail below). As far as the \$50,000 requested under 10135100-97300 for the 2021 budget year we believe this was entered in error due to the fact this funding is ear marked for the same project.

Hopefully that make sense.  
 Let me know if you have any questions

Thanks,  
 Jeff

Hi Kristen & Jeff -

The Sheriff's department submitted documents for the below items identified as 2020 requests. These items were determined to be operational expenses.

Tasers	\$52,000
In Car Cameras	\$65,000
Mobile In Car Radios	\$54,000

Currently, there are tasers in your budget at a reduced amount from the CIP request. The in-car radios are in your budget at \$54k.

The only item I am not able to find are the in-car cameras. I am assuming these were left out at the department's discretion. Please confirm.

The Sheriff's department submitted documents for the below items identified as 2020 requests. These items were determined to be capital expenses.

Jail - Body Scanner	\$125,000
Jail - Replace and Add Cameras	\$80,000

I spoke with Cindy and she is in agreement that these items were accidentally left out of your budget and we support the request of capital funds. Since the purchase of these items is not in the budget (and one is estimated over \$100k), the expenditure request will need to go to the Board for approval. My recommendation is to request the capital funds at that time.

The flagpole project was incorporated into the building remodel of \$1m.

I believe that covers all of the items that were in question. Please let me know if you have any questions.

*Hilery DeHate*  
 Acting Financial Officer  
 517.540.8725  
[hdehate@livgov.com](mailto:hdehate@livgov.com)

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**From:** Cindy Catanach <CCatanach@livgov.com>  
**Sent:** Tuesday, September 22, 2020 11:12 AM  
**To:** Jeff Warder <JWarder@livgov.com>; Tarneseia Pringle <TPringle@livgov.com>  
**Cc:** Nathan Burd <NBurd@livgov.com>  
**Subject:** Jail

Hi Lt. Pringle – Is this \$50k in the Jail budget for next year the same as what is going to Finance tomorrow?

See budget detail and resolution snippet below? Please let me know as soon as possible.



Livingston County NEXT YEAR BUDGET DETAIL REPORT				
PROJECTION: 21100 - 2021 ANNUAL OPERATING BUDGET				
ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2021 DEPT REQST
10135100 916000 - MISCELLANEOUS EXPENSE				1,000.00
10135100 957000 - EMPLOYEE PROFESSIONAL DEV MANDATORY TRAINING		1.00	20,000.00	20,000.00 *
10135100 959000 - TUITION REIMBURSEMENT				2,500.00
10135100 973000 - BUILDING IMPROVEMENTS CAMERA SERVERS		1.00	50,000.00	50,000.00 *
TOTAL GP JAIL			7,546,671.00	
23030100 747000 - SUPPLIES - OPERATING EQUIPMENT				5,000.00

## Resolution Authorizing the Purchase and Upgrade of Camera Equipment for the Jail

WHEREAS, the Livingston County Jail uses a surveillance camera system that monitors various areas of the

...

WHEREAS, Stanley highly recommended an upgrade of the server that operates the CCTV system and equally import upgrade the software; and

WHEREAS, with a new server and new operating system would allow us to achieve our goal of more reliable performance and allow us to no longer be in an "end of life" product; and

WHEREAS, American Video has provided a proposal of \$68,724 for new equipment, software, installation, and maintenance with a one-year on-site warranty; and

WHEREAS, the Sheriff Department requests funding to complete this project and requests a transfer of funds from Capital Improvement in the amount of \$ 68,724.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the transfer of \$68,724 from Capital Improvement for the purchase of new equipment, software,

Cindy Catanach, CPFO  
Deputy County Administrator/Financial Officer

Phone: 517.540.8727  
Email: [ccatanach@livgov.com](mailto:ccatanach@livgov.com)





RFP-LC-21-03	Scorer	Vendor	Comments	Scorer	Vendor	Comments	Scorer	Vendor	Comments	Scorer	Vendor	Comments	Scorer	Vendor	Comments
		2			5			Vendor Imaging Systems 4			OD Security 1			TEK-84	
Ranking															
Review Criteria															
Minimum Mandatory Requirements	TP	Pass		TP	Pass		TP	Pass		TP	Pass		TP	Pass	
	CA	Pass		CA	Pass		CA	Pass		CA	Pass		CA	Pass	
	VS	Pass		VS	Pass		VS	Pass		VS	Pass		VS	Pass	
	BF	Pass		BF	Pass		BF	Pass		BF	Pass		BF	Pass	
	JW	Pass		JW	Pass		JW	Pass		JW	Pass		JW	Pass	
Proposal Responses	TP	46.00		TP	40.00		TP	38.00		TP	47.00		TP	45.00	
	CA	49.00		CA	40.00		CA	39.00		CA	49.00		CA	48.00	
	VS	47.00		VS	47.00		VS	40.00		VS	48.00		VS	46.00	
	BF	45.00		BF	40.00		BF	40.00		BF	50.00		BF	43.00	
	JW	48.00		JW	45.00		JW	45.00		JW	48.00		JW	48.00	
		235.00			212.00			202.00			242.00			230.00	
Total		47.00			42.40			40.40			48.40			46.00	
Company Profile	TP	22.00		TP	20.00		TP	22.00		TP	23.00		TP	22.00	
	CA	24.00		CA	20.00		CA	24.00		CA	24.00		CA	23.00	
	VS	25.00		VS	20.00		VS	24.00		VS	25.00		VS	25.00	
	BF	22.00		BF	20.00		BF	18.00		BF	25.00		BF	20.00	
	JW	23.00	24 month warranty	JW	20.00	only a 12 month warranty	JW	20.00	only a 12 month warranty	JW	25.00	5 year warranty	JW	23.00	2 year warranty
		116.00			100.00			108.00			122.00			113.00	
Total		23.20			20.00			21.60			24.40			22.60	
References	TP	22.00		TP	20.00		TP	23.00		TP	24.00		TP	23.00	
	CA	22.00		CA	16.00		CA	24.00		CA	24.00		CA	23.00	
	VS	25.00		VS	20.00		VS	24.00		VS	25.00		VS	25.00	
	BF	22.00		BF	20.00		BF	20.00		BF	25.00		BF	20.00	
	JW	23.00		JW	22.00		JW	23.00		JW	23.00		JW	23.00	
		114.00			98.00			114.00			121.00			114.00	
Total		22.80			19.60			22.80			24.20			22.80	
Overall Total		93.00			82.00			84.80			97.00			91.40	



Description	Quantity	Adani Systems			American Medical Imaging			Imaging Systems and Service			OD Security			TEK-84				
		Unit Price	Line Total	Description	Quantity	Unit Price	Line Total	Description	Quantity	Unit Price	Line Total	Description	Quantity	Unit Price	Line Total			
Full Body Scanner	1	\$135,698.12	\$135,698.12	Full Body Scanner	1	\$73,980.24	Full Body Scanner	1	\$98,500.00	\$98,500.00	Full Body Scanner	1	\$137,500.00	\$137,500.00	Full Body Scanner	1	\$139,000.00	\$139,000.00
Shipping	Included	Included		Shipping		\$1,764.71	Shipping	Included	Included		Shipping	Included	Included		Shipping	Included	Included	
Onsite Installation	Included	Included		Onsite Installation		\$4,475.00	Onsite Installation	Included	Included		Onsite Installation	Included	Included		Onsite Installation	Included	Included	
Software and Installation	Included	Included		Software and Installation			Software and Installation	Included	Included		Software and Installation	Included	Included		Software and Installation	Included	Included	
Training	Included	Included		Training		\$4,736.84	Training	Included	Included		Training	Included	Included		Training	Included	Included	
Total			\$135,698.12	Total		\$84,965.78	Total			\$98,500.00	Total			\$137,500.00	Total		\$139,000.00	

Note: Onsite inspection of installation area as a small cove is needed for 98" height requirement, we have successfully installed with a cove which exceeds the 95" height requirement shown on your specifications

Preventive Maintenance	The CLEARPASS includes a 24-month comprehensive Warranty including all Parts, Labor, Freight, and Travel expenses, software upgrades and Annual Radiation Survey. It also includes 1 x PM visit per year.	Preventive Maintenance	12 months included, all Parts, labor, travel and 2 PM's, see below for additional years	Preventive Maintenance	12 months - see attached. Extended warranties available at additional cost.	Preventive Maintenance	Pricing inclusive of 5 years full manufacturer's warranty.	Preventive Maintenance	2 years Parts & Labor included in proposal
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Description - Other Offerings	Quantity	Unit Price	Line Total	Description - Other Offerings	Quantity	Unit Price	Line Total	Description - Other Offerings	Quantity	Unit Price	Line Total	Description - Other Offerings	Quantity	Unit Price	Line Total	Description - Other Offerings	Quantity	Unit Price	Line Total
DruGuard - Narcotics Detections	1	Included	Included	Point of sale Full-service agreement for a total of 5 years of all parts labor and travel	4	\$8,312.50	\$33,250.00	Integrated Intercom	1	\$1,285.00	\$1,285.00	Extended Warranty (Maintenance/Service) Contract (parts and labor including time and travel), Year 6 onwards		\$9,750 annually, payable in advance		TekNet-connectivity and storage server for 13M scans	1	\$3,500.00	\$3,500.00
						\$1,724.95						Provision of additional SOTER RS Handheld Tablets (mobile device)		\$5,050 Year One \$2,100 Year Two onwards \$7,500		Patented Integrated Temperature Sensor	1	\$15,000.00	\$15,000.00
				Wireless Bar Code Scanner	1	\$1,724.95		I.D. Camera Inspection Area Camera	1 1	\$785.00	\$785.00	Upgrade to an ADA Compliant Platform Configuration (at any stage during contract)							
										\$1,700.00	\$1,700.00	Provision of Additional Training outside Scope of Project		Per Diem Cost - \$1,000					
								Operator Fingerprint Reader	1	\$640.00	\$640.00	Provision of SOTER Fully Integrated Thermal Scanner - Jogan Thermal Checkpoint (at any stage during contract)		\$22,000					
								Inspected Person Fingerprint Reader	1	\$640.00	\$640.00								



	Adani Systems, Inc.	American Medical Imaging, LLC	Imaging Systems and Service, Inc.	OD Security North America	TEK-84, Inc.
Proposal Narrative					
Section 1.2	X	X	X	X	X
Section 1.3	X	X	X	X	X
Section 1.4	X	X	X	X	X
Company Profile	X	X	X	X	X
References	X	X	X	X	X
Certificate of Compliance	X	X	X	X	X
Proposal Submission Checklist	X	X	X	X	X
<b>Supplemental Information - Optional</b>	X	N/A	N/A	X	N/A
Pricing Proposal - Attachment A	X	X	X	X	X
MDOT Form 3164	Missing	Missing	Missing	Missing	X
Addendum #1 - Signature Page	X	X	X	X	X





**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF LIVINGSTON COUNTY SHERIFF**

**150 S. Highlander Way, Howell, MI 48843**  
**Phone 517-540-7627 Fax 517-546-1800**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Lt. Brad Fetner**  
**Date: 6/7/2021**  
**Re: Proposal to Purchase New Full Body Scanner**

Attached for your consideration and approval is a resolution authorizing the Sheriff's Office to purchase one (1) Soter RS full body scanner for the Jail from OD Security North America. The purchase cost for the scanner is \$137,500 which includes shipping, installation, calibration and testing, operator and administrator training and a 5-year full manufacturer's warranty (parts and labor, to include time and travel associated with servicing and maintenance). OD Security North America will provide annual re-calibration and annual State Certification, bi-annual preventative maintenance inspection, 24/7 toll free support line and help desk, same day technical/engineering support and all software upgrades through-out term of contact, an interface with our Jail Management System, and one (1) Soter tablet. Delivery and installation will be 30 days after receipt of Purchase Order.

The cost for the body scanner was originally approved in the 2020 budget, but was recently requested to be moved to 2021. In accordance with the County's Purchasing Policy, a competitive bid process was performed and five (5) proposals were reviewed from reputable vendors. We chose Soter for multiple reasons. Soter offers the best technical and maintenance support package. Soter also has the smallest radiation footprint at 1.5uSV. Soter imaging quality has a 5K picture resolution and supersedes that of other scanners, giving staff the best chance at recognizing and intercepting weapons, drugs, and other contraband from entering our facility. Soter has also received great reviews and recommendations. Our neighboring Washtenaw Co Jail has had this system for that last few years. They are extremely satisfied with the system and have not had any major maintenance issues, technical issues, or breakdowns.

The scanner can be used to quickly and effectively search inmates for contraband without actually touching an inmate via a pat down search or having to conduct a strip search. This greatly reduces liability and security concerns. This will assist in maintaining security of the jail, as well as the safety and welfare of both the inmates and our staff.

If you have any questions regarding this matter, please contact me.

Respectfully submitted,

Lt. Brad Fetner



**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**Resolution Authorizing a Contract Extension with the Township of Putnam for Law Enforcement Services – Sheriff’s Office**

- WHEREAS,** the Putnam Township contract to provide Law Enforcement services will expire on June 30, 2021; and
- WHEREAS,** the proposed contract extension of Law Enforcement services to Putnam Township sets an annual fee from July 1, 2021 through June 30, 2024; and
- WHEREAS,** Putnam Township shall make payments in equal quarterly installments to Livingston County during said period; and
- WHEREAS,** the agreement would be for 40 hours of coverage, eight (8) hours a day, five (5) days a week.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the contract extension as referenced above for Law Enforcement services with the Township of Putnam to be effective July 1, 2021 through June 30, 2024 with the township to pay said amounts in accordance with the following payment schedule:

• July 1, 2021 - June 30, 2022	\$109,803.20	(\$51.88 / \$53.70 per hour)
• July 1, 2022 - June 30, 2023	\$113,651.20	(\$53.70 / \$55.58 per hour)
• July 1, 2023 - June 30, 2024	\$117,624.00	(\$55.58 / \$57.52 per hour)

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

# # #

MOVED:  
SECONDED:  
CARRIED:





## LIVINGSTON COUNTY SHERIFF'S OFFICE

150 S. Highlander Way  
Howell, Michigan 48843-2323

(517) 546-2400

### MEMORANDUM

**DATE:** 6-15-21

**TO:** Board of Commissioners

**FROM:** Sheriff Michael Murphy

**RE:** Agreement for Law Enforcement Services with Putnam Township

Attached for your consideration and approval is a resolution for a contract extension for Law Enforcement Services between the Livingston County Sheriff's Office and Putnam Township. The extension of the agreement would be from July 1, 2021 through June 30, 2024.

The contract is a renewal of a current contract that expires June 30, 2021. We have been approached by Putnam Township and they are agreeable to the current terms and proposed financial increases. The only things that are changing are the term of the contract and the financial compensation. The contract calls for 40 hours of dedicated Law Enforcement Services in the Township of Putnam. The hours are determined by the Township, 5 days a week.

The financial terms are as follows:

• July 1, 2021 - June 30, 2022	\$109,803.20	(\$51.88 / \$53.70 per hour)
• July 1, 2022 - June 30, 2023	\$113,651.20	(\$53.70 / \$55.58 per hour)
• July 1, 2023 - June 30, 2024	\$117,624.00	(\$55.58 / \$57.52 per hour)

Per County policy this reflects the true costs of the contract minus the 25% contracting incentive. The contract will continue to be staffed by existing Field Services personnel that are covered by the current 2021 FY approved budget.

The contract has been prepared and approved by civil counsel. Upon approval and authorization of the Board, it will be signed by the Board and the Sheriff.

If you have any further questions, feel free to contact me.

**Sheriff Michael Murphy**  
**Livingston County Sheriff's Office**



Livingston County Michigan  
Sheriff Patrol Services

Deputy Wages & Benefits Projected 2021			
	Deputy	Relief	Total Per Deputy
Annual base Salary	\$ 65,886		
# of Annual Hours	2,184	200	
Hourly Rate	\$ 31.6760	\$ 0.0916	
OT Rate	\$ 47.5140		
Wage	\$ 65,886	\$ 6,034	\$ 71,920
Overtime	\$ 3,953	\$ 362	\$ 4,315
Holiday Worked	\$ 3,706	\$ 339	\$ 4,045
Holiday Off	\$ 2,471	\$ 226	\$ 2,697
Longevity	\$ 698	\$ 64	\$ 762
Shift Differential	\$ 76	\$ 7	\$ 83
<b>Wages</b>	<b>\$ 76,791</b>	<b>\$ 7,032</b>	<b>\$ 83,823</b>
			\$ -
FICA (7.65%)	\$ 5,875	\$ 538	\$ 6,412
MERS (21.50%)	\$ 16,510	\$ 1,512	\$ 18,022
Life Insurance	\$ 194	\$ 18	\$ 212
Workers Comp (3.35%)	\$ 2,572	\$ 236	\$ 2,808
Active Health	\$ 12,977	\$ 1,188	\$ 14,165
Retiree Health Care (4.00%)	\$ 2,635.44	\$ 241	\$ 2,877
<b>Benefits</b>	<b>\$ 40,763</b>	<b>\$ 3,733</b>	<b>\$ 44,496</b>
		\$ -	\$ -
Total Wages/Benefits per Deputy	<b>\$ 117,554</b>	<b>\$ 10,765</b>	<b>\$ 128,319</b>
Hourly Rate Wages/Benefits			<b>\$ 58.75</b>
Other Costs			
Vehicle Costs	\$ 13,487	\$ 618	\$ 14,105
Professional Development/Trng	\$ 916	\$ 84	\$ 1,000
Operating Supplies & Uniforms	\$ 2,517	\$ 230	\$ 2,747
Computer Equipment & Maint Costs	\$ 4,503	\$ 412	\$ 4,915
Total Other Costs	\$ 21,423	\$ 1,344	\$ 22,767
			\$ 151,087
Total Costs	5 year deputy coverage	<b>2021 Projected</b>	<b>\$ 69.18</b>

**75% of True Cost**

**\$ 51.88**

Note:

Represents Cost per Deputy

A 24/7 Shift would require 4 Deputies to cover

Projected 2021 \$ 51.88

Projected 2022 \$ 53.70

Projected 2023 \$ 55.58

Projected 2024 \$ 57.52

Projected 2025 \$ 59.54

\*increase projected at 3.5% annually



# **AGREEMENT TO EXTEND AND REVISE AGREEMENT FOR LAW ENFORCEMENT SERVICES**

**WHEREAS**, the **COUNTY OF LIVINGSTON** ("County") acting on behalf of the **LIVINGSTON COUNTY SHERIFF** ("Sheriff") and the **TOWNSHIP OF PUTNAM** ("Township") entered into an Agreement for Law Enforcement Services dated July 31, 2018 (the "2018 LE Agreement") for the Sheriff to provide police protection and patrol services within the Township as specified in the 2018 LE Agreement; and

**WHEREAS**, the 2018 LE Agreement is set to expire June 30, 2021; and

**WHEREAS**, the Township and the County are agreeable to an extension of the 2018 LE Agreement as revised herein; and

**NOW, THEREFORE**, it is agreed between the County and the Township that the 2018 LE Agreement shall be and is hereby extended through **June 30, 2024**, unless - as provided in the 2018 LE Agreement – the extended agreement is terminated, with or without cause, by the County, Sheriff or Township upon thirty (30) days' prior written notice to the other Parties. The extension agreement is subject to the following modifications:

A. References in the SECOND paragraph of the 2018 LE Agreement shall be modified as follows:

"Insurance", insofar as vehicles are concerned, means the coverage provided to the Sheriff's Department and in force on July 1, 2021.

"Insurance", insofar as Sheriff Deputies are concerned, means the coverage provided to the Sheriff's Department and in force on July 1, 2021.

B. References in the THIRD paragraph of the 2018 LE Agreement shall be modified as follows:

The SHERIFF shall furnish police protection and patrol to the TOWNSHIP as follows:

During the term of this Agreement, on days and times mutually agreed upon by the SHERIFF and the TOWNSHIP annually, will be spent on police protection and patrol within the TOWNSHIP.... (remainder unchanged).

C. References in the SIXTH paragraph of the 2018 LE Agreement shall be modified as follows:

The sum of ONE HUNDRED NINE THOUSAND EIGHT HUNDRED THREE AND 20/100 DOLLARS (\$109,803.20) during the period of July 1, 2021 through June 30, 2022, to be paid in quarterly installments of TWENTY-SEVEN THOUSAND FOUR HUNDRED FIFTY AND 80/100 DOLLARS (\$27,450.80).

The sum of ONE HUNDRED THIRTEEN THOUSAND SIX HUNDRED FIFTY-ONE AND 20/100 DOLLARS (\$113,651.20) during the period of July 1, 2022 through June 30,



2023, to be paid in quarterly installments of TWENTY-EIGHT THOUSAND FOUR HUNDRED TWELVE AND 80/100 DOLLARS (\$28,412.80).

The sum of ONE HUNDRED SEVENTEEN THOUSAND SIX HUNDRED TWENTY-FOUR AND NO/100 DOLLARS (\$117,624.00) during the period of July 1, 2023 through June 30, 2024, to be paid in quarterly installments of TWENTY-NINE THOUSAND FOUR HUNDRED SIX AND NO/100 DOLLARS (\$29,406.00).

- D. The Appendix of the of the 2018 LE Agreement shall be stricken and replaced in entirety with Appendix A to this extension agreement.
- E. Except as amended hereby, the original terms of the 2018 LE Agreement shall remain in full force and effect.

**COUNTY OF LIVINGSTON**

**TOWNSHIP OF PUTNAM**

\_\_\_\_\_  
**WESLEY J. NAKAGIRI - CHAIRMAN**  
COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
**DENNIS BRENNAN**  
SUPERVISOR

Dated: \_\_\_\_\_, 2021

Dated: \_\_\_\_\_, 2021

\_\_\_\_\_  
**MICHAEL MURPHY**  
SHERIFF

\_\_\_\_\_  
**VALERIE NIEMIEC**  
CLERK

Dated: \_\_\_\_\_, 2021

Dated: \_\_\_\_\_, 2021

APPROVED AS TO FORM FOR  
COUNTY OF LIVINGSTON:  
COHL, STOKER & TOSKEY, P.C.  
By: RICHARD D McNULTY – 5/12/2021

N:\Client\Livingston\Sheriff\Agreements\Putnam Township\Extension Agreement 7-2-21 (Approved).docx

S:\WP\Contracts\Agreements\WORD Agts\Sheriff - 21-00-000 - PUTNAM Twp - Law Enforcement Services Extension - 2018-2024 (RDT) - AGT.docx



Livingston County Michigan  
Sheriff Patrol Services



Deputy Wages & Benefits Projected 2021			
	Deputy	Relief	Total Per Deputy
Annual base Salary	\$ 65,886		
# of Annual Hours	2,184	200	
Hourly Rate	\$ 31.6760	\$ 0.0916	
OT Rate	\$ 47.5140		
Wage	\$ 65,886	\$ 6,034	\$ 71,920
Overtime	\$ 3,953	\$ 362	\$ 4,315
Holiday Worked	\$ 3,706	\$ 339	\$ 4,045
Holiday Off	\$ 2,471	\$ 226	\$ 2,697
Longevity	\$ 698	\$ 64	\$ 762
Shift Differential	\$ 76	\$ 7	\$ 83
<b>Wages</b>	<b>\$ 76,791</b>	<b>\$ 7,032</b>	<b>\$ 83,823</b>
			\$ -
FICA (7.65%)	\$ 5,875	\$ 538	\$ 6,412
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<b>Benefits</b>	<b>\$ 40,763</b>	<b>\$ 3,733</b>	<b>\$ 44,496</b>
		\$ -	\$ -
Total Wages/Benefits per Deputy	\$ 117,554	\$ 10,765	\$ 128,319
Hourly Rate Wages/Benefits			\$ 58.75
Other Costs			
Vehicle Costs	\$ 13,487	\$ 618	\$ 14,105
Professional Development/Trng	\$ 916	\$ 84	\$ 1,000
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Computer Equipment & Maint Costs	\$ 4,503	\$ 412	\$ 4,915
Total Other Costs	\$ 21,423	\$ 1,344	\$ 22,767
			\$ 151,087
Total Costs	5 year deputy coverage	2021 Projected	\$ 69.18

<b>75% of True Cost</b>	<b>\$ 51.88</b>
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Note:

Represents Cost per Deputy

A 24/7 Shift would require 4 Deputies to cover

Projected 2021 \$ 51.88

Projected 2022 \$ 53.70

Projected 2023 \$ 55.58

Projected 2024 \$ 57.52

Projected 2025 \$ 59.54

\*increase projected at 3.5% annually



RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution to Adopt the Updated 2021-2025 Livingston County Emergency Operations Plan (EOP) – Emergency Management**

**WHEREAS,** the goal of the Emergency Operations Plan (EOP) is to coordinate emergency response efforts to save lives, reduce injuries and preserve property; and

**WHEREAS,** the Emergency Operations Plan (EOP) has been developed in accordance with the requirement for local emergency planning established by Act 390 of 1976 and the Michigan State Police Emergency Management and Homeland Security Division; and

**WHEREAS,** the plan also meets the requirements for all state and federal guidelines for all-hazard emergency management concepts, plans and programs; and

**WHEREAS,** this plan sets forth general concepts, policies, tasks and guidelines for an all-hazards planning approach; and

**WHEREAS,** this plan has been reviewed and signed by the lead subject matter experts representing disciplines who have a function in emergency and disaster response; and

**WHEREAS,** the Emergency Operations Plan (EOP) is required in order for the County to be eligible for funding or reimbursement of costs associated with the event of a declared disaster; and

**WHEREAS,** the Emergency Operations Plan (EOP) will be valid for four years after adoption by the Board of commissioners, but reviewed and updated as needed and required during that time period as it is considered a living document.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby adopts the updated, current attached Livingston County Emergency Operations Plan (EOP) to be utilized during a disaster or emergency to coordinate emergency response efforts to save lives, reduce injuries and preserve property.

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**MOVED:  
SECONDED:  
CARRIED:**





## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Therese Cremona, Emergency Management Department**  
**Date: 06/14/2021**  
**Re: Approval and Adoption of the Livingston County Emergency Operations Plan (EOP) – 2021 through 2025**

This resolution is to request the approval of the Livingston County Board of Commissioners for the updated and revised Livingston County Emergency Operations Plan.

Each county is required to develop, review, approve, and adopt an Emergency Operations Plan (EOP). The plan is constructed to provide general concepts, policies, tasks and guidelines for an all-hazards planning concept, to include terrorism related events.

The goal of the Emergency Operations Plan (EOP) is to outline a plan to coordinate emergency response efforts to save lives, reduce injuries, and preserve property during local emergencies or widespread disasters.

The Emergency Operations Plan (EOP) will use a graduated response strategy that is in proportion to the scope and severity of an emergency. It is flexible and may be scaled up or down during the event response and leading into the recovery phase of any event.

Although the Emergency Operations Plan (EOP) addresses emergency or disaster related issues, its primary goal is to assemble, mobilize and coordinate a team of responders, subject matter experts, volunteers, and non-governmental organizations that can deal with any emergency, hazard or disaster.

The Emergency Operations Plan (EOP) upon approval and adoption by the Livingston County Board of Commissioners will be in effect for a period of four (4) years. During that 4-year time period, the plan will be reviewed and revised as needed in order to provide an all-hazards emergency response.

The task of developing and implementing an EOP for the county is noted in Act 390 of 1976; 30.409 Sec 9(1); 30.410 Sec 10 (1)(a); 30.419 Sec 19 (2)(b)(c)

If you have any questions regarding this matter please contact me.



## EMERGENCY MANAGEMENT ACT Act 390 of 1976

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.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2006, Act 267, Imd. Eff. July 7, 2006.

*The People of the State of Michigan enact:*

### 30.401 Short title.

Sec. 1. This act shall be known and may be cited as the “emergency management act”.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990.

**Compiler's note:** For transfer of authority, powers, duties, functions, and responsibilities of the Michigan Emergency Management Advisory Council from the Department of State Police to the Director of State Police, as head of the Department of State Police, and the abolishment of the Michigan Emergency Management Advisory Council, see E.R.O. No. 1993-15, compiled at MCL 28.702 of the Michigan Compiled Laws.

### 30.402 Definitions.

Sec. 2. As used in this act:

(a) “Chief executive official” means:

(i) In the case of a county with an elected county executive, the county executive.

(ii) In the case of a county without an elected county executive, the chairperson of the county board of commissioners, or the appointed administrator designated by appropriate enabling legislation.

(iii) In the case of a city, the mayor or the individual specifically identified in the municipal charter.

(iv) In the case of a township, the township supervisor.

(v) In the case of a village, the village president or the individual specifically identified in the village charter.

(b) “Council” means the Michigan emergency management advisory council.

(c) “Department” means the department of state police.

(d) “Director” or “state director of emergency management” means the director of the department of state police or his or her designee.

(e) “Disaster” means 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 action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.

(f) “Disaster relief forces” means all agencies of state, county, and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons having duties or responsibilities under this act or pursuant to a lawful order or directive authorized by this act.

(g) “District coordinator” means the state police emergency management division district coordinator.

(h) “Emergency” means any occasion or instance in which the governor determines state assistance is needed to supplement local efforts and capabilities to save lives, protect property and the public health and safety, or to lessen or avert the threat of a catastrophe in any part of the state.

(i) “Emergency management coordinator” means a person appointed pursuant to section 9 to coordinate emergency management within the county or municipality. Emergency management coordinator includes a civil defense director, civil defense coordinator, emergency services coordinator, emergency program manager, or other person with a similar title and duties.

(j) “Local state of emergency” means a proclamation or declaration that activates the response and recovery aspects of any and all applicable local or interjurisdictional emergency operations plans and authorizes the furnishing of aid, assistance, and directives under those plans.

(k) “Michigan emergency management plan” means the plan prepared and maintained by the emergency management division of the department and signed by the governor.

(l) “Municipality” means a city, village, or township.

(m) “Person” means an individual, partnership, corporation, association, governmental entity, or any other entity.

(n) “Political subdivision” means a county, municipality, school district, or any other governmental unit, agency, body, board, or commission which is not a state department, board, commission, or agency of state government.

(o) “Rule” means a rule promulgated pursuant to the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, being sections 24.201 to 24.328 of the Michigan Compiled Laws.

(p) “State of disaster” means an executive order or proclamation that activates the disaster response and recovery aspects of the state, local, and interjurisdictional emergency operations plans applicable to the counties or municipalities affected.

(q) “State of emergency” means an executive order or proclamation that activates the emergency response and recovery aspects of the state, local, and interjurisdictional emergency operations plans applicable to the counties or municipalities affected.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990.

### 30.403 Responsibility of governor; executive orders, proclamations, and directives; declaration, duration, and termination of state of disaster or state of emergency; contents and dissemination of executive order or proclamation.

Sec. 3. (1) The governor is responsible for coping with dangers to this state or the people of this state presented by a disaster or emergency.

(2) The governor may issue executive orders, proclamations, and directives having the force and effect of law to implement this act. Except as provided in section 7(2), an executive order, proclamation, or directive may be amended or rescinded by the governor.

(3) The governor shall, by executive order or proclamation, declare a state of disaster if he or she finds a disaster has occurred or the threat of a disaster exists. The state of disaster shall continue until the governor finds that the threat or danger has passed, the disaster has been dealt with to the extent that disaster conditions no longer exist, or until the declared state of disaster has been in effect for 28 days. After 28 days, the governor shall issue an executive order or proclamation declaring the state of disaster terminated, unless a request by the governor for an extension of the state of disaster for a specific number of days is approved by resolution of both houses of the legislature. An executive order or proclamation issued pursuant to this subsection shall indicate the nature of the disaster, the area or areas threatened, the conditions causing the disaster, and the conditions permitting the termination of the state of disaster. An executive order or proclamation shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and shall be promptly filed with the emergency management division of the department and the secretary of state, unless circumstances attendant upon the disaster prevent or impede its prompt filing.

(4) The governor shall, by executive order or proclamation, declare a state of emergency if he or she finds that an emergency has occurred or that the threat of an emergency exists. The state of emergency shall continue until the governor finds that the threat or danger has passed, the emergency has been dealt with to the extent that emergency conditions no longer exist, or until the declared state of emergency has been in effect for 28 days. After 28 days, the governor shall issue an executive order or proclamation declaring the state of emergency terminated, unless a request by the governor for an extension of the state of emergency for a specific number of days is approved by resolution of both houses of the legislature. An executive order or proclamation issued pursuant to this subsection shall indicate the nature of the emergency, the area or areas threatened, the conditions causing the emergency, and the conditions permitting the termination of the state of emergency. An executive order or proclamation shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and shall be promptly filed with the emergency management division of the department and the secretary of state, unless circumstances attendant upon the emergency prevent or impede its prompt filing.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002.

### 30.404 Effect of executive order or proclamation of state of disaster or state of emergency; federal assistance; reciprocal aid agreement or compact; appropriation.

Sec. 4. (1) An executive order or proclamation of a state of disaster or a state of emergency shall serve to authorize the deployment and use of any forces to which the plan or plans apply and the use or distribution of supplies, equipment, materials, or facilities assembled or stockpiled pursuant to this act.

(2) Upon declaring a state of disaster or a state of emergency, the governor may seek and accept assistance, either financial or otherwise, from the federal government, pursuant to federal law or regulation.



(3) The governor may, with the approval of the state administrative board, enter into a reciprocal aid agreement or compact with another state, the federal government, or a neighboring state or province of a foreign country. A reciprocal aid agreement shall be limited to the furnishing or exchange of food, clothing, medicine, and other supplies; engineering services; emergency housing; police services; the services of the national guard when not mobilized for federal service or state defense force as authorized by the Michigan military act, Act No. 150 of the Public Acts of 1967, as amended, being sections 32.501 to 32.851 of the Michigan Compiled Laws, and subject to federal limitations on the crossing of national boundaries by organized military forces; health, medical, and related services; fire fighting, rescue, transportation, and construction services and equipment; personnel necessary to provide or conduct these services; and other necessary equipment, facilities, and services. A reciprocal aid agreement shall specify terms for the reimbursement of costs and expenses and conditions necessary for activating the agreement. The legislature shall appropriate funds to implement a reciprocal aid agreement.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990.

### **30.405 Additional powers of governor; prohibition; disobeying or interfering with rule, order, or directive as misdemeanor.**

Sec. 5. (1) In addition to the general authority granted to the governor by this act, the governor may, upon the declaration of a state of disaster or a state of emergency do 1 or more of the following:

(a) Suspend a regulatory statute, order, or rule prescribing the procedures for conduct of state business, when strict compliance with the statute, order, or rule would prevent, hinder, or delay necessary action in coping with the disaster or emergency. This power does not extend to the suspension of criminal process and procedures.

(b) Utilize the available resources of the state and its political subdivisions, and those of the federal government made available to the state, as are reasonably necessary to cope with the disaster or emergency.

(c) Transfer the direction, personnel, or functions of state departments, agencies, or units thereof for the purpose of performing or facilitating emergency management.

(d) Subject to appropriate compensation, as authorized by the legislature, commandeer or utilize private property necessary to cope with the disaster or emergency.

(e) Direct and compel the evacuation of all or part of the population from a stricken or threatened area within the state if necessary for the preservation of life or other mitigation, response, or recovery activities.

(f) Prescribe routes, modes, and destination of transportation in connection with an evacuation.

(g) Control ingress and egress to and from a stricken or threatened area, removal of persons within the area, and the occupancy of premises within the area.

(h) Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, explosives, and combustibles.

(i) Provide for the availability and use of temporary emergency housing.

(j) Direct all other actions which are necessary and appropriate under the circumstances.

(2) Subsection (1) does not authorize the seizure, taking, or confiscation of lawfully possessed firearms or ammunition.

(3) A person who willfully disobeys or interferes with the implementation of a rule, order, or directive issued by the governor pursuant to this section is guilty of a misdemeanor.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2006, Act 545, Imd. Eff. Dec. 29, 2006.

### **30.406 Obligation of person within state; compensation for services or property; record; claims; exceptions.**

Sec. 6. (1) All persons within this state shall conduct themselves and manage their affairs and property in ways that will reasonably assist and will not unreasonably detract from the ability of the state and the public to cope with the effects of a disaster or an emergency. This obligation includes appropriate personal service and the use or restriction of the use of property in time of a disaster or an emergency. This act neither increases nor decreases these obligations but recognizes their existence under the state constitution of 1963, the statutes, and the common law. Compensation for services or for the taking or use of property shall be paid only if obligations recognized herein are exceeded in a particular case and only if the claimant has not volunteered his or her services or property without compensation.

(2) Personal services may not be compensated by the state, or a subdivision or agency of the state, except pursuant to statute, local law, or ordinance.

(3) Compensation for property shall be paid only if the property is taken or otherwise used in coping with a disaster or emergency and its use or destruction is ordered by the governor or the director. A record of all

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property taken or otherwise used under this act shall be made and promptly transmitted to the office of the governor.

(4) A person claiming compensation for the use, damage, loss, or destruction of property under this act shall file a claim with the emergency management division of the department in the form and manner prescribed by the division.

(5) If a claimant refuses to accept the amount of compensation offered by the state, a claim may be filed in the state court of claims which court shall have exclusive jurisdiction to determine the amount of compensation due the owner.

(6) This section does not apply to or authorize compensation for either of the following:

(a) The destruction or damaging of standing timber or other property to provide a firebreak.

(b) The release of waters or the breach of impoundments to reduce pressure or other danger from actual or threatened flood.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990.

### **30.407 Powers and duties of director.**

Sec. 7. (1) The director shall implement the orders and directives of the governor in the event of a disaster or an emergency and shall coordinate all federal, state, county, and municipal disaster prevention, mitigation, relief, and recovery operations within this state. At the specific direction of the governor, the director shall assume complete command of all disaster relief, mitigation, and recovery forces, except the national guard or state defense force, if it appears that this action is absolutely necessary for an effective effort.

(2) If the governor has issued a proclamation, executive order, or directive under section 3 regarding state of disaster or state of emergency declarations, section 5 regarding actions directed by the governor, or section 21 regarding heightened state of alert, the director may, with the concurrence of the governor, amend the proclamation or directive by adding additional counties or municipalities or terminating the orders and restrictions as considered necessary.

(3) The director shall comply with the applicable provisions of the Michigan emergency management plan in the performance of the director's duties under this act.

(4) The director's powers and duties shall include the administration of state and federal disaster relief funds and money; the mobilization and direction of state disaster relief forces; the assignment of general missions to the national guard or state defense force activated for active state duty to assist the disaster relief operations; the receipt, screening, and investigation of requests for assistance from county and municipal governmental entities; making recommendations to the governor; and other appropriate actions within the general authority of the director.

(5) In carrying out the director's responsibilities under this act, the director may plan for and utilize the assistance of any volunteer group or person having a pertinent service to render.

(6) The director may issue a directive relieving the donor or supplier of voluntary or private assistance from liability for other than gross negligence in the performance of the assistance.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002.

### **30.407a Emergency management division; establishment; purpose; employees; emergency management plan; grants; powers of division; definition.**

Sec. 7a. (1) The department shall establish an emergency management division for the purpose of coordinating within this state the emergency management activities of county, municipal, state, and federal governments. The department shall provide the division with professional and support employees as necessary for the performance of its functions.

(2) The division shall prepare and maintain a Michigan emergency management plan that is a comprehensive plan that encompasses mitigation, preparedness, response, and recovery for this state.

(3) The division shall receive available state and federal emergency management and disaster related grants-in-aid and shall administer and apportion the grants according to appropriately established guidelines to the agencies of this state and local political subdivisions.

(4) The division may do 1 or more of the following:

(a) Promulgate rules that establish standards and requirements for the appointment, training, and professional development of emergency management coordinators.

(b) Promulgate rules that establish standards and requirements for local and interjurisdictional emergency management programs.

(c) Periodically review local and interjurisdictional emergency operations plans.

(d) Promulgate rules that establish standards and requirements for emergency training and exercising

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programs and public information programs.

(c) Make surveys of industries, resources, and facilities within this state, both public and private, necessary to carry out the purposes of this act.

(f) Prepare, for issuance by the governor, executive orders, proclamations, and regulations as necessary or appropriate in coping with disasters and emergencies.

(g) Provide for 1 or more state emergency operations centers to provide for the coordination of emergency response and disaster recovery in this state.

(h) Provide for the coordination and cooperation of state agencies and departments with federal and local government agencies and departments in emergency management activities.

(i) Cooperate with the federal government and any public or private agency or entity in achieving any purpose of this act and in implementing programs for disaster mitigation, preparation, response, and recovery.

(j) Propose and administer statewide mutual aid compacts and agreements.

(k) Do other activities necessary, incidental, or appropriate for the implementation of this act.

(5) For purposes of this section, the judicial branch of this state is considered a department of state government.

(6) As used in this section, "division" means the emergency management division of the department.

**History:** Add. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002.

### **30.408 Emergency management coordinator; employment or appointment; duties; annexes to emergency management plan; cooperation of state agencies.**

Sec. 8. (1) The director of each department of state government, and those agencies of state government required by the Michigan emergency management plan to provide an annex to that plan, shall serve as emergency management coordinator for their respective departments or agencies. Each director may appoint or employ a designated representative as emergency management coordinator, provided that the representative shall act for and at the direction of that director while functioning in the capacity of emergency management coordinator upon the activation of the state emergency operations center, or the declaration of a state of disaster or emergency. Each department or agency emergency management coordinator shall act as liaison between his or her department or agency and the emergency management division of the department in all matters of emergency management, including the activation of the Michigan emergency management plan. Each department or agency of state government specified in the Michigan emergency management plan shall prepare and continuously update an annex to the plan providing for the delivery of emergency management activities by that agency or the department. The annexes shall be in a form prescribed by the director. The emergency management coordinator shall represent the agency or department head in the drafting and updating of the respective agency's or the department's emergency management annex and in coordinating the agency's or department's emergency management efforts with those of the other state agencies as well as with county and municipal governments.

(2) Upon the declaration of a state of disaster or a state of emergency by the governor, each state agency shall cooperate to the fullest possible extent with the director in the performance of the services that it is suited to perform, and as described in the Michigan emergency management plan, in the prevention, mitigation, response to, or recovery from the disaster or emergency. For purposes of this section, the judicial branch of this state is considered a department of state government and the chief justice of the Michigan supreme court is considered the director of that department.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002

### **30.409 Emergency management coordinator; appointment; duties; eligibility.**

Sec. 9. (1) The county board of commissioners of each county shall appoint an emergency management coordinator. In the absence of an appointed person, the emergency management coordinator shall be the chairperson of the county board of commissioners. The emergency management coordinator shall act for, and at the direction of, the chairperson of the county board of commissioners in the coordination of all matters pertaining to emergency management in the county, including mitigation, preparedness, response, and recovery. In counties with an elected county executive, the county emergency management coordinator may act for and at the direction of the county executive. Pursuant to a resolution adopted by a county, the county boards of commissioners of not more than 3 adjoining counties may agree upon and appoint a coordinator to act for the multicounty area.

(2) A municipality with a population of 25,000 or more shall either appoint a municipal emergency management coordinator or appoint the coordinator of the county as the municipal emergency management coordinator pursuant to subsection (7). In the absence of an appointed person, the emergency management

coordinator shall be the chief executive official of that municipality. The coordinator of a municipality shall be appointed by the chief executive official in a manner provided in the municipal charter. The coordinator of a municipality with a population of 25,000 or more shall act for and at the direction of the chief executive official of the municipality or the official designated in the municipal charter in the coordination of all matters pertaining to emergency management, disaster preparedness, and recovery assistance within the municipality.

(3) A municipality with a population of 10,000 or more may appoint an emergency management coordinator for the municipality. The coordinator of a municipality shall be appointed by the chief executive official in a manner provided in the municipal charter. The coordinator of a municipality with a population of 10,000 or more shall act for and at the direction of the chief executive official or the official designated by the municipal charter in the coordination of all matters pertaining to emergency management, disaster preparedness, and recovery assistance within the municipality.

(4) A municipality having a population of less than 10,000 may appoint an emergency management coordinator who shall serve at the direction of the county emergency management coordinator.

(5) A public college or university with a combined average population of faculty, students, and staff of 25,000 or more, including its satellite campuses within this state, shall appoint an emergency management coordinator for the public college or university. Public colleges or universities with a combined average population of faculty, students, and staff of 10,000 or more, including its satellite campuses within this state, may appoint an emergency management coordinator for the public college or university.

(6) A person is not ineligible for appointment as an emergency management coordinator, or as a member of a county or municipal emergency services or emergency management agency or organization, because that person holds another public office or trust, and that person shall not forfeit the right to a public office or trust by reason of his or her appointment as an emergency management coordinator.

(7) A county coordinator may be appointed a municipal coordinator for any municipality within the county and a municipal coordinator may be appointed a county coordinator.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002

### **30.410 Powers of county and municipality; mutual aid or reciprocal aid agreements or compacts; assistance of emergency management coordinator.**

Sec. 10. (1) Each county and municipality that has appointed an emergency management coordinator under section 9 may do 1 or more of the following:

(a) Direct and coordinate the development of emergency operations plans and programs in accordance with the policies and plans established by the appropriate federal and state agencies. Each department or agency of a county or municipality specified in the emergency operations plan to provide an annex to the plan shall prepare and continuously update the annex providing for emergency management activities, including mitigation, preparedness, response, and recovery, by the department or agency and those other emergency activities the department or agency is specified to coordinate. Emergency operations plans and programs developed under this subsection shall include provisions for the dissemination of public information and local broadcasters shall be consulted in developing such provisions. Emergency operations plans and programs developed under this subdivision shall include local courts.

(b) Declare a local state of emergency if circumstances within the county or municipality indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property from a natural or human-made cause exists and, under a declaration of a local state of emergency, issue directives as to travel restrictions on county or local roads. This power shall be vested in the chief executive official of the county or municipality or the official designated by charter and shall not be continued or renewed for a period in excess of 7 days except with the consent of the governing body of the county or municipality. The declaration of a local state of emergency shall be promptly filed with the emergency management division of the department, unless circumstances attendant upon the disaster prevent or impede its prompt filing.

(c) Appropriate and expend funds, make contracts, and obtain and distribute equipment, materials, and supplies for disaster purposes.

(d) Provide for the health and safety of persons and property, including emergency assistance to the victims of a disaster.

(e) Direct and coordinate local multi-agency response to emergencies within the county or municipality.

(f) Appoint, employ, remove, or provide, with or without compensation, rescue teams, auxiliary fire and police personnel, and other disaster workers.

(g) Appoint a local emergency management advisory council.

(h) If a state of disaster or emergency is declared by the governor, assign and make available for duty the employees, property, or equipment of the county or municipality relating to fire fighting; engineering; rescue;

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health, medical, and related services; police; transportation; construction; and similar items or service for disaster relief purposes within or without the physical limits of the county or municipality as ordered by the governor or the director.

(i) In the event of a foreign attack upon this state, waive procedures and formalities otherwise required by law pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of permanent and temporary workers, the utilization of volunteer workers, the rental of equipment, the purchase and distribution with or without compensation of supplies, materials, and facilities, and the appropriation and expenditure of public funds.

(2) For the purpose of providing assistance during a disaster or emergency, municipalities and counties may enter into mutual aid or reciprocal aid agreements or compacts with other counties, municipalities, public agencies, federally recognized tribal nations, or private sector agencies, or all of these entities. A compact entered into pursuant to this subsection is limited to the exchange of personnel, equipment, and other resources in times of emergency, disaster, or other serious threats to public health and safety. The arrangements shall be consistent with the Michigan emergency management plan.

(3) The emergency management coordinator may assist in the development or negotiation, or both, of a mutual aid or reciprocal aid agreement or compact made pursuant to section 4(3) and shall carry out the agreement or compact.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002

**30.411 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; liability and legal obligation of persons owning or controlling real estate or other premises used for shelter; "gross negligence" defined.**

Sec. 11. (1) Personnel of disaster relief forces while on duty are subject to all of the following provisions:

(a) If they are employees of this state, they have the powers, duties, rights, privileges, and immunities of and receive the compensation incidental to their employment.

(b) If they are employees of a political subdivision of this state, regardless of where serving, they have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to their employment.

(c) If they are not employees of this state or a political subdivision of this state, they are entitled to the same rights and immunities as provided by law for the employees of this state. All personnel of disaster relief forces shall, while on duty, be subject to the operational control of the authority in charge of disaster relief activities in the area in which they are serving, and shall be reimbursed for all actual and necessary travel and subsistence expenses.

(2) This state, any political subdivision of this state, or the employees, agents, or representatives of this state or any political subdivision of this state are not liable for personal injury or property damage sustained by any person appointed or acting as a member of disaster relief forces. This act does not affect the right of a person to receive benefits or compensation to which he or she may otherwise be entitled to under the worker's disability compensation act of 1969, 1969 PA 317, MCL 418.101 to 418.941, any pension law, or any act of congress.

(3) This state or a political subdivision of this state engaged in disaster relief activity is not liable for the death of or injury to a person or persons, or for damage to property, as a result of that activity. The employees, agents, or representatives of this state or a political subdivision of this state and nongovernmental disaster relief force workers or private or volunteer personnel engaged in disaster relief activity are immune from tort liability to the extent provided under section 7 of 1964 PA 170, MCL 691.1407. As used in this section, "disaster relief activity" includes training for or responding to an actual, impending, mock, or practice disaster or emergency.

(4) A person licensed to practice medicine or osteopathic medicine and surgery or a licensed hospital, whether licensed in this or another state or by the federal government or a branch of the armed forces of the United States, or an individual listed in subsection (6), who renders services during a state of disaster declared by the governor and at the express or implied request of a state official or agency or county or local coordinator or executive body, is considered an authorized disaster relief worker or facility and is not liable for an injury sustained by a person by reason of those services, regardless of how or under what circumstances or by what cause those injuries are sustained. The immunity granted by this subsection does not apply in the event of an act or omission that is willful or gross negligence. If a civil action for malpractice is filed alleging an act or omission that is willful or gross negligence resulting in injuries, the services rendered that resulted in those injuries shall be judged according to the standards required of persons licensed in this state to perform

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those services.

(5) An individual listed in subsection (6), during a state of disaster declared by the governor, may practice, in addition to the authority granted by other statutes of this state, the administration of anesthetics; minor surgery; intravenous, subcutaneous, or intramuscular procedure; or oral and topical medication; or a combination of these under the supervision of a member of the medical staff of a licensed hospital of this state, and may assist the staff member in other medical and surgical proceedings.

(6) Subsections (4) and (5) apply to all of the following individuals:

(a) Any of the following, if licensed in this or another state or by the federal government or a branch of the armed forces of the United States:

(i) A registered nurse.

(ii) A practical nurse.

(iii) A nursing student acting under the supervision of a licensed nurse.

(iv) A dentist.

(v) A veterinarian.

(vi) A pharmacist.

(vii) A pharmacist intern acting under the supervision of a licensed pharmacist.

(viii) A paramedic.

(b) A medical resident undergoing training in a licensed hospital in this or another state.

(7) A person owning or controlling real estate or other premises who voluntarily and without compensation grants to this state or a political subdivision of this state a license or privilege, or otherwise permits this state or a political subdivision of this state to inspect, designate, and use the whole or any part or parts of the real estate or other premises for the purpose of sheltering persons during an actual, impending, mock, or practice disaster, together with his or her successors in interest, if any, is not civilly liable for negligently causing the death of or injury to any person on or about the real estate or premises under the license, privilege, or permission or for loss or damage to the property of the person.

(8) A person owning or controlling real estate or other premises who has gratuitously granted the use of the real estate or other premises for the purposes stated in this section is legally obligated to make known to the licensee any hidden dangers or safety hazards that are known to the owner or occupant of the real estate or premises that might possibly result in the death or injury or loss of property to a person using the real estate or premises.

(9) As used in this section, "gross negligence" means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002;—Am. 2005, Act 321, Imd. Eff. Dec. 27, 2005.

**Administrative rules:** R 30.1 et seq. of the Michigan Administrative Code.

**30.411a Disaster or emergency relief assistance provided by state employee; unpaid leave of absence; leave of absence with pay; conditions; limitation.**

Sec. 11a. (1) A state employee who is not in the state classified civil service and who is skilled in emergency relief assistance and certified as a disaster services volunteer by the American Red Cross may be granted an unpaid leave of absence from his or her state employment to provide disaster or emergency relief assistance in this state.

(2) A state employee in the state classified civil service who is skilled in emergency relief assistance and certified as a disaster services volunteer by the American Red Cross may be granted a leave of absence from his or her classified employment to provide disaster or emergency relief assistance in this state as authorized by the civil service commission.

(3) In addition to unpaid leave under subsection (1) or (2), an employee of an agency in any branch of state government who is skilled in emergency relief assistance and certified as a disaster services volunteer by the American Red Cross may be granted leave from work with pay for not more than 10 days in any 12-month period to participate in specialized disaster relief services within or outside of this state if all of the following circumstances are present:

(a) The governor or the president of the United States has declared the disaster.

(b) The American Red Cross has requested the services of the employee.

(c) The employee's department head has approved the leave.

(d) If the services are rendered outside the state by an employee in the executive branch, the governor has approved the leave.

(e) If the employee is in the state classified civil service, the civil service commission has approved the leave.

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(4) Not more than 50 state employees shall be granted paid leave under subsection (3) during the fiscal year. The governor may increase the limit on the number of state employees who may be granted paid disaster leave during the fiscal year by executive order.

(5) This state shall not penalize or otherwise take adverse employment action against a state employee because the employee takes a leave of absence authorized under this section to provide disaster or emergency relief assistance. However, the state shall recover payment for paid disaster leave from an employee who is granted paid leave under subsection (3) if the employee does not use the leave time for the approved purpose.

**History:** Add. 2006, Act 267, Imd. Eff. July 7, 2006.

#### **30.412 Disaster or emergency occurring in county or municipality; procedure; ordinances or rules.**

Sec. 12. (1) If a disaster or an emergency occurs in a county or municipality and is beyond the control of local public or private agencies, the chief executive official of the county or municipality may request the governor to declare that a state of disaster or state of emergency exists in the county or municipality, utilizing the procedure set forth in section 14. The director may order the disaster relief forces of a county or municipality to aid the community. The chief executive official of the municipality or the governing body of the county shall comply with the order of the director and cooperate with the director in matters of emergency management.

(2) A county, municipality, or other agency designated or appointed by the governor may make, amend, and rescind ordinances or rules necessary for emergency management purposes and supplementary to a rule, order, or directive issued by the governor or a state agency exercising a power delegated to it by the governor. The ordinance or rule shall be temporary and, upon the governor's declaration that a state of disaster or state of emergency is terminated, shall no longer be in effect.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990.

#### **30.413 Repealed. 1990, Act 50, Imd. Eff. Apr. 6, 1990.**

**Compiler's note:** The repealed section pertained to foreign attack on state.

#### **30.414 Assessment of disaster or emergency; findings and recommendations; notice; temporary assistance; action by governor.**

Sec. 14. (1) In the event a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the governor, and the disaster or emergency is considered by the chief executive official of the municipality or the governing body or the county in which it occurs to be beyond the control of the county or municipality, the emergency management coordinator shall immediately contact the district coordinator. The chief executive official of a county shall not request state assistance or a declaration of a state of disaster or a state of emergency for an emergency which has occurred or is occurring solely within the confines of a township, city, or village within the county unless requested to do so by the chief executive official of the affected township, city, or village. The district coordinator, in conjunction with the county or municipal coordinator, shall assess the nature and scope of the disaster or emergency, and they shall recommend the personnel, services, and equipment that will be required for its prevention, mitigation, or relief.

(2) Upon completing the assessment, the district coordinator shall forthwith notify the director of the findings and recommendations. The director shall immediately notify the governor. If the director determines that immediate action is essential to the preservation of life and property, the director may initiate temporary assistance to the affected area as necessary and compatible with the policies and procedures of the Michigan emergency management plan.

(3) The director shall advise the governor of the magnitude of the disaster or emergency. The governor may take the necessary action he or she considers appropriate to mitigate the disaster or emergency. This act shall not be construed to restrain the governor from exercising on his own initiative any of the powers set forth in this act.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990.

#### **30.415 Repealed. 2002, Act 132, Eff. May 1, 2002.**

**Compiler's note:** The repealed section pertained to Michigan emergency management advisory council.

#### **30.416 Declaration of emergency or major disaster by president; federal grants; agreement pledging state's share.**

Sec. 16. After the president of the United States declares an emergency or a major disaster, as defined in

the disaster relief act of 1974, Public Law 93-288, 88 Stat. 143, to exist in this state, the governor may apply for, accept, and disburse grants from the federal government pursuant to the disaster relief act of 1974. To implement and administer the grant program and to make financial grants, the governor may enter into an agreement with the federal government or any officer, or agency of the federal government, pledging the state's share for the financial grants.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990.

#### **30.417 Construction of act.**

Sec. 17. This act shall not be construed to do any of the following:

(a) Interfere with the course or conduct of a labor dispute. However, actions otherwise authorized by this act or other laws may be taken when necessary to forestall or mitigate imminent or existing danger to public health or safety.

(b) Interfere with the dissemination of news or comment on public affairs. However, any communications facility or organization, including radio and television stations, wire services, and newspapers, may be requested to transmit or print public service messages furnishing information or instructions in connection with a disaster or emergency.

(c) Affect the jurisdiction or responsibilities of law enforcement agencies, fire fighting forces, and units or personnel of the armed forces of the United States when on active duty. However, state, local, and interjurisdictional emergency operations plans shall place reliance upon the forces available for performance of functions related to disasters or emergencies.

(d) Limit, modify, or abridge the authority of the governor to proclaim a state of emergency pursuant to Act No. 302 of the Public Acts of 1945, being sections 10.31 to 10.33 of the Michigan Compiled Laws, or exercise any other powers vested in him or her under the state constitution of 1963, statutes, or common law of this state independent of, or in conjunction with, this act.

(e) Relieve any state or local official, department head, or agency of its normal responsibilities.

(f) Limit or abridge the power, duty, or responsibility of the chief executive official of a county or municipality to act in the event of a disaster or emergency except as expressly set forth in this act.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990.

#### **30.418 Disaster and emergency contingency fund; creation; administration; accounting; appropriation; carrying forward unexpended and unencumbered funds; expenditures; reimbursement; declaration; investment.**

Sec. 18. (1) A disaster and emergency contingency fund is created and shall be administered by the director. An annual accounting of expenditures under this act shall be made to the legislature and the legislature shall annually appropriate sufficient funds to maintain the fund at a level not to exceed \$10,000,000.00 and not less than \$2,500,000.00. Unexpended and unencumbered funds remaining in the disaster and emergency contingency fund at the end of the fiscal year shall not lapse to the general fund and shall be carried forward and be available for expenditure in subsequent fiscal years.

(2) The director may expend money from the disaster and emergency contingency fund upon appropriation for the purpose of paying necessary and reasonable overtime, travel, and subsistence expenses incurred by an employee of an agency of this state acting at the direction of the director in a disaster or emergency related operation, and, with the concurrence of the governor or the governor's designated representative, for other needs required for the mitigation of the effects of, or in response to, a disaster or emergency.

(3) The director may place directly in the disaster and emergency contingency fund a reimbursement for expenditures out of the fund received from the federal government, or another source.

(4) If a state of major disaster or emergency is declared by the President of the United States, and when authorized by the governor, an expenditure from the fund may be made by the director upon appropriation to pay the state's matching share of grants as provided by the disaster relief act of 1974, Public Law 93-288, 88 Stat 143.

(5) The state treasurer shall direct the investment of the disaster and emergency contingency fund. The state treasurer shall credit to the disaster and emergency contingency fund interest and earnings from fund investments.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2013, Act 109, Imd. Eff. Sept. 24, 2013;—Am. 2016, Act 220, Imd. Eff. June 23, 2016;—Am. 2018, Act 263, Imd. Eff. June 28, 2018.

#### **30.419 Disaster and emergency contingency fund; expenditures when federal assistance unavailable; application for grant; resolution; rules.**

Sec. 19. (1) Under extraordinary circumstances, upon the declaration of a state of disaster or a state of



emergency by the governor and subject to the requirements of this subsection, the governor may authorize an expenditure from the disaster and emergency contingency fund to provide state assistance to counties and municipalities when federal assistance is not available. If the governor proclaims a state of disaster or a state of emergency, the first recourse for disaster related expenses shall be to funds of the county or municipality. If the demands placed upon the funds of a county or municipality in coping with a particular disaster or emergency are unreasonably great, the governing body of the county or municipality may apply, by resolution of the local governing body, for a grant from the disaster and emergency contingency fund. The resolution shall certify that the affected county or municipality emergency operations plan was implemented in a timely manner. The resolution shall set forth the purpose for which the assistance is sought, the extent of damages sustained, and certify an exhaustion of local efforts. The assistance under this subsection is to provide grants, excluding reimbursement for capital outlay expenditures, in mitigation of the extraordinary burden of a county or municipality in relation to its available resources. Assistance grants under this section shall not exceed the following amounts or 10% of the total annual operating budget for the preceding fiscal year of the county or municipality, whichever is less:

(a) For a county or municipality with a population under 25,000 according to the most recent federal decennial census, \$250,000.00.

(b) For a county or municipality with a population of 25,000 or more and less than 75,000 according to the most recent federal decennial census, \$500,000.00.

(c) For a county or municipality with a population of 75,000 or more according to the most recent federal decennial census, \$1,000,000.00.

(2) The director shall promulgate rules governing the application and eligibility for the use of the state disaster and emergency contingency fund. Rules that have been promulgated prior to December 31, 1988 to implement this section shall remain in effect until revised or replaced. The rules shall include, but not be limited to, all of the following:

(a) Demonstration of exhaustion of local effort.

(b) Evidence that the applicant is a county that actively maintains an emergency management program, reviewed by and determined to be current and adequate by the emergency management division of the department, before the disaster or emergency for which assistance is being requested occurs. If the applicant is a municipality with a population of 10,000 or more, evidence that the municipality either maintains a separate emergency management program, reviewed by and determined to be current and adequate by the emergency management division of the department, before the disaster or emergency for which assistance is being requested or occurs, or the municipality is incorporated in the county emergency management program.

(c) Evidence that the applicable county or municipal emergency operations plan was implemented in a timely manner at the beginning of the disaster or emergency.

(d) Reimbursement for expenditures shall be limited to public damage and direct loss as a result of the disaster or emergency, or expenses incurred by the applicant for reimbursing employees for disaster or emergency related activities which were not performed as a part of their normal duties, or for other needs required specifically for the mitigation of the effects, or in response to the disaster or emergency.

(e) A disaster assessment team established by the emergency management division of the department has substantiated the damages claimed by the applicant. Damage estimates submitted by the applicant shall be based upon a disaster assessment carried out by the applicant according to standard procedures recommended by the emergency management division.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2013, Act 110, Imd. Eff. Sept. 24, 2013;—Am. 2018, Act 264, Imd. Eff. June 28, 2018.

**Administrative rules:** R 30.1 et seq. of the Michigan Administrative Code.

### **30.420 Repeal of MCL 30.221 to 30.233.**

Sec. 20. Act No. 154 of the Public Acts of 1953, as amended, being sections 30.221 to 30.233 of the Compiled Laws of 1970, and Act No. 14 of the Public Acts of 1973, are repealed.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976.

### **30.421 Heightened state of alert; cause; powers of governor; violation as misdemeanor; penalty; civil action; definitions.**

Sec. 21. (1) If good cause exists to believe that terrorists or members of a terrorist organization are within this state or that acts of terrorism may be committed in this state or against a vital resource, the governor may by executive order or proclamation declare a heightened state of alert and subsequently exercise the authority provided in section 3(2) and section 5(1)(b), (c), (e), (f), (g), (h), (i), and (j) in an effort to safeguard the interests of this state or a vital resource, to prevent or respond to acts of terrorism, or to facilitate the

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apprehension of terrorists or members of a terrorist organization and those acting in concert with them. However, in exercising the authority under section 5(1)(h), the governor shall not suspend or limit the sale, dispensing, or transportation of alcoholic beverages under this section. Within 7 days after declaring a heightened state of alert, the governor shall notify the majority leader and minority leader of the senate and the speaker and minority leader of the house of representatives of the declaration. The governor may utilize the services, facilities, and resources available under this act under a declared state of disaster or emergency. The exercise of those powers shall be consistent with the provisions of the state constitution of 1963 and the federal constitution and may continue until the heightened state of alert is no longer in effect. The heightened state of alert shall continue until the governor finds that the threat or danger has passed, the heightened state of alert has been dealt with to the extent that the heightened state of alert conditions no longer exist, or until the heightened state of alert has been in effect for 60 days. After 60 days, the governor shall terminate the heightened state of alert, unless a request by the governor for an extension of the heightened state of alert for a specific number of days is approved by resolution of both houses of the legislature.

(2) A person shall not willfully disobey or interfere with the implementation of a rule, order, or directive issued by the governor under this section. A person who violates this section is guilty of a misdemeanor punishable by imprisonment for not more than 90 days or a fine of not more than \$100.00, or both. Notwithstanding any provision in this section, a prosecuting agency shall not prosecute any person or seize any property for conduct presumptively protected by the first amendment to the constitution of the United States in a manner that violates any constitutional provision.

(3) The attorney general or a prosecuting attorney may bring a civil action for damages or equitable relief to enforce the provisions of this act and the orders, rules, or regulations made in conformity with this act.

(4) As used in this section:

(a) “Act of terrorism” and “terrorist” mean those terms as defined in section 543b of the Michigan penal code, 1931 PA 328, MCL 750.543b.

(b) “Terrorist organization” means that term as defined in section 543c of the Michigan penal code, 1931 PA 328, MCL 750.543c.

(c) “Vital resource” means a public or private building, facility, property, function, or location, the protection of which is considered necessary to the public health, safety, and welfare and which the governor has designated, in writing, as a vital resource of this state.

**History:** Add. 2002, Act 132, Eff. May 1, 2002.

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## Livingston County

### EMERGENCY OPERATIONS PLAN (EOP)

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

June 14, 2021

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**RECORD of REVISIONS and CHANGES**

Date	Reason For Revision	Page Numbers	Revised By
7-20-2019	MSP/EMHSD District Coordinator Change	14	Kristi Wahoski
7-20-2019	Update Planner and EMHSD Coordinator contact information	15	Kristi Wahoski
7-20-2019	Updated PFAN Org Chart	81	Kristi Wahoski
7-20-2019	Update Attachment C – SARA Title III Active Site List	138	Kristi Wahoski
5-7-2020	Emergency Mgmt Director Change	14	Kristi Wahoski
5-7-2020	Chief Executive Change	14	Kristi Wahoski
5-7-2020	Direction, Control Change	14	Kristi Wahoski
5-7-2020	Public Info Official Change	14	Kristi Wahoski
5-7-2020	EMS Director Change	14	Kristi Wahoski
5-7-2020	Road Commission Change	14	Kristi Wahoski
5-7-2020	American Red Cross Change	14	Kristi Wahoski
5-7-2020	IT Official Change	14	Kristi Wahoski
5-7-2020	Delete Jeff Boyd information	15	Kristi Wahoski
5-7-2020	Change Alt EOC location	16	Kristi Wahoski
5-7-2020	Change Alt EOC location	30	Kristi Wahoski

5-7-2020	Delete Emergency Manager	36	Kristi Wahoski
5-7-2020	Delete Parker and Insert Griffith on signature pages	46, 55	Kristi Wahoski
5-7-2020	Delete Boyd and insert Feldpausch on signature pages	87,91	Kristi Wahoski
5-7-2020	Delete Craine and insert Wasylk	95	Kristi Wahoski
5-7-2020	Delete Malewicz and insert Tobbe	102	Kristi Wahoski
8-12-2020	Delete Pless and insert Hicks	13, 63, 113, 119, 129	Kristi Wahoski
8-12-2020	Formatting corrections	140, 141	Kristi Wahoski
2-23-2021	Update full Plan to beginning of Annexes 25% of plan		Kristi Wahoski Therese Cremonite
4-1-2021	Update Annexes A, B, and begin C		Kristi Wahoski Therese Cremonite
4-16-2021	Update Annexes C, D, E, & F		Therese Cremonite
4-19-2021	Update Annexes G & H		Therese Cremonite
4-26-2021	Updated PAFN Chart, Annexes G,H, I, J &K		Therese Cremonite
4-27-2021	Re-Do PAFN Chart, Annex L		Therese Cremonite
4-30-2021	Update Annex L		Therese Cremonite
5-7-2021	Update Annex M		Therese Cremonite
5-18-2021	Review & adjustment of annexes K,L,M		Therese Cremonite
5-24/25-2021	Appendixes 1& 2		Therese Cremonite

5-26-2021	Appendixes 3,4, &5		Therese Cremonite
5-27-2021	Attachment review & revision		Therese Cremonite
5-28-2021	Create Annex N Transportation update attachments -ID page numbers for ref		Therese Cremonite
6-2-2021	Add county dam sites to attachments		Therese Cremonite
6-3-2021	Demographics added Send out signature pages to signatories		Therese Cremonite
6-4-2021 to 6-14-2021	Revise per SMEs and compile signatures for final draft		Therese Cremonite

**PROMULGATION DOCUMENT**

Officials of Livingston County in conjunction with the State and local jurisdictional emergency management agencies have developed an emergency operations plan that will enhance their emergency response capability. This document is the result of that effort.

This plan, when used properly and updated, can assist local government officials in accomplishing one of their primary responsibilities – protecting the lives and property of their constituents. This plan and its' provisions will become official when it has been signed and dated below by the concurring government officials.

\_\_\_\_\_  
Chairperson, Board of Commissioners  
Livingston County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Management Director  
Livingston County

\_\_\_\_\_  
Date



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**FOREWORD**

The All-Hazard Emergency Operations Plan, referred to in this document as the “Emergency Operations Plan” or EOP, describes how Livingston County will handle situations and disasters. The Emergency Operations Plan (EOP) assigns responsibilities to departments for coordinating emergency response activities before, during, and after any type of emergency or disaster. The Emergency Operations Plan (EOP) does not contain specific instructions as to how each department will respond to an emergency.

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

The EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. Livingston 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

Specific emergency strategies include establishing the Local Planning Team (LPT). This group consists of key departments such as Law Enforcement, Fire Department, EMS, 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 Department in developing and maintaining the EOP.

The EOP must be signed by the current Chief Elected 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 Chief Elected Official (CEO) signature by the following individuals:

- 1. Emergency Management Director
- 2. Emergency Manager
- 3. Emergency Management Planner
- 4. Department head responsible for an annex

During an emergency, all involved personnel will use the Incident Command System (ICS) to employ emergency resources at the site.

The Emergency Operations Center (EOC) will coordinate additional resources when needed according to the EOP. The Emergency Management Department will continue to use the EOP to restore the community after an emergency.

(Foreword continued)

In February 2003, Homeland Security Presidential Directive (HSPD) – 5 was signed to facilitate a standard management approach to major incidents by establishing a comprehensive National Incident Management System (NIMS). The Secretary of Homeland Security will administrate the National Incident Management System (NIMS) as part of the National Response Framework (NRF). The National Response Framework is intended to integrate federal government into a single, all discipline, and all-hazards plan. The National Incident Management System (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 Emergency Operations Plan (EOP) has integrated the National Incident Management System (NIMS) concepts and language to help incident management operate in accordance to the National Incident Management System (NIMS) as adopted using the guidance provided by the Department of Homeland Security (DHS).

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## PLAN DISTRIBUTION

The following are the individuals and facilities that have been provided a copy of the EOP in order to conduct the assigned tasks addressed in this plan. It also serves to document that the individuals and agencies are committed to its effective implementation and therefore have reviewed and approved their section/annex of the document in the plan.

Recipient	Name	Date Received
Emergency Management Director	Therese Cremonte	
MSP/EMHSD District Coordinator	Lt. Jeff Yonker	
Chief Executive Official of Jurisdiction	Wes Nakagiri	
Direction, Control, Coordination Official	Wes Nakagiri	
Warning and Communications Official	Chad Chewning	
Public Information Official	Allison Nalepa	
Damage Assessment Official	Sue Bostwick	
Fire Services Official	Chief Ron Hicks	
Law Enforcement/Public Safety Official	Sheriff Michael Murphy	
Public Health Official	Dianne McCormick Lindsay Gestro (EPC)	
Human Services Official	Jennifer Tate	
Emergency Medical Services Official	David Feldpausch	
Road Commission Official	Steve Wasyk	
Drain Commission Official	Brian Jonckheere	
Information Technology Official	Kristoffer Tobbe	
American Red Cross Official	Brian Chambers	
Emergency Operations Center Manager	Therese Cremonte	
Alternate Emergency Operations Center	Jason Pless	
Joint Information Center	Therese Cremonte	
Plan Submitted by	Therese Cremonte	

## CONTACT INFORMATION

### Personnel

#### Emergency Management Director

Therese Cremonte  
1911 Tooley Rd.  
Howell, MI 48855  
517-540-7926 (Office)  
517-599-6916 (Cell)

#### Emergency Management Planner

Kristi Wahoski  
1911 Tooley Rd.  
Howell, MI 48855  
517-540-8626  
810-588-7016

#### MSP/EMHSD District Coordinator

Lt. Jeff Yonker  
1<sup>st</sup> District Coordinator  
MSP 1<sup>st</sup> District HQ  
7119 N. Canal Rd.  
Lansing, Michigan 48917  
517-322-1918 (Office)  
517-719-9767 (Cell)

## Facilities

#### Emergency Operations Center

Livingston County EOC  
Livingston County Public Safety Complex  
1911 Tooley Rd.  
Howell, MI 48855  
517-546-6220

#### Alternate Emergency Operations Center

Green Oak Township Police Department  
9400 Whitmore Lake Road  
Brighton, MI 48116  
517-231-9626

#### Incident Command Post

Located near scene of incident  
Contact made via Liaison Officer and/or other  
Command and General staff

#### Joint Information Center

Livingston County JIC  
Livingston County Public Safety Complex  
1911 Tooley Road, 2<sup>nd</sup> Floor  
Livingston Training Room  
Howell, MI 48855  
Or may be determined by location of incident

#### Michigan State Police, State Operations Center (SEOC)

Michigan State Police Headquarters  
7150 Harris Dr.  
Lansing, MI 48913  
517-284-8000

## Declaration Process

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



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**LETTER OF AGREEMENT**

The Livingston County Emergency Operations Plan (EOP) is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of local incidents. It provides the structure and mechanisms for the coordination of local incident managers and for exercising direct local authorities and responsibilities.

Local departments and agencies and other organizations commit to:

- A. Supporting Emergency Operation Plan (EOP) concepts, processes and structures and carrying out their assigned functional responsibilities to ensure effective and efficient incident management, including designating representatives to staff interagency coordinating structures to the county Emergency Operations Center (EOC), damage assessment teams, or other interagency groups;
- B. Providing cooperation, resources and support to Livingston County Emergency Management in the implementation of the Emergency Operations Plan (EOP), as appropriate and consistent with their own authorities and responsibilities;
- C. Preparing and maintaining Standard Operating Procedures (SOPs) to carry out the specific functions assigned to their agency;
- D. Maintaining the accuracy of their resource information and inventories;
- E. Cooperating with appropriate incident management leadership, as appropriate and consistent with their own authorities and responsibilities, in order to enable effective and efficient incident management;
- F. Modifying existing interagency and agency incident management and emergency response plans to facilitate compliance with the Emergency Operations Plan (EOP);
- G. Forming and maintaining incident management partnerships with Federal, State, Local, and Regional entities, the private sector and nongovernmental organizations;
- H. Utilizing department-specific and agency-specific authorities, resources and programs to facilitate incident management activities in accordance with the Emergency Operations Plan (EOP); and
- I. Developing, exercising and refining local and regional capabilities to ensure sustained operational readiness in support of the Emergency Operations Plan (EOP).

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Chairperson, Board of Commissioners  
Livingston County

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**BASIC PLAN**

**I. INTRODUCTION**

**A. Purpose**

This Emergency Operations Plan (EOP) is being developed and maintained as required by local executive order, pursuant to Michigan Emergency Management Act (P.A. 390 of 1976 as amended) (PA 390), 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 Livingston 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 Livingston 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 Standard Operating Procedures (SOP). The EOP includes a basic plan, functional annexes, and hazard-specific appendices.

**B. Scope**

The plan seeks to provide one common all-hazard emergency operations plan to be utilized by Livingston County and the communities within. Livingston County has taken various preparedness and incident management steps to enhance its capabilities in responding to emergency incidents using this document as guidance. Steps taken include training and exercising first responders in the National Incident Management System (NIMS) and Incident Command System (ICS) concepts and principles to ensure effective collaboration. The jurisdiction has also identified its capabilities, considering its resources, personnel and agencies using the target capabilities list.

Specifically, the plan addresses:

- 1. Mitigation of foreseeable hazards.
- 2. How our emergency response agencies and mechanisms will protect life and property during and after an emergency or disaster incident.
- 3. The tasking of agencies, organizations and individuals with specific functions and responsibilities relative to emergency operations are further detailed in the attached annexes.
- 4. Lines of authority, the incident command system, unified incident command, government structure and organizational relationships of emergency responders, organizations and management personnel.



5. Identification of available services.
6. Integration with the Michigan Emergency Management Plan (MEMP) and other local emergency support plans.
7. Integration with concepts and principles of the National Incident Management System (NIMS).

The plan has been developed in accordance with the requirement for local emergency planning established in and by the State of Michigan and also meets the requirements of all state and federal guidelines for local all-hazard emergency management concepts, plans and programs. The plan includes local strategies and linkage to additional resources at the state and federal level. This Basic Plan will set forth general concepts, policies, tasks and guidelines along the five disciplines of all-Hazards planning: Mitigation, Prevention, Preparedness, Response and Recovery.

All participating and tasked departments and agencies should, within a reasonable timeframe, develop and maintain specific strategies to address their spectrum of responsibility to the Plan.

### C. Activation & Deactivation of Plan

1. Upon the recommendation of Emergency Management and the County Administrator, the Board Chairperson may activate this plan and declare a "Local State of Emergency" to initiate and direct emergency response and recovery actions. At this time, county and municipal governments will assign and make available for duty the employees, property or equipment of the county, township or municipality for disaster relief purposes. These same resources may be available to assist other areas or communities within the State of Michigan or other states.
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 Board Chairperson may terminate the "Local State of Emergency" and deactivate the plan. If the Governor has declared a "State of Disaster or Emergency" it shall remain in effect for 14 days or less, terminated or extended by executive order or proclamation, and approved by the legislature. If a Presidential declaration of a "State of Disaster or Emergency," it will be terminated following their existing protocols and procedures.

### D. Plan Structure

The structure of the Emergency Operations Plan (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; objectives; involved agencies; structure; roles and responsibilities.
3. Appendices: Procedures/strategies for managing the functions in a specific hazard.

### E. Authorities & References

This list summarizes the authority of local officials during an emergency.

- Livingston County Resolution for the adoption of the National Incident Management System; 405-156 (Adopted 04/12/2005)
- Livingston County local emergency management resolution; 502-214 (Adopted 05/23/2002)
- Livingston County adoption of the Emergency Operations Plan resolution; 2014-04-137 (Re-Adopted 05/07/2018 and 06/28/2021)
- Michigan Emergency Management Act, Act 390 of 1976, as amended.
- Executive Directive No. 2005-09, State's adoption of the National Incident Management System.
- Act of 390 of 1976 as amended, Section 30.411 (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.
- Robert T. Stafford Act, Public Law 93-288,
- The disaster Relief Act: Emergency Planning and Community Right to Know Act of 1986 (SARA Title III.)

This list summarizes the references used in the development of the emergency operations plan:

- National Incident Management System (NIMS), January 2021
- National Response Framework (NRF)
- Michigan Emergency Management Plan (MEMP), MSP/EMHSD, December 2018
- Review Guide for Local Emergency Operations Plans and Emergency Action Guidelines, Pub 201 and 201a, MSP/EMHSD, January 2014
- SARA Title III
- Livingston County Hazard Mitigation Plan, currently being updated for 2022
- National Preparedness System

### F. Plan Development and Maintenance

1. The planning development process used to develop this Emergency Operations Plan (EOP) includes the following steps:
2. Establish a Local Planning Team (LPT): Key departments, such as law enforcement, EMS, fire, and public health, were part of the Local Planning Team (LPT) and will be

used to establish and monitor programs and assist the local Emergency Management Department in developing and maintaining the EOP.

3. 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.
4. 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.
5. 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.
6. Evaluate and Select Feasible Actions: Actions in the plan have been deemed feasible and are within the means of authorities and operating standards of Livingston County.
7. Plan development, review and approval: The EOP was developed using the Traditional Functions Based Format template and has been approved by all required parties including: Emergency Management, Chief Elected Official (CEO), Local Planning Team (LPT), Local Emergency Planning Committee (LEPC) and MSP Emergency Management / Homeland Security Division (EMHSD).
8. 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.
9. Consistent Updates to the EOP: Each quarter a portion of the plan is updated and the entire EOP is updated every four years. The plan will also be updated after:
  - a. A change in elected officials,
  - b. A change in the jurisdictions demographics or hazards,
  - c. The enactment of new or amended law and/or ordinances,
  - d. A change in operational resources,
  - e. A formal update of planning guidance or standards.
10. 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 Region One counties EOPs by discussion at regional meetings and review of their EOPs.
11. The EOP is distributed to; county/city departments that have support EOPs, American Red Cross, and the MSP/EMHSD. See the Plan Distribution table on page 13 for a list of recipients.

12. The plan review process:

- The EOP has been checked for its adherence to applicable regulatory requirements and federal and state agency standards, and its usefulness in practice.
- Per PA 390, the entire EOP is updated every four years with a current Chief Elected Official (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.
- Local organizations and agencies are responsible for updates to their portions of the EOP. They submit changes through attendance of LPT and LEPC meetings, by submitting changes to be incorporated into the annex when requested and when updating a section and/or annex to be incorporated in the EOP.
- Plan updates are outlined in the MSP 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.
- 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 Persons with Access and Functional Needs (PAFN) 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 CPG 101 and the NIMS.



## G. Support Plans

1. Municipalities with a population of 10,000 or more and have been incorporated into the County emergency management program per PA 390 have developed a support plan to become part of the County Emergency Operations Plan. These municipalities include:
  - City of Howell
  - Brighton Township
  - Genoa Township
  - Green Oak Township
  - Hamburg Township
  - Hartland Township
  - Ocoela Township
  - Tyrone Township
  - Marion Township
2. A list of agencies and institutions that have developed plans that directly support the implementation of this plan include hospitals, schools, facilities, non-governmental organizations, Radio Amateur Civil Emergency Service (RACES), Amateur Radio Emergency Service (ARES), Community Emergency Response Team (CERT) and more.
3. Livingston County has a FEMA approved Hazard Mitigation Plan (approved April 4, 2017) detailing the hazard analysis conducted for the jurisdiction and the potential mitigation actions to reduce the effects of the hazards to the community. Updated Hazard Mitigation Plan to be submitted in 2021 to FEMA.

## II. SITUATION & ASSUMPTIONS

### A. Situation Overview

Livingston 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.
4. Identification of lines of succession and 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 NIMS and ICS concepts and principles, and the identification of capabilities by reviewing resources, personnel and agencies using the FEMA 32 core capabilities list.
7. Integration with the MEMP, Michigan Hazard Mitigation Plan (MHMP) and local emergency support plans.

### B. Hazard and Threat Analysis Summary

1. Livingston County is located in the southeast region of the state. Counties that border Livingston County include Genesee (northeast), Shiawassee (northwest), Washtenaw (south), Ingham (west), Jackson (southwest) and Oakland (east). The largest populated municipalities in the county are the townships of Hamburg, Genoa, Green Oak and Brighton. The largest city in the county is Howell.
2. The 2010 U.S. census noted Livingston County's total population to be 180,967. Per SEMCOG 2020 estimate the population is now 193,081, with the average household size of 2.60 persons. The land area of Livingston County is 565.25 square miles. The population density, based on the SEMCOG estimate is 342 persons per square mile.
3. The jurisdiction's hazard mitigation plan provides more information to include the jurisdiction's hazard analysis.
4. The Livingston County EOP was developed for Livingston County. The incorporated communities of the county and the municipalities that have signed the Letter of Agreement for the County EOP are the responsibility of Livingston County.
5. The LEPC is responsible for the development of hazardous materials planning for Livingston County and its municipalities.
6. Incidents involving acts of terrorism will be managed as established by two directives. The Presidential Decision Directive 39 (PDD-39) which provides specific policy guidance regarding the response to acts of terrorism. The Homeland Security Presidential Directive/HSPD-5 in February 2003, to enhance the ability of the United States to manage domestic incidents by establishing a single comprehensive national incident management system. **See appendix #4 for further information on weapons of mass destruction and terrorism incidents.**
7. Livingston County has capabilities and resources, which, if effectively employed, could minimize or eliminate the loss of life and damage to property in the event of an emergency or major disaster. This should include the utilization of private and volunteer organizations to the greatest extent possible.
8. Livingston County is vulnerable to many hazards, all of which have the potential to disrupt the community, cause damage and create casualties. The

Livingston County Hazard Mitigation Plan provides greater detail in the analysis of the hazards that are of concern to the community. This includes probability of impact of the hazard, vulnerable facilities, and resource dependencies. The Michigan Hazard Analysis also provides additional information on a statewide level.

### C. Assumptions

1. The proper implementation of this plan will reduce or prevent the loss of lives and damage to property in Livingston County.
2. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with every occurrence. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements and/or state and federal sources.
3. Emergency planning is a work-in-progress, periodically reviewed and updated.
4. All emergency response agencies within the jurisdiction of the Plan are considered to be available to respond to emergency incidents.
5. All emergency response personnel have completed appropriate levels of NIMS and ICS training to perform in accordance to the incident management standards.
6. All planning for care, housing, transportation and treatment of the PAFN population are included in the five phases of emergency management: prevention, mitigation, preparedness, response, recovery.

## III. CONCEPT OF OPERATIONS

The following provides the operational components for the basic plan as well as the annexes of this plan.

### A. General

1. The legal authority and basis for this plan and emergency operations is in Act 390, of the P.A. of 1976 as amended.
2. The Local Emergency Management Agency is responsible for the coordination of departments and other public and private assisting agencies/departments as set forth in this plan.
3. If the President declares a "State of Emergency / Disaster," the Emergency Management Director will coordinate response / recovery activities with the respective State and Federal entities.
4. 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 be required for those functions will be redirected to the accomplishment of emergency tasks by the agency or agencies concerned.

5. Whenever the Chairperson deems a disaster or emergency is beyond the control of Livingston County public or private agencies, and that state or federal assistance is required, he/she may act for the county and request the Governor to declare a "State of Disaster / Emergency." Such requests will be submitted by Livingston County through the Local Emergency Management Director, to the MSP/EMHSD District Coordinator, in accordance with Section 14, Act 390, P.A. of 1976 as amended. In such cases the Chairperson shall convene the Livingston County Board of Commissioners as soon as practical for their affirmative action. The MSP/EMHSD District Coordinator will, in conjunction with the Chairperson and/or Local Emergency Management Director, assesses the disaster or emergency as to its nature, scope and magnitude. He/she will then forward this assessment, along with his/her recommendation, through the appropriate channels to the Governor.

### B. 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 Emergency Management Director. Staff will then be notified by the Operations Chief of their annex/function.

### C. NIMS and ICS

1. Per Michigan Governor's Executive Directive 2005-09, the NIMS is the state's standard for incident management.
2. Per HSPD-5, state and local governments must adopt the NIMS and institutionalize the ICS for the eligibility of federal preparedness funds.
3. It is anticipated that all response personnel, regardless of discipline, will have satisfied the NIMS and ICS training standards sufficient to their operational level.
4. The Emergency Management Director implements the NIMS for the emergency management program.
5. All incidents will be managed using the concepts and principles of the NIMS/ICS for the coordination and control of multi-jurisdictional emergency response organizations to an incident. Expanding or complex incidents may require transitioning incident management to a Type III, Type II, or Type I Incident Management Team (IMT).
6. This document integrates the concepts and principles of the NIMS.

### D. Incident Facilities

1. Coordination of response, emergency incident communications, public warning, and information, and resources is accomplished in the EOC.



2. The Emergency Management Coordinator / Director is responsible for opening, staffing and managing the EOC.
3. Notification of law enforcement, fire, and EMS and other personnel to report to the EOC will be through mass notification via RAVE put out by 911 Central Dispatch or a system administrator. The Emergency Manager is responsible for contacting the other key personnel to report to the EOC.
4. Communications between the EOC and the on-scene incident management operations will be through the liaison officer utilizing the 800 MHz radio system, cell phone, etc.
5. The primary EOC for Livingston County is located at Livingston County Public Safety Complex, 1911 Tooley Road, Howell, Michigan 48855. In the event the primary EOC cannot be used, the alternate EOC will be established at the Green Oak Township Police Department, 9400 Whitmore Lake Rd, Brighton, Michigan 48116.
6. In an extreme situation an EOC can be established utilizing the mobile command center. Communications are available in this unit as well as an emergency generator.
7. The primary section holders of the annexes to the plan will report to the EOC when it is activated for scheduled exercises or disasters or delegate another from their agency to staff the EOC and implement the plan.
8. In the event of a complex incident, command and control within the EOC may be set up through a unified command system.
9. It shall be the responsibility of the EOC to provide support and coordination to the Incident Commander and command personnel at the Incident Command Post (ICP), and to receive requests, locate, acquire, document and track any and all outside resources requested for mitigation of an emergency incident.
10. The EOC is organized by ICS Structure and Emergency Support Functions (ESF)
11. A Joint Information Center (JIC) will be established by the EOC which will be the official point of contact for the media during an emergency or disaster. It will be managed by the jurisdiction's Public Information Official (PIO). The county JIC is located at 1911 Tooley Road, Howell, Michigan, 48855.
12. An ICP will be established in the vicinity of the incident site, established by the appropriate responding agency and structured using the ICS.
13. Security at the incident facilities will be assigned to the lead law enforcement agency. All personnel reporting to the facilities will be required to display identification.
14. Check-in personnel will maintain a roster of the personnel who are to report. Personnel not requested for initial response or unauthorized personnel may be

turned away unless specifically requested by the Emergency Manager or the Operations Chief.

#### E. Communications

1. Upon activation of the EOC, communications and coordination will be established between Incident Command (IC) and the EOC.
2. All emergency response agencies will be briefed on the potential dangers associated with hazmat, fire and other hazards during the emergency.
3. Communication between the EOC and the on-scene operations will be channeled through the liaison officers at both locations.
4. The Emergency Manager notifies key EOC personnel of a local declaration via the Michigan Critical Incident Management System (MI CIMS) EM Program Status Board, phone, RAVE, or radio.
5. Communications channels and notifications used during the emergency include:
  - 800 MHz radio system: Communicating between the ICP, EOC and other facilities and personnel.
  - RAVE/iPAWS
  - Livingston County Social Media – Facebook/Twitter
  - VHF radio system and RACES: Communicating ICP, EOC and other facilities and personnel.
  - FOX47 (Lansing), WLNS TV-6 (Lansing), WXYZ TV-7 (Detroit), WKBD TV-50 (Detroit), WWJ / CBS (Detroit) and WDIV TV-4 (Detroit): To provide public information and warning.
  - WHMI 93.5 FM and WJR 760 AM: To provide public information and warning.
  - Volunteers and responders: For door to door communication to ensure people are aware of emergency and will take precaution.
6. 911 Central Dispatch uses 800 MHz, RAVE, mobile phones, and/or VHF to communicate between law enforcement, fire, EMS personnel, and volunteers.
7. The Emergency Manager communicates to the key EOC personnel to report when a declaration is made via RAVE or contacting personal mobile phones.
8. Plain language terminology/communication will be used amongst multi-agencies and jurisdictions unless special circumstances warrant otherwise.
9. Livingston County Amateur Radio Emergency Service (ARES) or Radio Amateur Civil Emergency Service (RACES) will provide additional communication capabilities for agencies and facilities.

#### F. Animal Care

1. Pets are not allowed in shelters, unless they are service animals with their owners according to the American Disabilities Act of 1990.
2. If a service animal is a direct threat to the health or safety of others in a shelter, the animal may be excluded from the shelter.
3. Livingston County Animal Control, under guidance of the Livingston County Sheriff, is responsible for the search and rescue of pets and animals with assistance from private agencies.
4. During a Governor's Declaration, the Michigan Department of Agriculture is the agency responsible for coordinating animal care needs with the County and State Animal Response Teams.
5. Privately owned shelter/boarder facilities or Livingston County Fairgrounds may be used for sheltering pets.

#### G. People with Access and Functional Needs (PAFN)

1. Care for PAFN individuals will be considered in all phases of emergency management.
2. Shelters will meet accessibility standards according to the Americans with Disabilities Act (ADA).
3. Awareness materials and preparedness messages will be customized for specific groups of people to increase the ability of these individuals to plan and survive in the event of an emergency. The jurisdiction is within a region that provides a 211 system with a Text Telephone (TTY) or Telecommunication Device for the Deaf (TDD) capability for the hearing impaired to be informed of important messages.
4. Television, radio stations, public alerting through RAVE, iPAWS, and social media will provide messaging for public warning announcements.
5. Evacuation plans will be provided for the needs of individuals, agencies, care centers, etc. during an emergency to inform them of evacuating out of the affected areas.

#### H. Phases of Emergency Management

This plan is concerned with all types of hazards that may develop in Livingston County and must account for activities before, during, and after an occurrence. The following phases and associated actions were established to be performed within the scope of this plan:

Phase	Purpose	Capabilities/Actions
<b>Mitigation</b>	<i>Reduce the potential for hazard events</i>	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.
<b>Preparedness</b>	<i>Establish emergency responsibilities and pre-arrange resources</i>	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.
<b>Prevention</b>	<i>Avoid, stop or deter an incident</i>	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.
<b>Response</b>	<i>Take action to protect lives, property and stabilize the community</i>	Use National Incident Management System (NIMS) & Incident Command System (ICS) at site and Emergency Operations Center (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.
<b>Recovery</b>	<i>Restore the community</i>	Conduct Damage Assessment (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.



A. Hazard specific capabilities are listed in the associated annexes:

- Annex A, Direction, Control and Coordination
- Annex B, Warning and Communications
- Annex C, Public Information
- Annex D, Damage Assessment
- Annex E, Fire Services
- Annex F, Law Enforcement/Public Safety
- Annex G, Public Health
- Annex H, Human Services
- Annex I, Emergency Medical Services
- Annex J, Medical Examiner
- Annex K, Road Commission
- Annex L, Drain Commission
- Annex M, Information Technology
- Annex N, Transportation

B. Depending on the type and severity of the event, Livingston County's response may be limited by factors such as:

- Damage to facilities and infrastructure
- Transportation services
- Staff and resource availability
- Communication
- Fiscal restraints

#### IV. DIRECTION, CONTROL AND COORDINATION

1. The chief elected official is ultimately responsible for emergency management activities within the boundaries of the jurisdiction.
2. The supervisor of the township is responsible for those activities in the unincorporated areas of the county. The chief elected official of each municipality (i.e., Mayor, Township Supervisor) has a similar responsibility within their corporate boundaries. These officials can delegate their authority, but never their responsibility.
3. At no time will the Chairperson of the Board of Commissioners supersede the authority of the elected officials of any of the incorporated subdivisions unless: (1) requested to do so by those elected officials, (2) the local subdivisions' government body is incapacitated or ceases to exist, or (3) empowered to do so by the governor under the authority of PA 390.
4. In those municipalities that have no emergency management capability, the county will control operations by request of the chief elected official of the affected municipality.

5. An incident action plan will be developed and maintained to guide the direction and strategy for managing an incident. It is developed by command and general staff.
6. Direction and control will originate from the EOC.
7. The appropriate responding agency will assume incident command or a unified command may be established depending on the incident and capabilities.

#### A. Executive Orders

1. Orders issued for the jurisdiction will be implemented upon the chief executive official's authority.
2. Protective action orders will be made by recommendations from the chief of the assigned expert agency to the jurisdiction's CEO for his/her authority to issue.
3. Upon issuance of a Governor's Declaration, state agency emergency management coordinators provide recommendations to the Governor for issuing protective action orders.

#### V. ADMINISTRATION AND LOGISTICS

1. Whenever possible, procurement of necessary resources will be accomplished using normal day-to-day channels.
2. During unusual situations when such constraints would 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 ordinances.
3. Accurate records of all actions taken in an emergency are essential for the design of mitigation activities, training and the settling of possible litigation. Each department head or that person responsible for an emergency function, must keep detailed and accurate records of all actions taken during an emergency.
4. Each agency is responsible for logging information pertaining to their agency's response to the incident. This should be done through the MI CIMS, but may be conducted in another manner as long as it is documented.
5. Mutual aid agreements exist between most of the municipalities and departments and/or agencies and are used on a regular basis. In addition, effective mutual aid agreements are in place with other local jurisdictions through the Michigan Emergency Management Assistance Compact (MEMAC). Assistance needed from outside the state will be handled by the MSP/EMHSD through the Emergency Management Assistance Compact (EMAC).
6. Disaster assistance from the state will be utilized in accordance to PA 390, and from the federal government, in accordance with the Robert T. Stafford Act.

7. The Livingston County emergency management program has an inventory consisting of typed resources for all jurisdictions in accordance to the NIMS. The inventory is verified for accuracy of resource information on an annual basis which is certified in concert with annual NIMS certification through the State.
8. The MI CIMS is used for the management of resources before, during and after an incident.

#### VI. CONTINUITY OF GOVERNMENT

##### A. Lines of Succession

1. Livingston County
  - The line of succession for the jurisdiction proceeds from the Chairperson of the Board of Commissioners to the Vice-Chair then to the County Administrator.
  - Lines of succession for Emergency Services and other department/ agency heads will be directed by the CEO of the jurisdiction in conjunction with the appropriate department/agency heads.
  - 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 that political entity is able to adequately resume operations.
2. Cities, Villages and Townships if applicable
  - The line of succession for each incorporated jurisdiction from the Mayor/Township Supervisor to the Mayor Pro-Tem/Clerk to be followed by members of the City Council or Board as they decide.
3. Livingston County Emergency Management Director
  - Emergency Management Director
  - Contact EMHSD District Coordinator for regional EM assistance
4. The individual or agency responsible for each annex (emergency function) identified in this plan must establish a line of succession and insure that departmental personnel and the Emergency Management Director are informed of this line of succession.

##### B. Preservation of Records

1. Vital records for Livingston County are in various forms such as written, microfilmed, or digitally stored. Many vital records are stored at the Livingston County Courthouse, County Clerk's office and on Decketo servers which are a secondary third party server. Microfilmed documents are preserved and stored off-site.
2. Essential records for the municipalities are available at each city hall and/or city department.
3. In an attempt to provide normal government operations after a disaster, all vital records of both a public and private nature recorded by such county and city officials as the clerk, collector, assessor, etc., must be protected and preserved.

These would include legal documents, property deeds, tax records, birth records, marriage records, death records, etc. The following guideline will apply: Certain records and documents are vital to the continuance of government following a major disruption of normal activities such as a major disaster. These records and documents are to be preserved by officials responsible for their day-to-day maintenance.



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## Primary and Secondary Responsibilities

Response Agency or Organization  P = Primary S=Secondary	Emergency Management	Chief Elected Official	Emergency Medical Services (EMS)	Fire Departments	Agriculture and Animal Control	Health Department	Educational Services	Department of Human Services	Drain Commission	Police Department	Technology and Management Department	Road Commission/Transportation Department	VOAD/Salvation Army	Red Cross	Community Emergency Response Team (CERT)	LETS
Access / Traffic Control	S									P	S					
Animal Care	S															
Barricades / Signage	S	S							S			P		S	S	
Clothing / Furnishings	S	S						S			S		P	S	S	S
Donations Management	S	S						S			S		P	S	S	S
Emergency Medical Needs			P	S												
Evacuation Authority	S	P		S	S					S	S	S				S
Evacuation Route Selection	S	S		P					S	P		S				S
Evacuation Monitoring	S	S		S	S	S	S	S	S	S	S	S				S
Faith-Based Needs		S					P						S	S		
Family Reunification	S		S					S		S			S	P		S
Fire Suppression				P												
Food / Basic Sustenance	S	S			S	S	S				S		P	S		
Health / Medical Needs	S	S			S	P							S	S		
Housing	S						P						S			
Information Technology	S										P					
NGO Coordination	S	S					P						S	S	S	
PAFN	S	S			S		P					S	S	S	S	S
Public Information	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Re-entry Authority	S	P		S	S					S		S				
Re-entry Support		P		S	S				S	S		S			S	
Rehabilitation Services			S				P									S
Search and Rescue				P												S
Security	S			S						P	S					S
Shelter Facility /Housing ID	S	S			S	S	S	S		S	S		S	P		
Shelter Management	S		S	S	S		P				S		S	P	S	
Shelter Supplies	S	S			S		S						S	P		
Transportation, Individual	S		S				S				S	S			S	P
Transportation, Mass	S					S	S	S			S	S				P

## ANNEXES & APPENDICES

### I. FUNCTIONS

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

The annexes attached to this plan include the following functions:

Annex A, Direction, Control, and Coordination  
Annex B, Warning and Communications  
Annex C, Public Information  
Annex D, Damage Assessment  
Annex E, Fire Services  
Annex F, Law Enforcement/Public Safety  
Annex G, Public Health  
Annex H, Human Services  
Annex I, Emergency Medical Services  
Annex J, Medical Examiner  
Annex K, Road Commission  
Annex L, Drain Commission  
Annex M, Information Technology  
Annex N, Transportation

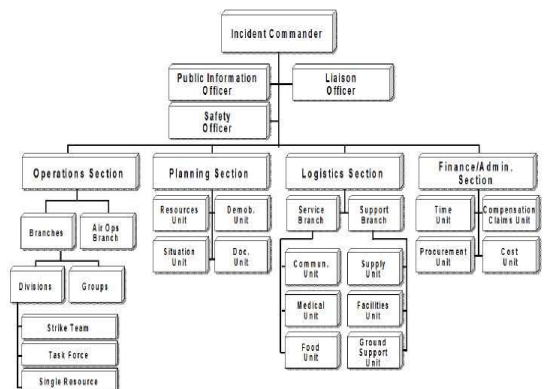
### C. APPENDICES

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

Appendix 1, Dam Failure / Flood Incident procedures  
Appendix 2, Hazardous Materials procedures  
Appendix 3, Severe Storm procedures  
Appendix 4, Weapons of Mass Destruction (WMD) and Terrorism Attack procedures  
Appendix 5, Catastrophic Incident procedures  
Appendix 6, Health Emergencies/Pandemic

## INCIDENT COMMAND SYSTEM AND ASSIGNED RESPONSIBILITIES

### Incident Command System





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## ANNEX A

### DIRECTION, CONTROL, AND COORDINATION

The Direction and Control function is responsible for coordinating the overall activities of Livingston County for incident management. It provides the core management and administrative functions in support of the operations of the local Emergency Operations Center (EOC), the Incident Command Post (ICP) and other incident management facilities.

Responsible Agency: Livingston County Board of Commissioners, Emergency Management

#### Concept of Operations

- The Emergency Operations Center (EOC) is the coordination center for local response agencies and communicates with the State Emergency Operations Center (SEOC) for state response.
- The Livingston County Emergency Operations Center (EOC) will be activated as required to facilitate and coordinate impending or actual emergencies that have or would likely meet the level of an Emergency Declaration. This will be done at the discretion of the Livingston County Emergency Manager or designee with the approval of the Chairperson of the Livingston County Board of Commissioners or their designee, and with the notification of the Livingston County Administrator.
- Under a Local Declaration of Emergency/Disaster, the Chairperson or designee of the Livingston County Board of Commissioners is granted emergency powers to deal with the emergency. See Public Act 390, Section 30.410.

**\*\* A Local Declaration of Emergency/Disaster must be forwarded to the Emergency Management and Homeland Security Division of the Michigan State Police, in written form within 72 hours of the start of an emergency/disaster event.**

The Declaration of Emergency/Disaster is valid for seven (7) days and may only be extended upon consent of the Livingston County Board of Commissioners, unless an expiration date beyond the seven (7) days is identified and agreed upon by the Livingston County Board of Commissioners at the time of the original declaration.

- The Livingston County EOC will be de-escalated and/or deactivated at the discretion of the Livingston County Emergency Manager or designee with the approval of the Chairperson of the Livingston County Board of Commissioners or their designee, and with the notification of the Livingston County Administrator.
- The Emergency Manager is responsible for maintaining the Emergency Operations Center (EOC) and its capability.

1. The EOC is organized by utilizing the Incident Command System (ICS) structure.
  - A liaison officer will be assigned to communicate between the EOC and field operations.
  - The EOC and other facilities will be managed and structured in accordance to the National Incident Management System (NIMS).
  - In a Weapons of Mass Destruction/Terrorism incident, the FBI will be the lead agency for command and control.
2. The incident information will be assessed and immediate risks will be identified, addressed in the Michigan Crisis Incident Management System (MI CIMS) and shared with all EOC responders.

#### Roles and Responsibilities:

##### Chairperson, Livingston County Board of Commissioners:

- Issue executive orders, proclamations, directives, policies or procedures.
- Collaborate with Emergency Management Coordinator during activation of the EOC and/or upon declaration of a local emergency/disaster.
- Executive leadership in the EOC

1. Seek state assistance through the Livingston County Emergency Management Coordinator in conjunction with the MSP/EMSHSD District Coordinator as emergency/disaster expands beyond local resources.
  - Issue protective actions based on recommendations from subject matter experts.
  - Evaluate and approve evacuation needs and review alternative travel routes, modes of transportation, and designated evacuation locations as recommended by incident command.
2. Suspend local regulatory statutes, orders or rules.
3. Authorize and control the release of public information.
4. Collaborate with the Livingston County Emergency Management Coordinator to work with local municipal Emergency Management Liaisons/Coordinators.

##### Emergency Management Coordinator/Director

- Activate the Emergency Operations Center (EOC) to coordinate and maintain response and recovery activities.
- Maintain communication with the affected jurisdiction/area.

- Seek state assistance through MSP/EMSHSD District Coordinator as emergency/disaster expands beyond local resources.
- Utilize MI CIMS to communicate and document information regarding the emergency/disaster and EOC activities.
- Communicate utilizing MI CIMS with MSP/EMHSD and/or State EOC to do the following:
  - Report Damage Assessment findings
  - Report/update current incident information and EOC Status
  - Request resources
  - Post emergency/disaster declarations
  - Utilize Statewide Shared Activities and Activity Logs to brief necessary state and local personnel.
  - Post news releases, public information, and other pertinent documents.
  - Post and share photos/maps of the incident
  - Utilize MI CIMS as a reference tool for information and forms

##### Law Enforcement

- Provides security for Emergency Operations Center (EOC) and other operating facilities.
- Assists with the evacuation and access control at the incident scene.
- Make recommendations to the county executives for protective action orders as appropriate.



## DIRECTION, CONTROL, AND COORDINATION

The following agencies are responsible for this Annex:

AGENCY	TITLE OF CONTACT
Livingston County Board of Commissioners	Chairperson, Vice-Chair, Chair of Finance Committee
Emergency Management	Emergency Management Coordinator/Director

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

TITLE	AGENCY
Chairperson	Livingston County Board of Commissioners
Vice-Chair	Livingston County Board of Commissioners
Chair of Finance Committee	Livingston County Board of Commissioners

The Livingston County Board Chairperson is responsible for reporting or delegating another individual from to report to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the Direction, Control, and Coordination functions.

SIGNATURE OF DIRECTION, COORDINATION AND CONTROL OFFICIAL	DATE
Wes Nakagiri – Livingston County Board of Commissioners Chair	

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## ANNEX B

### WARNING AND COMMUNICATIONS

The warning function establishes and maintains a 24-hour county-wide warning system. It receives and communicates timely warnings to appropriate officials and/or to the general public for actual/potential severe weather, flooding, radiological or hazardous materials releases and/or other emergency/disaster situations so the appropriate response actions may be taken.

Responsible Agency: 911 Central Dispatch

Supporting Agency: Emergency Management

#### Concept of Operations:

- 911 Central Dispatch functions as the 24 hr. communications and warning entity for the jurisdiction of Livingston County.
  - The 911 Director is responsible for ensuring communication equipment is maintained at the Livingston County Central Dispatch, located on S. Highlander Way, Howell, Michigan 48843 and at their backup center located at the Livingston County Public Safety Complex, 1911 Tooley Rd., Howell, Michigan 48855.
  - The EOC will have a representative from Central Dispatch for communications.
- When an emergency occurs and citizens call 911 to inform them of the incident: fire, law enforcement and EMS personnel are notified.
    - The primary communications system in Livingston County is the statewide 800 MHz system.
    - The Livingston County Public Alerting System through RAVE is utilized along with IPAWS which includes the Emergency Alert System (EAS) to disseminate warning information to the public as necessary.
    - Communications to and from the EOC with Central Dispatch will be through various methods to include runner/liaison, telephone, 800 MHz radio, cell phone, MI CIMS or other digital/virtual media.
  - Alternate communication methods include Radio Amateur Civil Emergency Service (RACES) and Citizen Band (CB) radios and may be used to overcome possible communication shortfalls.

#### Roles and Responsibilities:

##### 911 Central Dispatch

- Take calls from the public
- Dispatch calls to fire, law enforcement and EMS personnel
- Warn public and responders utilizing alert systems for emergency and disaster related events
- Ensure that all necessary officials have been notified and updated regarding the emergency/disaster incident
- Contact EOC personnel as requested by the Emergency Management Coordinator/Director
- Ensure that warning messages are issued in a timely manner when received through the Law Enforcement Information Network (LEIN), the Integrated Public Alert Warning System (IPAWS) to include the National Attack Warning System (NAWAS), Emergency Alert System (EAS), the National Weather Service (NWS) and local weather spotters or other verifiable sources
- Coordinate radio frequencies and communications with adjacent communities and other government agencies
- Activate public warning systems when instructed to do so by the Chief Executive Official, Emergency Management Coordinator/Director, or Incident Commander, as outlined in Livingston County public alerting system policy
- Activate EAS system when notified a threat to the general public exists. Ensure proper EAS message is sent to the appropriate radio or television station
- Activate RAVE Livingston County public alerting system to notify county residents of a threat
- Notify surrounding jurisdictions of potential impacts from disaster, e.g., flash flood, chemical release, terrorist act, bomb threat, etc.
- Request communication assistance from the state if necessary to include special event channels
- Request and utilize volunteer communications/amateur radio as necessary to support operations
- Make recommendations to the county executives for protective action orders as appropriate.



### Emergency Management

- Authorize dissemination of emergency alert warning to the public via the RAVE public alerting system
- Verify that initial notification was entered into MI CIMS

### WARNING AND COMMUNICATIONS

The following agencies are responsible for this Annex:

AGENCY	TITLE OF CONTACT
Livingston County Central Dispatch	Director

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

TITLE	AGENCY
Director	Livingston County Central Dispatch
Deputy Director	Livingston County Central Dispatch
On Duty Supervisor	Livingston County Central Dispatch

The Livingston County Central Dispatch Director, or his/her designated representative, is responsible for reporting or delegating another individual from their agency to report to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the Warning and Communications functions.

SIGNATURE OF WARNING AND COMMUNICATIONS OFFICIAL	DATE
Chad L. Chewning – 911 Central Dispatch Director 	6/7/2021

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### ANNEX C

#### PUBLIC INFORMATION

The public information function is concerned with the dissemination of information to the public and media relations regarding the situation and status of the emergency/disaster event to help prepare for further actions.

Primary Agency: Livingston County Board of Commissioners Chair, Public Information Officer

Supporting Agency: Emergency Management

#### Concept of Operations

- A Joint Information Center (JIC) may be established upon the recommendation of the Emergency Management Coordinator and/or Public Information Officer (PIO) to coordinate multi-agency news releases
  - The JIC will serve as a location where incident-related inquiries from the media may be directed
  - News releases, instructions, or official information from participating organizations will be channeled through the JIC and/or PIO
1. A media staging area will be designated by the Joint Information Center (JIC) where media staff (television, radio and print) can receive up-to-date information regarding the incident.
    - The PIO will be assigned by the Emergency Management Director to coordinate public information. The PIO will review information for accuracy and validity.
    - Local agencies involved in emergency response operations will coordinate news releases regarding their operations with the PIO and/or the JIC.
  2. The primary Emergency Alert System (EAS) station is: WHMI 93.5 FM
  3. The JIC will control rumors by correcting misinformation as soon as possible and validating it through the normal review and approval process.
  4. The PIO and the JIC will be responsible for monitoring social media. They will also be responsible for posting accurate, up to date information on county social media sites, and engaging local partners to share that information on their social media sites.
  5. The PIO will, as necessary, prepare instructions in regards to identified hazards for managers of congregate care facilities, childcare centers, group homes, assisted living centers and nursing homes to be disseminated.
  6. Shelter information will be updated and disseminated through press releases, phone calls, social media, RAVE public alerting system or other communication channels as needed.



## Roles and Responsibilities

### Public Information Officer (PIO)

1. Advise the Chief Elected Official (CEO), Executive Policy Group, Incident Commander and other local authorities on public information matters.
2. Craft, with the approval of the CEO and the Emergency Management Coordinator, the media messaging that will be disseminated by the designated media spokesperson.
3. Disseminate public service announcements.
4. Liaison with the media (print, radio and television), to ensure dissemination of emergency public information and materials.
5. During emergency situations; prepare news releases, review, edit and clear material for public release under established policies. Releases will be coordinated with other organizations represented in the JIC.
6. Upon receipt of information for release, the PIO will:
  - Verify the authenticity of the information;
  - Verify a duplicate or conflicting release has not already been made;
  - Prepare the release in accordance with effective journalistic practices and ensure accurate and timely release of the news or information;
  - Seek authorization of the appropriate agency or jurisdiction before issuing the release.
7. Work with the Emergency Management Coordinator, ICS Liaison, and involved municipal leaders to collect and disseminate information in a timely manner.
8. Act as official spokesperson for the community if needed.
9. Manage personnel assigned to the JIC.
10. Monitor all forms of media, both traditional and social, for rumors and address rumors as soon as possible.
11. Disseminate details regarding household evacuation, reunification, and shelter information

### Emergency Management

1. Assist with public affairs implications of the incident and support information dissemination.
2. Coordinate and schedule the release of information to the news media with the PIO .
3. Request the MSP/EMHSD to activate the state level JIC, if necessary.

## PUBLIC INFORMATION

The following agencies are responsible for this Annex:

AGENCY	TITLE OF CONTACT
Livingston County	County Board of Commissioners Chair
Emergency Management	Emergency Management Coordinator/ Director

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

TITLE	AGENCY
County Board of Commissioners Chair	Livingston County
County Board of Commissioners Vice-Chair	Livingston County
Emergency Management Coordinator/ Director	Emergency Management

The Livingston County Administrator, or his/her designated representative, is responsible for reporting or delegating another individual from their agency to report to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the Public Information functions.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE
Wes Nakagiri – Livingston County Board of Commissioners Chair	

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## ANNEX D

### DAMAGE ASSESSMENT

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

Primary Agency: Equalization Department

Supporting Agency: Emergency Management and Geographic Information Systems (GIS)

#### Concept of Operations:

1. An accurate damage assessment is a necessary element for securing assistance from State and Federal agencies.
2. The Emergency Management Coordinator assigns a Damage Assessment Coordinator (DAC) to coordinate members of a damage assessment team.
3. **Private damage assessment includes damage to:**
  - Homes
  - Personal Property
  - Business
  - Farms
  - Private dams
  - Unemployment resulting from a disaster**Public damage assessment identifies damage to public facilities such as:**
  - Roads / highways
  - Drains / culverts
  - Bridges
  - Dams
  - Public Buildings
  - Schools
  - Hospitals
  - Recreation areas
  - Government facilities
  - Other public critical infrastructure
4. The Emergency Management Department must collect and submit Damage Assessments (DA) within 72 hours of incident occurrence. Damage assessment will begin as soon as conditions allow the safe collection of information.



5. Damaged infrastructure must be inspected following a disaster to ascertain if it is safe for use or re-occupancy.
6. A damage assessment report will be entered on the Damage Assessment Board via the Michigan Critical Incident Management System (MI CIMS) and sent to the SEOC.
7. During the rapid assessment period, the DA inspection teams shall make cursory inspections of buildings to determine the severity and scope of the damage, and shall report all such information to DAC.
8. Some buildings or structures may require further engineering evaluation; to be performed by a consultant hired by the owner of the structure.
9. The DAC will brief assembled assessment personnel on the situation, assignments, safety, reporting process, and other operating information necessary to conduct a rapid damage assessment of all buildings and noted infrastructure in an affected area. This may be done by performing a "Windshield Survey". It may also be done utilizing Unmanned Air Systems (UAS).

**Roles and Responsibilities:**

**Equalization Department**

1. Lead the damage assessment process and submit damage assessment information to the Emergency Management Coordinator.
2. Perform "Windshield Surveys" of critical facilities to facilitate resource deployment
3. Request additional resources, such as UAS to assist with areas that are not accessible or unsafe.
4. Assess damages to critical and essential county facilities and identify impacts on response and recovery activities.
5. Provide an estimate of financial damage in support of the physical damage assessment process.
6. Compile damage assessment reports and complete the necessary reporting forms.
7. Manage and provide staff to enter damage assessment information in MI CIMS.
8. Partner with local, state and federal agencies to conduct the Preliminary Damage Assessment (PDA) process.
9. Document response and recovery costs. Make document available to EOC Finance Chief and SEOC as necessary.
10. Determine if additional damage assessment resources are needed or if any needs are unmet.

11. Work with local government and Livingston County Planning Department to identify or recommend mitigation projects for recovery purposes.

**Emergency Management**

1. Activate Damage Assessment (DA) teams.
2. Activate GIS damage assessment portal and get the portal information to the public.
3. Review and compile damage assessment information to share with EOC, IMT, involved agencies and county / municipal executives.
4. Prioritize response and recovery activities through the EOC.
5. Request additional information or support as needed from the state or federal government.
6. Verify damage assessment information was submitted into the MI CIMS Damage Assessment board and received by MSP/EMHSD. Information needs to be timely and accurate.
7. Utilize pre-disaster maps, photographs, GIS, and other technologies to assist with the disaster assessment process.

**Geographic Information Systems (GIS)**

1. Perform damage assessment functions utilizing GIS technology.
2. Activate individual reporting portal for citizens.
3. Provide property information to the Emergency Management Coordinator and EOC when requested.

**DAMAGE ASSESSMENT**

The following agencies are responsible for this Annex:

AGENCY	TITLE OF CONTACT
Livingston County Equalization Department	Director

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

TITLE	AGENCY
Director	Livingston County Equalization Department
Assessor	Livingston County Equalization Department
Assessor	Livingston County Equalization Department

The Director of the Livingston County Equalization Department is responsible for reporting or delegating another individual from their agency to report to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the Damage Assessment functions.

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE
Sue Bostwick - Livingston County Equalization Department Director <i>Sue Bostwick</i>	6-8-21

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## ANNEX E

### FIRE SERVICES

The fire services function is concerned with providing quick response to preserve and save the lives of citizens, containment of fires involving structures, vehicles and wild land. Also, to mitigate hazardous material incidents, and/or perform technical rescue due to structural collapse.

Primary Agency: Fire Department – Authority Having Jurisdiction

Supporting Agency: Emergency Management

#### Concept of Operations:

1. Incident response will be in accordance with the National Incident Management System (NIMS) and organized using the Incident Command System (ICS).
2. If mutual aid is initiated, Incident Command (IC) will remain with the fire department in whose jurisdiction the incident occurs. In the event that multiple jurisdictions are affected, a unified command structure will be established by those jurisdictions.
3. The responsibilities of fire services in disaster situations are the same as in daily operations. Their primary responsibility is fire control. They are also involved on a regular basis with providing first response EMS, ambulance transport, rescue, water rescue operations, hazardous materials incident stabilization, special response and support for radiological and biological protection activities. They may also assist with perimeter control as requested.
4. During wild land fires, the Michigan Department of Natural Resources (MDNR) will assume authority and will coordinate with local fire departments.

#### Roles and Responsibilities

##### Fire Department

1. Initiate the Incident Command System (ICS).
2. Conduct hazard analysis of vital facilities and the impact of a major fire on one or more of those facilities.
3. Control and/or containment of hazardous materials.
4. Conduct search and rescue operations.
5. Staff Emergency Operations Center (EOC) with appropriate fire personnel.
6. Assist in warning and operation of warning sirens.

7. Support for shelter and mass care operations
8. Support radiological and biological protection.
9. Assist with evacuation.
10. Activate mutual aid as necessary.
11. Provide fire code enforcement.
12. Support for other public safety operations to include perimeter control.
13. Assist in the search, rescue, and evacuation of households during a disaster.
14. Provide response for technical rescue operations and water rescue operations as necessary.
15. Assist with decontamination of personnel or citizens exposed to CBRNE hazards.
16. Assist with Damage Assessment, salvage, and debris clearing operations.
17. Assist with detecting bomb threats and acts of arson (Joint responsibility with law enforcement).

##### Emergency Management

1. Manage and maintain the EOC operations
2. Provide pertinent information to on-scene personnel working with the IMT (Incident Management Team)
3. Mobilize and coordinate county resources to assist local fire departments and wild land fire suppression.
4. Assist local fire departments with documenting the incident in MI CIMS.

### FIRE SERVICES

The following agencies are responsible for this Annex:

AGENCY	TITLE OF CONTACT
Brighton Area Fire Department	Chief
Fowlerville Fire Department	Chief
Green Oak Township Fire Department	Chief
Hamburg Township Fire Department	Chief
Hartland Area Fire Department	Chief
Howell Area Fire Department	Chief
Putnam Township Fire Department	Chief
Unadilla Township Fire Department	Chief
DNR	Fire Control Officer

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

TITLE	AGENCY
Chief	Authority Having Jurisdiction
Chief	Authority Having Jurisdiction
Chief	Authority Having Jurisdiction

The Authority Having Jurisdiction is responsible for reporting or delegating another individual from their agency to report to Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the Fire Services functions.

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE
Chief Ron Hicks - Howell Area Fire Department 	6/10/21

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## ANNEX F

### LAW ENFORCEMENT/PUBLIC SAFETY

The function is concerned with assigning responsibilities and providing coordination between the law enforcement agencies operating during emergencies to ensure the preservation of life and personal safety of all citizens, maintain law and order, protect public and private property and provide protection for essential industries, supplies and facilities for any type of disaster.

Primary Agency: Livingston County Sheriff's Office / Authority Having Jurisdiction

Supporting Agency: Emergency Management

#### Concept of Operations

1. Emergency law enforcement operations will be an expansion of normal operations and responsibilities. These responsibilities will include maintenance of law and order, traffic control, crowd control and security.
2. Requests for Law Enforcement resources and support will come through the EOC
3. Law enforcement will use 800MHz radio system to communicate to dispatch, other law enforcement agencies, and other first response disciplines
4. Law enforcement activities will remain under the control of the senior law enforcement officer on scene for the jurisdiction in which the emergency operation is taking place.
5. Law enforcement will be responsible for public warning, traffic control in and near an evacuation area and assisting with evacuation. Evacuation activities should be done cooperatively with the fire service.
6. Law Enforcement will be responsible for perimeter and security of areas that have been evacuated due to and emergency or disaster.
7. Law Enforcement agencies are responsible for traffic direction and enforcement in other areas of emergency or disaster operations.
8. The Sheriff's Office (or local law enforcement agency or Michigan State Police) shall always provide security for the Emergency Operations Center (EOC) during the required operation periods for any disaster or emergency incident. The law enforcement officer shall not allow any person entry to the Emergency Operations Center (EOC) without the proper identification or pass approval.
9. Law enforcement will support recovery and continuity of government operations as needed.

## Roles and Responsibilities

### Law Enforcement

1. Take actions needed to address active threats and preserve / save lives.
2. Ensure incident scene and perimeter are secured from unauthorized personnel or citizens entering the area. Check and verify credentials on personnel arriving on the incident scene.
3. Enforce public health orders.
4. Enforce criminal laws and other regulations.
5. Assist with evacuations and identify evacuation routes, provide traffic direction as needed.
6. Conduct and aid rescue activities.
7. Render aid to victims.
8. Enforce curfew hours issued by the CEO.
9. Make law enforcement resources available such as K-9, UAS, tactical, or reconstruction.
10. Provide traffic and crowd control measures.
11. Patrol evacuated areas for safety, security and to prevent looting.
12. Secure, control, and preserve potential crime scenes.
13. Secure, safeguard, and transport of prisoners.
14. Secure, safe guard and account for prisoner's property
15. Enforcement of emergency proclamations and freeze orders on consumer commodities.
16. Investigate bomb threats and acts of arson (joint responsibility with fire services).
17. Work with and assist federal agencies (FBI, ATF, etc.) in the event of a terrorist attack.
18. Provide animal control officers to provide animal sheltering. Assist and monitor service animals allowed at shelters. Remove animals as needed from shelter area.
19. Establish procedures for identifying and accounting for personal property that may be lost during a disaster or emergency.
20. Document activities, investigations, arrests, evidence, damage, statements, witnesses, victims, and other information that would later be used in a criminal prosecution.

### Emergency Management

1. Manage and maintain the EOC operations
2. Provide pertinent information to on-scene personnel working through the IMT.
3. Mobilize and coordinate resources to support law enforcement needs.
4. Assist local law enforcement with documenting the incident in MI CIMS.

### LAW ENFORCEMENT/PUBLIC SAFETY

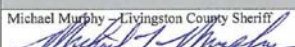
The following agencies are responsible for this Annex:

AGENCY	TITLE OF CONTACT
Livingston County Sheriff's Office	Sheriff
Michigan State Police, Brighton Post (MSP12)	Post Commander
Brighton Police Department	Chief
Fowlerville Police Department	Chief
Green Oak Township Police Department	Chief
Hamburg Township Police Department	Chief
Howell Police Department	Chief
Huron-Clinton Metropolitan Authority Police Department	Chief
Pinckney Police Department	Chief
Unadilla Township Police Department	Chief

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

TITLE	AGENCY
Sheriff	Livingston County Sheriff's Office
F/Lt.	Michigan State Police
Chief	Authority Having Jurisdiction

The Livingston County Sheriff is responsible for reporting or delegating another individual from their agency to report to Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the Law Enforcement functions.

SIGNATURE OF LAW ENFORCEMENT OFFICIAL	DATE
Michael Murphy - Livingston County Sheriff 	6/3/2021



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## ANNEX G

### PUBLIC HEALTH

The purpose of the Public Health annex is to protect, preserve, and promote the health and safety of the people of Livingston County. Included in the public health annex is Environmental Health Services and Personal and Preventative Health Services. Environmental Health Services are responsible for improving and protecting the public health, welfare, and environment through inspection programs, educational outreach, and as a last resort, enforcement powers conveyed through the State of Michigan Public Health Code and the Livingston County Sanitary Code. Personal and Preventive Health Services are designed to protect and improve the health status of the community; prevent and/or control the spread of disease. This effort is to protect the public and lessen disability and death associated with communicable diseases.

#### Scope

Protect the public in the event of a public health emergency  
Improve health status of community  
Prevent/control the introduction or spread of disease

Primary Agencies: Livingston County Department of Public Health

Secondary Agencies: Emergency Management, American Red Cross (ARC), Oakland Livingston Human Services Agency (OLHSA), United Way, Salvation Army

#### Line of Succession

1. Livingston County Department of Public Health Director/Health Officer
2. Livingston County Department of Public Health Emergency Preparedness Coordinator
3. Livingston County Department of Public Health Designee

#### Roles and Responsibilities

##### Public Health

1. **Report to the EOC** when activated for scheduled training, exercises, or disasters, a delegate from Livingston County Health Department (LCHD) who has been trained in ICS will be sent to staff the EOC. The person should have the authority to make decisions on behalf of the LCHD. Utilize MI-CIMS during EOC operations to track personnel, shelters, resources, and actions.
2. **Incident Command:** If incident is under Public Health direction, appoint an Incident Commander, set up ICS structure as needed. Remain in contact with the Livingston County Emergency Management Coordinator.

3. **Incident Command (supporting function):** If operating in a supporting function, interface with the existing incident command structure by providing representation for Health Operations at the Emergency Command Post if appropriate.

4. **Public Information:** When the EOC is opened and a JIC is established, LCHD will coordinate the release of information with the designated PIO. If the LCHD is the lead agency in the emergency / disaster, they will appoint a PIO to communicate emergency information, public health warnings and directives to the public and responders. The Livingston County Emergency Management Coordinator will be made aware of any information released, regardless of the status of the EOC.

5. **Investigation and Control of Communicable Diseases:** Coordinate with Michigan Department of Health and Human Services (MDHHS), local hospitals/care centers, skilled nursing facilities, local healthcare providers, local restaurants, and other public venues in the investigation of communicable disease outbreaks.

- **Public Health Emergency Orders:** Determine the need for Public Health Emergency Orders, as allowed under the Michigan Public Health Code
- **Disease Tracking:** Implement disease tracking procedures to determine numbers of persons and areas affected. Determine the potential for disease/infection spread. Assess incident for non-pharmaceutical interventions (hand hygiene, respiratory etiquette like: sneeze/ cough into elbow, or mask in public area) PPE use, self-quarantine, and travel restrictions
- **Isolation and Quarantine:** Implement isolation and quarantine orders as necessary. Assure the essential needs/medical requirements of persons in quarantine/isolation are met/provided. Collaborate with service agencies on providing essential needs.
- **Security:** Assess security needs and coordinate with EOC to obtain resources from Law Enforcement.
- **Health Advisories:** Issue health advisories (with the designated PIO) as appropriate.
- **Mass Vaccinations:** Provide for mass vaccinations (including personnel, PPE, and supplies) or other health emergency control actions as directed by MDHHS.
- **Mass Prophylaxis:** Coordinate distribution of antitoxins, drugs, vaccines, PPE, etc.
- **Strategic National Stockpile:** Request and coordinate the distribution of resources from the Strategic National Stockpile as necessary. This request shall be made through the MDHHS. The Livingston County Emergency Management Coordinator shall be advised of the request.
- **Set up of Personal Sanitation:** LCHD will determine the need for and then arrange for porta-potties and hand washing stations as needed for responders or shelter areas.

6. **Livingston County Community Mental Health Authority (CMH)**

1. Will provide Disaster Behavioral Health Services, as requested by Incident Command and/or the County EOC, following all official public guidance.
2. Will follow Livingston County CMH Policy & Procedures.
3. Will convene a Livingston County CMH command post at 2280 E. Grand River Ave., Howell, Michigan 48843 site Boardroom, due to its proximity to the Department of Public Health; should communications be down so information can be relayed face-to-face.

4. Obtain interoperable communications equipment from Central Dispatch and/or the Livingston County Department of Public Health for command level communications.

#### 5. Functional Responsibilities:

- On-site Disaster Behavioral Health Services
- Disaster Behavioral Health Outreach Services
- CISM (Group Crisis Intervention)
- Worker Self-Care

- g. Should Livingston County CMH resources be exhausted, Livingston County CMH will participate in activation of the Region 1 Disaster Behavioral Health (DBH) Response Protocol for additional assistance in providing services and/or partner with the American Red Cross for behavior health support.

7. **Family Reunification:** Support the set-up a family reunification site and utilize Livingston County Medical Reserve Corps (MRC) to assist with reunification of those affected by an emergency or disaster with family or guardians. Collaborate with local service agencies as needed.

8. **Documentation:** LCHD will document emergency orders made, actions taken, and services provided during an emergency or disaster. Relevant financial expenditures incurred by LCHD during the emergency or disaster for personnel, equipment, supplies, services, or other required resources, will be documented and saved. Good documentation is essential for receiving reimbursement funding that may become available from the state or federal government.

9. **Debriefing and Crisis Counseling:** Work with Livingston County Emergency Management and Livingston County Community Mental Health (CMH) to provide LCHD personnel and other response personnel involved in the emergency/disaster debriefing session/s following an emergency/disaster event. Crisis counseling opportunities should also be made available for first responders, victims, and citizens.

#### Environmental Health Functions

1. **Water Sources:** Coordinate the monitoring of public and private water sources, issue appropriate public health advisories/orders (with the designated PIO), and provide information for disinfection, treatment, or alternative water sources.
2. **Water Distribution:** Coordinate the provision and distribution of water (bulk or bottled) to specific locations with the assistance the EOC.
3. **Sewage Disposal:** Coordinate the monitoring of public and private sewage disposal systems, inspect private on-site sewage disposal systems as needed, assist in monitoring effluent discharge, and issue appropriate public health warnings/advisories (with the designated PIO).
4. **Licensed Food Service Establishments:** Inspect licensed food service establishments and/or those temporarily established for emergency workers/disaster victims, including sanitation oversight of any activated shelters or reception centers. Issue advisories (with the designated PIO) on food preservation, disposal of adulterated products, or consumption of homegrown



and other products. Work as liaison with the Michigan Department of Agriculture for food and retail outlets.

5. **Public Swimming Pools, Campgrounds, Children's Camps, and Bathing Beaches:** In the affected area, inspect, sample, issue advisories/warnings (with the designated PIO) and suspend operating licenses if necessary.
6. **Pest Infestation/Control:** Investigate and make recommendations for pest infestations such as rats, flies, mosquitoes, or other species. Control measures may be ordered and implemented.
7. **Nuisance Abatement:** Prioritize and coordinate enforcement of nuisance abatement ordinances to keep debris (i.e. grass, brush, garbage, etc.) from becoming a health hazard. Advise EOC, local municipality leadership, and Livingston County CEO if the need for such emergency ordinances are necessary.
8. **Coordinate with Waste Removal:** Work with the Department of Natural Resources (DNR) and waste removal companies to arrange for special pickup and disposal of incident debris, rubbish, etc.
9. **Hazardous Waste:** Work closely with Michigan Department of Environment, Great Lakes & Energy (EGLE) to coordinate and verify accuracy information (with the designated PIO) on the disposal of hazardous waste or materials resulting from an incident involving hazardous materials. Livingston County Emergency Management Coordinator should be advised of hazardous waste disposition.
10. **Diseased Animals:** Advise Animal Control of need to quarantine and/or monitor diseased animals. Work with PIO to make information and remedy available to the public. If destruction of an animal becomes necessary then LCHD will oversee proper disposal of that animal and disposition of the remains.
11. **Pets:** Refer issues relating to transport and care of pets to the county Animal Control Officer. Coordinate activities between Animal Control and local shelters. Issue advisories (with the designated PIO) about care and evacuation of pets.
12. **Consultations Related to Exposures:** In cases involving possible exposure to infectious, chemical, radiological, and biological contaminants or nerve agents, LCHD may provide consultations to care centers and emergency response agencies.

## PUBLIC HEALTH


The following agencies are responsible for this Annex:

AGENCY	TITLE OF CONTACT
Livingston County Department of Public Health	Director/Health Officer
Livingston County Department of Public Health	Emergency Preparedness Coordinator
Livingston County Department of Public Health	Designee

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

TITLE	AGENCY
Director/Health officer	Livingston County Department of Public Health
Emergency Preparedness Coordinator	Livingston County Department of Public Health
Designee	Livingston County Department of Public Health

The Director of the Livingston County Public Health Department, or his/her designated representative, is responsible for reporting or delegating another individual from their agency to report to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the Public Health Services functions.

SIGNATURE OF PUBLIC HEALTH OFFICIAL	DATE
Dianne McCormick – Department of Public Health Director/Health Officer 	6/3/2021

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## ANNEX H HUMAN SERVICES

The purpose of the Human Services Annex is to define a working relationship between Human Service organizations and agencies, and Local Emergency Management, its agencies, counties, and municipalities in preparing for and responding to disasters. This Annex provides the broad framework for cooperation and support between Human Services and the Local Emergency Management Department in assisting individuals and families who have been impacted by disaster and providing other humanitarian services including but not limited to: emergency sheltering, feeding, supplies, essential needs, functional needs, mental health needs and transportation

### Scope

Sheltering and housing capabilities  
Provision of human needs  
Crisis counseling  
Care for special needs individuals, including their service animals  
Evacuation resources

Primary Agency: Michigan Department of Health and Human Services – Livingston County

Support Agency: American Red Cross (ARC), Oakland Livingston Human Services Agency (OLHSA), United Way, Salvation Army

### Line of Succession (Also refer to Organization Chart on page 80)

1. Michigan Department of Health and Human Services – Livingston County Representative
2. Oakland Livingston Human Services Agency Representative
3. United Way Representative
4. American Red Cross Representative
5. Salvation Army Representative

### Concept of Operations

1. The Human Services representative will coordinate with the EOC and issue instructions and provide information to all Human Service providers involved in disaster or emergency response.
2. Some of the agencies that may be asked to provide services under the Human Services umbrella include the Livingston County Department of Health and Human Services, Livingston Community Mental Health, the American Red Cross, the Salvation Army, Livingston County United Way, OLHSA, Area Agency on Aging, Love Inc. and other non-governmental community organizations.



3. Human services will be provided through the coordinated efforts and partnerships between local human service professionals, Livingston United Way, Salvation Army, the American Red Cross, local volunteer groups, animal control authority, and other community non-profit organizations.
4. Individual Assistance Needs Assessment will be conducted by MDHHS to determine local needs and identify individuals and families requiring assistance.
5. Human service assistance includes congregate sheltering, food resources, canteening, crisis counseling, reunification, service animal care, and other identified essential needs.
6. Provision of human services will be monitored and documented by MDHHS to ensure adequate resources are provided and accounted for.
7. MDHHS will collaborate with other human services agencies to provide essential items such as medications, food, baby needs, etc. for vulnerable citizens when sheltering in place in a residential setting for an extended period of time or while at a sheltering facility.
8. State human service support will be requested if local resources are exhausted through the Livingston County Emergency Management Coordinator and/or the EOC.
9. All agencies will support continuing human services operations with equipment and staff.

#### **Roles and Responsibilities**

##### **Michigan Department of Health and Human Services – Livingston County**

1. Report to the Emergency Operations Center (EOC) when activated, or delegate another from your agency to staff the Emergency Operations Center (EOC).
2. Assist with emergency/disaster situation assessment as it pertains to human service needs. Evaluate needs and what resources are available locally.
3. Collaborate with other human service agencies, EOC and other partners for response to community and victim needs. Coordinate and monitor delivery of human services to disaster victims.
4. Assist with the identification, screening and handling of evacuees due to the disaster.
5. Provide emergency childcare services, care for unaccompanied minors, family reunification, tracking family members, and information on missing or injured relatives.
6. Maintain collaboration and communication with community non-profit agencies in Livingston County.
7. Ensure communication with State and Federal Human Services through the EOC and the Livingston County Emergency Management Coordinator.

8. Coordinate with the LCHD and EOC to determine need and location for an evacuation shelter. In that assessment, determine the short- and long-term housing needs of displaced residents. American Red Cross (ARC) will lead sheltering unless otherwise determined.
  - ARC will determine the appropriate facility using the National Sheltering System (NSS) (\*See NSS list in Attachment B)
  - ARC will activate staff for set up and support of shelter activities/services
  - ARC will notify the Emergency Operations Center (EOC) when the shelter is ready to receive clients
  - ARC will coordinate with the Emergency Operations Center (EOC) to request law enforcement for shelter security
  - ARC will ensure shelters are supplied with necessary resources to assist shelters residents (i.e. cots, blankets, shelter comfort kits)
  - ARC will communicate with the designated Public Information Officer (PIO) about the shelter including information about pet sheltering and items not allowed in shelter with consideration of People with Access and Functional Needs (PAFN)
  - ARC Behavioral Health and Physical Health will ensure staff according to the expected shelter population
  - ARC will collaborate with other human service providers as needed.
    - ❖ NOTE: if the ARC is not the lead shelter agency, the determined lead agency will do the above noted tasks
9. Transportation: Coordinate transportation with Livingston Essential Transportation Service (LETS), Livingston Educational Service Agency (LESA), Livingston County EMS (LCEMS), or private transportation company, for distribution of resources needed for acute care centers and/or public health mass vaccination or prophylaxis centers. These resources should also be considered for transportation of citizens, especially PAFN, to vaccination sites, or other points of distribution (PODS).
10. Identify any functional and access needs groups including but not limited to the elderly, people with disabilities and people communicating in a language other than English (including sign language) and ensure that their disaster related needs are met. (via MDHHS, OLHSA, Area Agency on Aging, or other available service)
11. Coordinate the activation of food and beverage services (mobile and fixed feeding) for disaster workers, volunteers and shelters with other agencies (Red Cross, DART, Salvation Army, Southern Baptists, Gleaners, other community-based non-profits).
12. Support immediate, short-term assistance including Crisis Counseling and Disaster Stress Debriefing for individuals, households and groups dealing with the anxieties, stress and trauma associated with the incident. (ARC, Livingston County CMH, Salvation Army)
13. Establish Reception Center at shelter areas for victims to notify the Missing Person Telephone Center/Red Cross Safe and Well of their location. Provide the Safe and Well telephone number 1-800-RED-CROSS and website to the PIO for release to the public.
14. Coordinate and activate a Volunteer Reception Center (VRC) and 'volunteer hotline' to act as a clearing house and training site for all spontaneous volunteers. (utilizing United Way and VRC plan)

15. Ensure service animals are provided adequate food, water and shelter with their owners. (Humane Society, Animal Control)
16. Support Livingston County Animal Control and search and rescue personnel to identify and reunite service animals with their owners separated during the emergency/disaster. (Humane Society, Animal Control, Animal Shelters, Local Veterinarians)
17. Identify facilities or ad-hoc shelters for congregate care for household pets. (Humane Society, Animal Control, Local Veterinarians)
18. Coordinate with local agencies/establish an area for the collection/distribution of donated items such as food, clothing, personal items, etc. (Salvation Army, United Way)
19. Coordinate efforts to provide transportation for displaced persons. Provide PIO a phone number for dissemination about available transportation (LETS, LESA)
20. Ensure that Human Service Agencies maintain and preserve documentation of actions taken and financial records for expenditures for personnel, equipment, supplies and services. These records are essential for receiving potential reimbursement funding from state and federal governments.
21. Utilize MI-CIMS during EOC operations to track personnel, shelters, resources, and actions.

##### **Emergency Management**

1. Maintain communication with human services agencies via the EOC for duration of the event.
2. Contact shelters via telephone and/or do on-site visits.
3. Request State of Michigan Department of Health and Human Services (MDHHS) or SEOC assistance if needed due to lack of local resources.
4. Ensure shelter information is posted in MI CIMS, on Livingston County social media platforms, and provided to local news outlets.

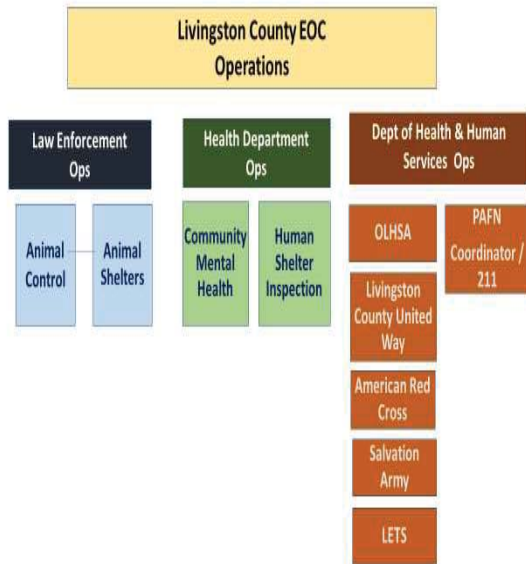
##### **Animal Control**

1. Identify congregate household pet sheltering or facilities that can house pets. Ensure that there is water, food, adequate lighting, power, proper ventilation, and ability to remove fecal matter and waste.
  - Reunification of pets with their owner.
  - Assist with pet registration including identification of current vaccinations.
  - Segregation of aggressive or diseased animals.
  - Relocation and support for injured or ill household pets.

- Set up of pet holding or confinement areas.
  - Disposal of pet waste.
  - Care, identification, sheltering, relocation, or dispatch of unclaimed pets.
  - Dead animal disposal.
2. Ensure PIO provides animal control and animal sheltering information to the public.
  3. Address the risk of injury from aggressive or frightened animals; the possibility of disease transmission; and other safety risks at congregate household pet shelters.
  4. Aid with the care and custody of household pets and service animals brought to the shelter.
  5. Take custody of unclaimed or non-eligible animals that are brought to the shelter.



## People with Functional and Access Needs Organizational Chart



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## HUMAN SERVICES

The following agencies are responsible for this Annex:

AGENCY	TITLE OF CONTACT
Michigan Department of Health and Human Services – Livingston County	Director
Oakland Livingston Human Services Agency	Executive Director
American Red Cross	Disaster Program Manager

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

TITLE	AGENCY
Director	Michigan Department of Health and Human Services – Livingston County
Executive Director	Oakland Livingston Human Services Agency
Disaster Program Manager	American Red Cross

The Director of the Michigan Department of Health and Human Services – Livingston County, or his/her designated representative, is responsible for reporting or delegating another individual from their agency to report to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the Human Services functions.

SIGNATURE OF PUBLIC HEALTH & HUMAN SERVICES OFFICIAL	DATE
Jennifer Tate – Michigan Department of Health and Human Services – Livingston County <i>Jennifer Tate</i>	6/11/21

## ANNEX I

### EMERGENCY MEDICAL SERVICES

The Emergency Medical Services (EMS) function is concerned with the provision of health care and patient transport of incident victims and first responders during and after a major incident.

#### Scope

Provision and coordination of health and medical care services  
Distribution/acquisition of medical supplies  
Transport of patients/victims  
Provision of vaccinations and/or medical countermeasures

Primary Agency: Livingston County EMS

Supporting Agency: District 1 Regional Medical Response Coalition (DIRMRC), U of M Survival Flight, Emergency Management

#### Line of Succession

- EMS Director and/or designee
- Deputy Director and/or designee
- Operations Manager or Administrative Supervisor

#### Concept of Operations

- Notification of responding agencies will be provided by Livingston County 911 Central Dispatch through established procedures, as indicated by the severity and nature of the incident.
- First responder emergency medical care will be supplied by the Livingston County EMS Department and trained first responders throughout the jurisdiction.
- U of M Survival Flight activation and operations to be coordinated by Central Dispatch and Incident Command
- Patient/Victim medical care will be provided by St. Joseph Mercy Livingston Hospital and/or other medical care facilities as required, upon transport from the incident site.
- Other emergency medical support, if needed, will come from fire and rescue services within the county.
- Initial requests for outside medical assistance (EMS mutual aid, medical assistance, other mutual aid) will be made by the responding agency. Additional requests will go through the Emergency Operations Center (EOC) and/or the District 1 Regional Medical Coordination Center, if activated.



7. Health and medical operations will be in accordance with National Incident Management System (NIMS) operations. Composition and makeup of the Unified Incident Command System will be determined by the severity and nature of the incident.
8. Communications between responding agencies will be coordinated by Livingston County Central Dispatch.
9. As requested by Incident Command and/or the EOC, periodic situation reports shall be provided by Livingston County EMS.
10. Incident responder personnel may be monitored for health issues by EMS personnel.

#### **Roles and Responsibilities**

##### **EMS Department**

1. Respond as the Primary Emergency Medical Responder to all mass casualty, disaster and large scale incidents.
2. Provide scene triage according to the Washtenaw/Livingston Medical Control Authority.
3. EMS will respond to and be a part of the Livingston County EOC.
4. Notify local Medical Control and coordinate all patient transports to the appropriate medical facilities.
5. Work with public transportation as necessary for the transport of the minor injured and/or uninjured victims.
6. Coordinate with other emergency responders and set up a Unified Incident Command (UIC) structure as necessary.
7. Determine the need for additional resources both internal and external to Livingston County including on scene medical care, helicopter services, additional ground transport.
8. Coordinate the identification, screening and handling of evacuees exposed to dangerous health conditions posed by the disaster.
9. Coordinate the response of assets such as MEDDRUN, CHEMPACK and the Regional Response Team Network.
10. Provide onsite medical care including MICU as necessary.
11. Coordinate additional resources from District 1 Regional Medical Response Coalition (DIRMRC) and deploy local assets according to the needs of the incident.

12. Activate and participate in the Regional Medical Coordination Center through Livingston County Central Dispatch as necessary.
13. EMS will respond with the local Police and Fire agencies as a part of the Hazardous Material Response Team, the Tactical Response Team and the Technical Response Team.

##### **District 1 Regional Medical Response Coalition (DIRMRC)**

1. DIRMRC plans and prepares for all hazards situations. For healthcare resources that are needed immediately contact 517-546-9111. For delayed response call 517-324-4404 or 517-256-6634.
2. District 1 Regional Medical Coordination Center (Livingston County 911) can provide 24/7 resource support for medical surge.
3. DIRMRC has access to a long-term care bed availability roster.

##### **Emergency Management**

1. Communicate with Livingston County EMS and the state to coordinate response information and alerts to the media.
2. Work and liaison with DIRMRC to assist with resource distribution
3. Ensure that EMS information is entered into MICIMS by EMS representative in the Emergency Operations Center (EOC).

#### **EMERGENCY MEDICAL SERVICES**

The following agencies are responsible for this Annex:

AGENCY	TITLE OF CONTACT
Livingston County EMS	Director, Deputy Director, Operations Manager

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

TITLE	AGENCY
Director	Livingston County EMS
Deputy Director	Livingston County EMS
Operations Manager / Admin Supervisor	Livingston County EMS

The Livingston County EMS Director, or his/her designated representative is responsible for reporting or delegating an individual from their agency to report to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the Emergency Medical Services functions.

SIGNATURE OF EMERGENCY MEDICAL SERVICES OFFICIAL	DATE
David Feldpausch - Livingston County EMS Director <i>David Feldpausch</i>	6-10-21

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## ANNEX J

### MEDICAL EXAMINER

The Medical Examiner's office investigates and determines the cause and manner of death in any violent, sudden, unexpected, suspicious or otherwise unexplained death, inclusive of all jail deaths and deaths in police custody occurring within Livingston County. The Medical Examiner's Office will operate utilizing NIMS and ICS standards and will be expected to work cooperatively with Michigan Mortuary Response Team (MI-MORT) in a mass casualty event.

Medical Examiner Investigation, Recovery and Mortuary services

Primary Agency: Livingston County Medical Examiner's Office

#### Line of Succession

1. County Coordinator of Medical Examiner Services
2. Deputy Director of Livingston County EMS
3. County Administrator

#### Roles and Responsibilities

##### Medical Examiner's Office

1. Medical Examiner's Office will fall under EMS in the Operations Branch
2. Activate emergency mass fatality plans, as needed.

#### Investigation and Identification

The Livingston County Medical Examiner's Office will be contacted for investigating deaths occurring during emergency or disaster situations. The Medical Examiner is statutorily required to be part of the investigative process. The Medical Examiner will consult with Law Enforcement to determine if any specialized examinations need to be done or if any additional procedures need to be employed while examining the remains. Depending upon the magnitude of the incident, the Medical Examiner and Health Officer, through the Livingston County Emergency Operations Center (EOC), may have to coordinate efforts with State and/or Federal Officials to obtain additional resources (e.g., shelter capacity, MI-MORT, DMORT, and other assets).

#### Notification

Notification of next of kin is responsibility of the Medical Examiner. Depending upon the magnitude of the incident, the Medical Examiner may seek the assistance of additional state and federal personnel to perform this function.

#### 5. Release

The Medical Examiner will be responsible for timely release of the remains to the decedent's legal next-of-kin. The Medical Examiner will determine if any special procedures need to be followed in handling of the remains. The Medical Examiner will contact the crisis intervention team as needed for the decedent's next-of-kin.

#### 6. Temporary Morgue

If there is a need to set up a temporary morgue, the Medical Examiner will set-up a temporary morgue. The Medical Examiner will identify a site for the temporary morgue and implement Mass Casualty Procedures. These procedures will include:

- Identification of deceased
- Sheltering of remains using refrigeration
- Collection and storage of personal property
- Request additional assistance as needed from Law Enforcement and Emergency Medical Services to assist in collection and transportation of remains
- Release of decedent's remains to legal next-of-kin

### MEDICAL EXAMINER


The following agencies are responsible for this Annex:

AGENCY	TITLE OF CONTACT
Livingston County Medical Examiner's Office	County Coordinator

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

TITLE	AGENCY
Director/Coordinator	Livingston County Medical Examiner's Office
Deputy Director	Livingston County EMS
County Administrator	Livingston County

The Livingston County Coordinator of Medical Examiner Services, or his/her designated representative, is responsible for reporting or delegating another individual from their agency to report to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the Medical Examiner functions.

SIGNATURE OF MEDICAL EXAMINER'S OFFICE OFFICIAL	DATE
David Feldpausch – County Director /Coordinator of Medical Examiner Services 	6-10-21

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**ANNEX K  
ROAD COMMISSION**

The Road Commission function is responsible for three major functional areas, under which a variety of services are performed: Administration, Engineering and Operations. Services include, but are not limited to: road maintenance and construction, bridge maintenance and replacement, traffic services, right-of-way acquisitions, surveying, and planning for future road projects. Other services include permit issuances for all proposed work by private citizens, local communities and public utilities within the county road right-of-way.

**Scope**

Determine, assess and make recommendations on damages  
Coordinate use of public and private engineering facilities, equipment, and supplies  
Provide equipment and personnel as needed to respond to and mitigate the emergency or disaster  
Coordinate with the local community's public works departments and/or MDOT to support response and recovery operations

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Primary Agency: Livingston County Road Commission

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**Line of Succession**

1. Managing Director – Livingston County Road Commission
2. Public Works Director – Affected municipality
3. Fire Chief – Authority having jurisdiction

**Concept of Operations**

1. Communications will be established with the on-site Incident Commander (IC)
2. Impact Assessment and analysis will continuously be conducted during the incident
3. Request for assistance or information from the private-sector owners and operators may be necessary.
4. Information sharing with Public Works personnel will be coordinated through the IC and/or Emergency Manager and the EOC.

**Roles and Responsibilities**

1. Assess impact of infrastructure disruption on roads, bridges and other arterial components
2. Maintain contact with local utilities to determine the extent and cause of damage and outages.

3. Provide appropriate assistance, such as debris clearance, debris removal, and traffic control to expedite restoration
4. Provide traffic control assistance, hazardous materials assistance, containment response and damage assessment.
5. Provide knowledge, information, equipment and personnel necessary to respond to and mitigate damage to roadway and infrastructure.
6. Communicate with IC, IMT, EOC, or Emergency Management Coordinator on roadway status, resource needs, or other information pertinent to the roadways impacted or potentially impacted in the emergency / disaster event.

**ROAD COMMISSION**

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT
Livingston County Road Commission	Managing Director
Affected Municipality	Public Works Director
Authority Having Jurisdiction	Fire Chief

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

TITLE	AGENCY
Managing Director	Livingston County Road Commission
Public Works Director	Affected Municipality
Fire Chief	Authority Having Jurisdiction

The Livingston County Road Commission Managing Director, or his/her designated representative, is responsible for reporting or delegating another individual from their agency to report to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the Public Works function.

SIGNATURE OF ROAD COMMISSION OFFICIAL	DATE
Steve Wasylik – Managing Director – Livingston County Road Commission Steven James Wasylik Steven James Wasylik Jun 9 2021 2:42 PM	

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## ANNEX L

### DRAIN COMMISSIONER

Administer various responsibilities over drains, wastewater, lake management, dams owned by the county, soil erosion, and solid waste in a manner which protects public and private property, county agricultural heritage and vital water resources.

#### Scope

Determine, assess and make recommendations on damages  
Coordinate use of public and private engineering facilities, equipment, and supplies  
Provide equipment and personnel as needed to respond to and mitigate the emergency or disaster  
Coordinate with the local community's public works departments and/or other agencies to support response and recovery operations

Primary Agency: Livingston County Drain Commissioner

#### Line of Succession

1. Livingston County Drain Commissioner
2. Public Works Director – Affected Municipality
3. Fire Chief – Authority Having Jurisdiction

#### Concept of Operations

1. Communications will be established with the on-site Incident Commander (IC)
2. Impact Assessment and analysis will continuously be conducted during the incident
3. Request for assistance or information from the private-sector owners and operators may be necessary.
4. Information sharing with Public Works personnel will be coordinated through the IC and/or Emergency Manager and the EOC.

#### Roles and Responsibilities

1. Assess impact of infrastructure disruption on roads, bridges and other arterial components
2. Maintain contact with local utilities to determine the extent and cause of damage and outages.
3. Provide knowledge, information, equipment and personnel necessary to respond to and mitigate damage to drain, dam, and water infrastructure.
4. Work to shut off power to grinder pumps that are impacted by flooding.

5. Coordinate with utility companies in the restoration of essential services. Provide appropriate assistance to expedite restoration.
6. Notify/warn downriver properties via 911 Central Dispatch and RAVE public alert system of potential dam failure and evacuation potential
7. Stay in communication and work cooperatively with the IC, IMT, EOC, Emergency Management Coordinator, and other response agencies through response and recovery of the emergency or disaster incident.

### DRAIN COMMISSIONER

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT
Livingston County Drain Commissioner	Drain Commissioner
Affected Municipality	Public Works Director
Authority Having Jurisdiction	Fire Chief

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

TITLE	AGENCY
Drain Commissioner	Livingston County Drain Commissioner
Public Works Director	Affected Municipality
Fire Chief	Authority Having Jurisdiction

The Livingston County Drain Commissioner, or his/her designated representative, is responsible for reporting or delegating another individual from their agency to report to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the Public Works function.

SIGNATURE OF DRAIN COMMISSIONER	DATE
Brain Jonckheere – Livingston County Drain Commissioner	6/8/2021

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## ANNEX M

### INFORMATION TECHNOLOGY/CYBER

The Information Technology Department supports over 30 county departments/offices and 14 local government units by providing high-quality, responsive, and secure services enabling them to efficiently use technology to enable county agencies, responders, and the Emergency operations center support the community during a disaster or an emergency.

#### Scope

Provides information concerning the restoration of data services  
Restores or establishes data services  
Facilitates the restoration priority of systems  
Provides support to the Emergency Operations Center  
Provides technical expertise related to the network  
Provides technical expertise related to external data service providers

Primary Agency: Livingston County Information Technology (IT)

Supporting Agency: County Administration, Michigan Cyber Command Center (MC3)

#### Concept of Operations

1. Restoration of normal data service is the primary responsibility of Livingston County's IT Department; however, when feasible, supporting agencies may provide supplemental assistance and resources to enable restoration in a timely manner for service.
2. Support the virtual and IT needs of EOC.
3. Orders may be issued to reduce data service access by prohibiting the use of access for non-essential purposes.
4. In a WMD/terrorism event, extra security will be in place at key data service access points, and in facilities/infrastructures.
5. Priority for restoration of data service following a disaster should be in the order of the following:
  - Restoring data service to critical infrastructure; EOC, dispatch, EMS, police, fire facilities
  - Restoring data service to support medical needs
  - Restoring data service to security systems (access control and fire alarm systems).
  - Restoring data service to pertinent government services (jail, courts, clerk's office)
  - Restoring data service for coordination, finance and telecommunication systems.



## Roles and Responsibilities

### Livingston County Information Technology (IT)

1. Address significant disruption in data service systems that may result from physical disruption, unexpected operation failures, or unusual economic, political events including direct attack on the data service systems.
2. Maintain data service emergency operating and service restoration plans. This also includes security of those services and data contained in the system.
3. Provide monitoring procedures during restoration phase to ensure data service is maintained during an emergency.
4. Create a prioritization process for restoring and recovery of data services and access to these services.
5. Assist with inspections of affected areas before restoring service to buildings if necessary.
6. Audio/ Visual needs as required by the EOC and the Executive Official to conduct business
7. Provide expertise, information, personnel, and equipment necessary to respond to and mitigate an interruption or intentional sabotage of data services or sustain data services required to respond to or mitigate an emergency or disaster of any type.

### County Administration

1. Ensure financial support for emergency operating and service restoration or sustainment during an event.

## INFORMATION TECHNOLOGY/CYBER

The following agencies are responsible for this Annex:

AGENCY	TITLE OF CONTACT
Livingston County Information Technology (IT)	Information Technology Chief Information Officer

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

TITLE	AGENCY
Livingston County Information Technology (IT) Infrastructure Manager	Livingston County
Livingston County Information Technology (IT) Network Administrator	Livingston County

The Livingston County Information Technology Chief Information Officer is responsible for reporting or delegating another individual from the Information Technology Department to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the Information Technology functions.

SIGNATURE OF IT DIRECTOR	DATE
Kristoffer Tobbe – Livingston County IT Director <i>Kristoffer L Tobbe</i>	06-03-2021

## ANNEX N

### TRANSPORTATION

The Livingston Essential Transportation Service (LETS) is the Livingston County Transportation Department. LETS supports transportation needs in Livingston County by providing high-quality, responsive, and safe transportation. They are able to efficiently transport citizens who are elderly, children, or who are People with Accesses and Functional Needs (PAFN). LETS is able to be utilized as an important resource during an emergency or disaster incident by supporting government agencies in the county, responders, citizens, and the Emergency Operations Center..

#### Scope

Provides buses, fuel, and personnel as needed to support transportation  
Provides transportation for response personnel and citizens  
Provide transportation for needed supplies and resources  
Provide logistic and operations support to the Emergency Operations Center  
Provides technical expertise related to transportation needs  
Provides transportation expertise related to citizens with PAFN

Primary Agency: Livingston Essential Transportation Service (LETS)

Supporting Agency: County Administration

#### Concept of Operations

1. Providing transportation service is the primary responsibility of Livingston Essential Transportation Service (LETS); however, when feasible, supporting agencies may provide supplemental assistance and resources to enable transportation for emergency service.
2. Provide and support transportation of persons to areas of safety or shelter during an emergency or disaster event.
3. Provide and support transportation for citizens that are PAFN, elderly, and/or wounded but ambulatory.
4. Assist by providing transportation away from evacuation sites.
5. Support the resource transportation needs of the EOC to include personnel and supplies.
6. Orders may be issued to reduce common public transportation service access by prohibiting the use for non-essential purposes.
7. In a WMD/terrorism event, extra security will be in place on the transport vehicle and at key service access points, for shelters, facilities/infrastructures.

## Roles and Responsibilities

### Livingston Essential Transportation Service (LETS)

1. Assist with events that create significant disruption in transportation service that may result from an emergency, disaster, or unusual political events such as a civil protest.
2. Provide monitoring procedures to ensure equipment, fuel and, personnel are maintained during an emergency.
3. Create a prioritization process for utilizing transportation services assuring PAFN and the elderly access to transportation services.
4. Assist with transport of response personnel, supplies, equipment, or other transportation related needs as request through the EOC or Emergency Management Coordinator.
5. Track and document expenses incurred during the emergency /disaster event for possible reimbursement.
6. Provide expertise, information, personnel, and equipment regarding transportation necessary to respond to and mitigate an interruption or intentional sabotage the community or an emergency/disaster of any type.

### County Administration

1. Ensure financial support for emergency operating and transportation service, restoration, or sustainment during an emergency/disaster event.



## TRANSPORTATION

The following agencies are responsible for this Annex:

AGENCY	TITLE OF CONTACT
Livingston Essential Transportation Service (LETS)	Director of Livingston Essential Transportation Service (LETS)

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

TITLE	AGENCY
Director Livingston Essential Transportation Service (LETS)	Livingston County
Deputy Director Livingston Essential Transportation Service (LETS)	Livingston County
Supervisor Livingston Essential Transportation Service (LETS)	Livingston County

The Director of Livingston Essential Transportation Service (LETS) is responsible for reporting or delegating another individual from LETS to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the Transportation functions.

SIGNATURE OF IT DIRECTOR	DATE
Greg Kellogg – Director Livingston Essential Transportation Service (LETS)	06/10/2021

*Greg Kellogg*

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## APPENDIX 1

### DAM FAILURE / FLOOD INCIDENT

Primary Agency: Drain Commissioner

Supporting Agency: Public Works – Affected Municipality, Health Department, Fire Department – Authority Having Jurisdiction, Emergency Management

#### Line of Succession

1. Drain Commissioner
2. Fire Chief – Authority Having Jurisdiction

#### Concerns

1. Flooding is the most frequent disaster that occurs in Michigan.
2. All municipalities in Livingston County may be affected by flooding.
3. There may be little or no advanced warning that flooding is imminent

#### Concept of Operations

1. Prepare for flooding/dam failure event especially if severe weather warnings or watches are issued. **(List of Livingston County Dams & Locations is on page 164 of this document)**
2. The Emergency Management Coordinator will send notification of the flooding / dam failure event to the MSP/EMHSD District Coordinator. Public alerting through RAVE should be considered. The Emergency Management Coordinator will enter the event into MI CIMS.
3. Assessment of flooding/dam failure event should focus on determining the following:
  - Impact on life safety
  - Number of injuries and/or deaths
  - Location, scope, magnitude, and expected duration of event.
  - Property, environmental, and agricultural damage incurred.
  - Impacts to critical infrastructure, facilities, and services.
  - Economic and social consequences.
  - Impacts on public health to include drinking water safety.
  - Anticipated resources needs of the response and recovery operations.
4. The EOC may be activated to support Incident Command (IC).

5. Equipment, materials, supplies and personnel will be secured through local resources and/or Mutual Aid Agreements (MAA) /Memorandums of Understanding (MOU). If local resources are exhausted, state assistance may be requested via the Emergency Management Coordinator.

#### Prevention/Mitigation

1. Avoid building in flood plain and wetland areas.
2. Promote and educate municipalities on the National Flood Insurance Program (NFIP).
3. Work with the Michigan Department of Environment Great Lakes and Energy (EGLE) to promote floodplain and shoreline management activities.
4. Ensure storm drains are cleared of any debris
5. Weed and debris management in waterways and tributaries

#### Preparedness

1. Continuously update and maintain this appendix and other flood/dam failure procedures.
2. Provide training and perform exercises specific to flooding and dam failure procedures.
3. Work with the Michigan Department of EGLE Dam Safety Program to understand risks and ensure dams are properly inspected.

#### Recovery

1. Conduct damage assessment and document to determine if disaster funds are available through state or federal assistance programs (e.g. public or individual assistance, section 19, etc.)
2. Displaced people are able to safely return to area
3. Impacted businesses are operational
4. Restoration of affected areas to their pre-flood condition.
5. Implement measures to reduce or eliminate the long-term effects of flood damage to buildings, manufactured homes, and other structures. (e.g. utilize the Flood Mitigation Assistance Program (FMAP) administered through FEMA and MSP/EMHSD, if eligible and applicable)



## Roles and Responsibilities

### Drain Commissioner

1. Notify/warn downriver properties via 911 Central Dispatch and RAVE public alert system of potential dam failure and evacuation potential
2. Coordinate with the law enforcement agency; to limit travel into the flood area as required. Restrict access to hazardous areas as required.
3. Determine residential areas and main roadways likely to be impacted.
4. Work with Road Commission and law enforcement to develop alternative traffic routes and determine priorities for maintenance and debris clearance on main roadways.
5. Work with utility company(ies) to coordinate inspections of electric, gas and water/sewage systems.
6. Provide sand bagging resources and personnel to lay sandbags around flooded areas to protect critical infrastructure
7. Assist in pumping water from buildings or other needed areas.
8. Monitor and assess the damage to dams and determine potential risks to downriver infrastructure and properties.
9. Assist in conducting damage assessment activities, including damage to bridges, culverts, streets, buildings, and dams.
10. Oversee the repair and restoration to water and sewer mains, culverts, streets and bridges.
11. Identify contractors to provide heavy and specialized equipment and support during emergencies and individuals and businesses that may lease equipment during emergencies.

### Fire Department

1. Track status and location of watercraft and other water rescue equipment, fuel and other essential supplies for use during and after the flood.
2. Coordinate with the police department and road commission and/or MDOT to develop evacuation plans and emergency access routes.
3. Perform search and rescue operations.
4. Oversee and/or assist with debris removal, with emphasis on roads that need to be cleared for emergency traffic.
5. Assist in pumping water from buildings or other needed areas.

6. Notify/warn downriver properties via 911 Central Dispatch and RAVE public alert system of potential dam failure and evacuation potential
7. Provide personnel for evacuation and door-to-door warnings.
8. Coordinate clean-up of hazardous material release that occurs as a result of flooding.

### Health Department

1. Assess flood areas for environmental contamination and sanitation concerns.
2. Provide public health information and education concerning the effects of the flood/dam failure event.
3. Assist with procurement of clean water and sanitation sources.
4. Develop public health regulations and orders. Provide this information to Michigan Department of EGLE and MDHHS

### Emergency Management

1. Notify/warn downriver properties via 911 Central Dispatch and RAVE public alert system of potential dam failure and evacuation potential
2. Activate the local EOC and notify response agencies.
3. Establish and maintain contact with the MSP/EMHSD District Coordinator, State Emergency Operations Center (SEOC), and other state facilities as needed.
4. Request state assistance, if necessary
5. Present coordinated and accurate information to the public, including downriver properties, regarding flooding and dam failure.
6. Once EOC activated, coordinate with IC and IMT for needed resources
7. Once EOC activated, coordinate with the ARC, United Way, Salvation Army, OLHSA and other organizations for sheltering, canteening and other needs.
8. Once EOC activated, coordinate disaster debris clearance and management activities, as required.
9. Once EOC activated, coordinate damage assessment activities and complete the Damage Assessment (DA) board in the MI CIMS. This includes damage to bridges, streets, buildings, dams, public buildings, and other infrastructure.

## DAM FAILURE / FLOOD INCIDENT


The following agencies are responsible for this Appendix:

AGENCY	TITLE OF CONTACT
Drain Commissioner	Drain Commissioner
Department of Public Works – Affected Municipality	Director
Authority Having Jurisdiction	Fire Chief

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

TITLE	AGENCY
Drain Commissioner	Drain Commissioner
Director	Department of Public Works
Fire Chief	Authority Having Jurisdiction

The Livingston County Drain Commissioner or his/her designated representative, is responsible for reporting or delegating another individual from their agency to report to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies, or disasters to coordinate and represent the flood/dam failure incident functions.

SIGNATURE OF FLOOD/DAM FAILURE INCIDENT OFFICIAL	DATE
Brian Jonckheere – Livingston County Drain Commissioner 	6/8/2021

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## APPENDIX 2

### HAZARDOUS MATERIALS INCIDENT

Primary Agency: Fire Department – Authority Having Jurisdiction

Supporting Agency: HazMat Team, Health Department, Emergency Management

#### Line of Succession

1. Fire Chief – Authority Having Jurisdiction
2. HazMat Team
3. Health Department

#### Concerns

1. All municipalities in Livingston County may be affected by a hazmat emergency.
2. There may be little or no advanced warning of a hazmat incident.
3. Extreme caution must be used because of the nature of hazmat products.

#### Concept of Operations

1. If appropriate, notify/warn downwind/downriver properties via 911 Central Dispatch and RAVE public alert system of potential danger of the hazmat and advise appropriate protective measure.
2. The disposal of hazardous wastes will be in accordance to state and federal regulations.
3. Proposals for sheltering and mass care facility locations will be assessed to ensure that they are upwind or out of range of hazardous materials release.
4. If a hazmat incident occurs at a private facility or by a private carrier, the owner/operator is required to notify the local, state, and federal government (\*See Attachment C for SARA Title III Active Site List).
5. Notification of event hazardous materials event should be sent to the MSP/EMHSD District Coordinator and entered into the MI CIMS by the Emergency Management Coordinator, as appropriate.
6. The party responsible for the release is also responsible for the proper containment and cleanup, under the supervision of the Michigan Department of EGLE.
7. The local government is responsible for initial emergency response and incident command. First responders initially assess and classify the incident.
8. EOC may be activated to support to the IC and/or IMT
9. Equipment, materials, supplies and personnel will be secured through local resources and/or Mutual Aid Agreements (MAA) / Memorandums of Understanding (MOU). If local resources are exhausted, state assistance may be requested through the EOC.

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#### Prevention/Mitigation

1. Hazmat incidents will be mitigated by updating or creating community focused emergency procedures for SARA title III sites.

#### Preparedness

1. Continuously update and maintain this annex and other hazmat procedures (e.g. Sara Title III plans).
2. Provide training and perform exercises specific to hazmat incidents.
3. Training in handling hazardous materials incidents will be on-going and includes individuals from the fields of fire suppression, hazmat, EMS, and law enforcement.
4. The Local Emergency Planning Committee (LEPC) will stay in operation and meet four times a year to ensure adequate public safety.
5. Evacuation routes are identified and can be provided to the general public.

#### Recovery

1. Determine that the incident has been stabilized and is no longer a threat to life, property, and the environment.
2. Oversee re-entry into evacuated areas, release traffic controls and provide other support elements for re-entry.
3. Ensure clean-up operations are coordinated and completed through EGLE.
4. Recover costs of response & clean-up, if applicable.

#### Roles and Responsibilities

##### Fire Department

1. Deploy Livingston County HazMat Team
2. Notify/warn downriver properties via 911 Central Dispatch and RAVE public alert system, if appropriate.
3. Ensure that first responders have appropriate Personal Protective Equipment (PPE).
4. Inspect possible sources of contamination.
5. Provide technological assistance and liaison with other agencies or organizations for the remediation of hazardous waste and other contamination.
6. Disseminate information to the Emergency Operations Center (EOC) and Public Information Officer (PIO) on hazardous material releases issues.

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7. Coordinate fire and rescue operations and control fires.
8. Provide personnel for evacuation and door-to-door warnings.
9. Set up decontamination area for emergency responders and victims.

#### Drain Commissioner

1. Evaluate inland water conditions and make recommendations to fire chief on response actions.
2. Provide heavy equipment and diking materials to support the fire department's response to hazardous materials incidents.

#### Health Department

1. Monitor and evaluate environmental health risks from hazmat releases.
2. Inspect food and water supplies for possible contamination as a result of hazardous materials incidents.
3. Identify conditions that have the potential for causing long-term or widespread health problems. Develop and enforce disease control, emergency health and sanitation standards.
4. Provide public health information and education concerning the effects of the hazmat incident.
5. Develop public health regulations and orders and provide to Michigan Department of EGLE and MDHHS.

#### Emergency Management

1. Establish and maintain contact with the MSP/ EMHSD District Coordinator, SEOC, and other state agencies as appropriate.
2. Activate the Emergency Operations Center (EOC) and notify response agencies.
3. Request state assistance / resources, if necessary.
4. Present coordinated and accurate information to the public via the designated PIO, RAVE public alerting system and local media outlets.
5. Ensure shelters and mass care facility locations are upwind or out of range of hazmat release.
6. Assist with contact of companies certified to assist with clean-up efforts.
7. Contact the EGLE Pollution Emergency Alerting System (PEAS) hotline - 1-800-292-4706.

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### HAZMAT INCIDENT

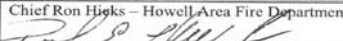
The following agencies are responsible for this Appendix:

AGENCY	TITLE OF CONTACT
Brighton Area Fire Department	Chief
Fowlerville Fire Department	Chief
Green Oak Township Fire Department	Chief
Hamburg Township Fire Department	Chief
Hartland Area Fire Department	Chief
Howell Area Fire Department	Chief
Putnam Township Fire Department	Chief
Unadilla Township Fire Department	Chief

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

TITLE	AGENCY
Chief	Authority Having Jurisdiction
Deputy Chief	Authority Having Jurisdiction
Director/Health Officer	Health Department

The Fire Chief or his/her designated representative, is responsible for reporting or delegating another individual from their agency to report to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the HazMat incident functions.

SIGNATURE OF HAZMAT INCIDENT OFFICIAL	DATE
Chief Ron Hicks – Howell Area Fire Department 	6/10/21

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### APPENDIX 3

#### SEVERE WEATHER EVENT

Primary Agency: Fire Department – Authority Having Jurisdiction

Supporting Agency: Health Department, Law Enforcement, Emergency Management, Road Commission

##### **Line of Succession**

1. Fire Chief – Authority Having Jurisdiction
2. Deputy Fire Chief – Authority Having Jurisdiction
3. Sheriff or Police Chief of Authority Having Jurisdiction

##### **Concerns**

1. All municipalities in Livingston County may be affected by a severe weather event.
2. There may be little advanced warning of a severe weather event and some people may ignore the severe weather warning.
3. Response and recovery efforts may be hampered due to critical infrastructure being destroyed and main roadways being blocked by debris.
4. Responders may have critical needs of their own due to the severe weather event.

##### **Concept of Operations**

1. The Emergency Alert System (EAS) will broadcast weather watches and warnings issued by the National Weather Service (NWS)
2. Notification of the event should be sent to the MSP/EMHSD District Coordinator (DC) and entered into the MI CIMS.
3. Assessment of severe weather should focus on determining the following:
  - Location, scope, magnitude, and expected duration of event.
  - Number of injuries and/or deaths.
  - Impacts to critical infrastructure, facilities, and services.
  - Economic and social consequences.
  - Property, environmental, and agricultural damage incurred.
  - Anticipated resources needs of the response and recovery operations.
4. The EOC may be activated to support to the I. C.

5. Equipment, materials, supplies and personnel will be secured through local resources and/or Mutual Aid Agreements (MAA) / Memorandums of Understanding (MOU). If local resources are exhausted, state assistance may be requested through the Emergency Management Coordinator.

##### **Prevention/Mitigation**

1. Educate public on severe weather warning systems, home safety, personal preparedness kits, checklists, evacuation routes, and weather safety procedures.
2. Publicize Severe Weather Awareness Week and Winter Weather Hazards Awareness Week.

##### **Preparedness**

1. Promote the “DoIThing” concept to citizens to ensure citizen preparedness.
2. Continuously update, maintain, train, and exercise this annex and other severe weather plans, policies, and procedures.
3. Develop the public alert system through RAVE and ensure that People with Access and Functional Needs (PAFN) are able to receive the message. Test emergency communications systems on a regular basis.
4. Encourage citizens and businesses to sign up for the Public Alerting System via RAVE
5. Monitor weather reports.
6. Participate in the annual statewide tornado drill once a year during severe weather awareness week (in March).
7. Maintain tornado sirens and protocol to utilize them. Collaborative effort between fire departments, Central Dispatch, and Emergency Management
8. Review local agency inventory lists and availability of road-clearing equipment, four wheel-drive vehicles, emergency generators, fuel, chainsaws, etc.
9. Recognize the need and pre-position equipment such as snow/debris-clearing equipment, generators, light sets, fuels.

##### **Recovery**

- a. Conduct debris removal activities.
- b. Verify that essential services have been restored.
- c. Provide public information regarding safe re-entry to damaged and/or evacuated areas.
- d. Conduct damage assessment and determine if any possible disaster funds are available through state or federal assistance (e.g. public or individual assistance, section 19, etc.)

##### **Roles and Responsibilities**

###### **Road Commission**

1. Review resource inventory lists. Provide equipment, personnel, as requested.
2. Assist with damage assessment, including damage to bridges, streets, buildings, dams, etc.
3. Oversee the repair and restoration of main roadways and important travel routes.
4. Assist with debris removal, priority focus on roads that need clearing for emergency traffic.
5. Identify contractors who can provide heavy and specialized equipment support during emergencies and individuals and businesses that may lease equipment during emergencies.

###### **Fire Department**

1. Conduct search and rescue operations.
2. Provide personnel for route evacuation and door-to-door warnings.
3. Conduct debris removal activities as needed.
4. Fire suppression.
5. Keep perimeter for downed power lines.
6. Assist with damage assessment.

###### **Health Department**

1. Provide public health information and education concerning the effects of the severe weather event.
2. Inspect food and water supplies after severe weather event, especially after a prolonged power disruption.
3. Develop public health regulations and orders. Provide this information to Michigan Department of EGLE and MDHHS.
4. Assist with damage assessment.

###### **Law Enforcement**

1. Conduct search and rescue operations
2. Assist in damage assessment.
3. Establish road closures and evacuation routes.



4. Assist with evacuations.
5. Provide traffic and crowd control.
6. Patrol and provide security to prevent of looting from affected areas.
7. Enforce criminal laws and other regulations.
8. Provide security as requested by the EOC
9. Report road closure and debris location to assist agencies with debris management.

#### **Emergency Management**

1. Establish and maintain contact with the MSP/ EMHSD District Coordinator (DC), SEOC, and other state facilities.
2. Activate the EOC if necessary and notify response agencies.
3. Request state assistance, if necessary
4. Present coordinated and accurate information to the public via media and social media outlets.
5. Coordinate with the American Red Cross (ARC), Salvation Army, OHLSA, and United Way for sheltering, canteening and other support needs.
6. Coordinate debris clearance and management as required.
7. Coordinate damage assessment activities and complete the Damage Assessment board in the MI CIMS.

#### **SEVERE WEATHER INCIDENT**

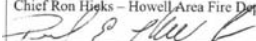
The following agencies are responsible for this Appendix:

AGENCY	TITLE OF CONTACT
Fire Department – Authority Having Jurisdiction	Chief
Livingston County Sheriff's Office or Police Department	Sheriff or Police Chief of Authority Having Jurisdiction

The line of succession for representing the severe storm incident functions during a response to an emergency or disaster situation.

TITLE	AGENCY
Chief	Authority Having Jurisdiction
Deputy Fire Chief	Authority Having Jurisdiction
Sheriff or Police Chief	Livingston County Sheriff's Office or Authority Having Jurisdiction

The Howell Area Fire Department Chief is responsible for reporting or delegating another individual from their agency to report to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the severe storm incident functions.

SIGNATURE OF SEVERE WEATHER INCIDENT OFFICIAL	DATE
Chief Ron Higgs – Howell Area Fire Department 	6/10/21

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#### **APPENDIX 4**

#### **WEAPONS OF MASS DESTRUCTION (WMD) & TERRORISM CONSIDERATIONS**

WMD and Terrorism (both foreign & domestic) can and will take many forms: bombings, arson, infrastructure attacks (on water, electric, gas, or telecommunications systems), mass shootings, cyber failure or disruption, transportation attacks (hijacking, bombing, sabotage) and common law torts.

Primary Agency: Law Enforcement

Supporting Agency: Fire Department, EMS, Health Department, Emergency Management

#### **Line of Succession**

1. Law Enforcement

#### **Concerns**

1. Multiple and simultaneous events may occur to escalate fear and panic amongst the public. A single event may occur in an attempt to influence the outcome of a second event.
2. Responders are at higher risk of becoming casualties because some CBRNE agents are not readily detectable or identifiable. Emergency responders may also be targets for secondary devices or attacks.
3. There may be a strong reaction from the public with WMD or terrorist incidents.
4. Support facilities and systems, such as utilities, communications, hospitals, schools and other critical infrastructures may be targets.
5. Media attention will be swift and intense. Timely and accurate public information will be necessary to keep citizens informed regarding safety, reunification, and other pertinent needs.

#### **Concept of Operations**

1. The EOC will be activated to support to the Unified Incident Command (UIC)
2. Direction and control will originate from the Emergency Operations Center (EOC).
3. A Unified Incident Command will be established. Incident Management Team will assist as requested
4. Once a terrorism incident is suspected, notifications will immediately be made to the state and federal law enforcement agencies.
5. Notification of the event should be sent to the MSP/EMHSD District Coordinator (DC) and entered into MI CIMS. The local FBI field office shall also be contacted.



6. Local law enforcement, in conjunction with the MSP, FBI and other pertinent law enforcement elements, should complete a joint threat assessment to:
  - Promote interagency collaboration by coordinating criminal investigative intelligence relating to the WMD/terror attack.
  - Enable the jurisdiction to better focus their prevention, protection and preparedness efforts to reduce the likelihood of a secondary attack
  - Identify dangers likely to increase the threat, create cascading events, or endanger responders.
7. Equipment, materials, supplies and personnel will be secured through local resources and/or Mutual Aid Agreements (MAA) / Memorandums of Understanding (MOU). If local resources are exhausted, state assistance may be requested.

#### **Prevention**

1. State and local law enforcement agencies will share information and intelligence concerning potential acts of terrorism to eliminate the threat or minimize the impact on the community.
2. Identify, discover, or locate threats through active and passive surveillance and search procedures. To include intelligence analysis, especially prior to a notable local event.
3. Determine the means and method of the terrorist act to include the preparation of the act, in an effort to prevent the initial act or secondary acts.
4. Promote the See Something, Say Something campaign, The Seven Signs of Terrorism, and encourage the reporting of suspicious activity and behavior to 911 or the Michigan State Police (MSP) Michigan Intelligence Operations Center (MIOC) by the public.  
<http://michigan.gov/mioc>

#### **Mitigation**

1. The MSP-MIOC and Detroit & Southeast Michigan Information and Intelligence Center (DSEMIIC), and other law enforcement agencies will provide pertinent information for emergency responders, appointed and elected officials, health care professionals, hospitals, schools, utility companies, and individuals working in Critical Infrastructure & Key Resources (CIKR) sectors as it relates to potential domestic or foreign terror activities.

#### **Preparedness**

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

#### **Recovery**

1. Provide critical incident stress counseling and support for victims and responders.
2. Inspect the incident site or building for safety and decontaminate, if necessary.
3. Resume community functions.

#### **Roles and Responsibilities**

##### **Law Enforcement/Public Safety**

1. Respond to all reports of terrorist incidents to determine the nature and scope of the incident. Locate and neutralize active threat if present.
2. Ensure LE responders have appropriate equipment and Personal Protective Equipment (PPE).
3. Identify the type of agent or devices used and determine the nature of the incident.
4. Notify emergency personnel, including medical facilities, of the danger and anticipated casualties. This may be done directly or via Central Dispatch.
5. Notify appropriate state and federal agencies.
6. Establish site security areas and hazard exclusion zones to preserve and protect scene for investigation.
7. Work with fire service to conduct evacuations.
8. Ensure scene security and evidence preservation pending arrival of the Federal Bureau of Investigation (FBI). Assist the FBI and other investigative authorities in determining responsibility.
9. Establish access control into and out of crime scene. Protect and secure critical infrastructure as needed.
10. Provide security for Command Post (CP) and EOC.
11. Provide a representative for the EOC to coordinate with other agencies for support and resource requests.

##### **Livingston County EMS**

1. Provide medical care and transport for injured. Establish triage in a mass casualty event.
2. Monitor emergency personnel and general public for exposure to chemical, biological and radiological agents.
3. Track and report the transportation of patients / victims to medical facilities.

4. Identify and perform appropriate decontamination procedure and/or treatment if able.

##### **Health Department**

1. Perform environmental damage assessment.
2. Issue a quarantine period if a biological attack occurred.
3. Monitor water and food contamination
4. Provide health information to public on health impact from the event

##### **Fire Department**

1. Coordinate fire and rescue operations as necessary.
2. Assist in searching for secondary explosive devices.
3. Lead search and rescue operations.
4. Work with law enforcement to conduct evacuations.
5. Set up decontamination area and system for emergency responders and victims. Carry out initial decontamination for victims; this may be for a large number of people.
6. Provide assessment and information on hazardous material.

##### **Emergency Management**

1. Active the EOC and Joint Information Center (JIC) and coordinate with other jurisdictions including state and federal entities.
2. Establish and maintain contact with the MSP/ EMHSD District Coordinator (DC), SEOC, and MIOC.
3. Support multi-agency response operations through the EOC
4. Issue public safety information and warning information to the public via the JIC.
5. Keep executive level officials updated and advised on the event, response, and operations.
6. Facilitate the arrival of government and executive officials to assess the event.
7. Support and document damage assessment, loss of life, resources requests, etc., update all information pertinent to the event in the MICIMS system.
8. Support resource needs and requests as required for the responder and response.
9. Facilitate the documentation of costs related to the response through the finance function of the EOC

#### **WMD & TERRORISM INCIDENT**

The following agencies are responsible for this Appendix:

AGENCY	TITLE OF CONTACT
Michigan State Police, Brighton Post (MSP12)	Post Commander
Livingston County Sheriff's Office	Sheriff
Brighton Police Department	Chief
Fowlerville Police Department	Chief
Green Oak Township Police Department	Chief
Hamburg Township Police Department	Chief
Howell Police Department	Chief
Huron-Clinton Metropolitan Authority Police Department	Chief
Pinckney Police Department	Chief
Unadilla Township Police Department	Chief

The line of succession for representing the WMD and terrorism incident functions during a response to an emergency or disaster situation is:

TITLE	AGENCY
Post Commander	Michigan State Police

Law Enforcement is responsible for reporting or delegating another individual from their agency to report to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the Weapons of Mass Destruction (WMD) and terrorism incident functions.

SIGNATURE OF WMD AND TERRORISM INCIDENT OFFICIAL	DATE
 F/Lt. Joel Allen Digitally signed by Joel J. Allen Date: 2021.06.08 16:38:33 -04'00'	



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**APPENDIX 5**

**CATASTROPHIC INCIDENT**

Any natural or manmade incident, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic incident could result in sustained 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 such an extent that national security could be threatened.

Primary Agency: Fire Department – Authority Having Jurisdiction

Supporting Agency: Law Enforcement, EMS, Medical Examiner's Office, Emergency Management

**Roles and Responsibilities**

**Fire Department**

1. Utilize unified incident command and the IMT.
2. Assist in searching for safety issues that may cause cascading events.
3. Provide hazmat response capabilities to incidents involving hazardous materials.
4. Contain and control all hazards at the scene.
5. Conduct arson investigation if arson is suspected. Collaborate with law enforcement.
6. Assist with perimeter control and protection of potential crime scene.
7. Assist in evacuation of the public, to include assistance at reunification center if needed.
8. Assist law enforcement with traffic control and rerouting, if requested.
9. Assist in recovery and identification of victims.
10. Provide structural safety inspections.
11. Determine resource needs and advise the IMT or EOC.

**Law Enforcement**

1. Lead search for secondary explosive devices.
2. Conduct arson investigation if arson event has occurred. Collaborate with fire service.

3. Provide perimeter control and protection of potential crime scene.
4. Assist in evacuation of the public, to include assistance / security at reunification center.
5. Traffic control and rerouting.
6. Investigate incident and provide intelligence information to state and federal officials.
7. Assist in recovery and identification of victims.

**Livingston County EMS**

1. Coordinate with Medical Examiner's Office with the operation of an incident morgue.
2. Identify additional resources, i.e., body bags, refrigeration, etc...
3. Transportation and tracking of victims to medical centers.
4. Treatment and monitoring of responders and ambulatory victims.
5. Assist in recovery and identification of victims.

**Medical Examiner's Office**

1. Request set-up of temporary morgue.
2. Provide resources for casualty collection.
3. Assist in recovery and identification of victims.
4. Contact mortuary services and tracking of deceased.
5. Identify additional resources, i.e., body bags, refrigeration, etc...
6. Next-of-kin notification/release of body

**Emergency Management**

1. Active the EOC and Joint Information Center (JIC) and coordinate with other jurisdictions including state and federal entities.
2. Establish and maintain contact with the MSP/ EMHSD District Coordinator (DC), SEOC, and MIOC.
3. Support multi-agency response operations through the EOC
4. Issue public safety information and warning information to the public via the JIC.
5. Keep executive level officials updated and advised on the event, response, and operations.

6. Facilitate the arrival of government and executive officials to assess the event.
7. Support and document damage assessment, loss of life, resources requests, etc., update all information pertinent to the event in the MICIMS system.
8. Support resource needs and requests as required for the responder and response.
9. Facilitate the documentation of costs related to the response through the finance function of the EOC

**CATASTROPHIC INCIDENT**

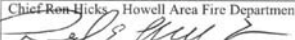
The following agencies are responsible for this Appendix:

AGENCY	TITLE OF CONTACT
Fire Departments – Authority Having Jurisdiction	Chief
Law Enforcement – Authority Having Jurisdiction	Chief
Emergency Management	Director

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

TITLE	AGENCY
Fire Chief	Authority Having Jurisdiction
Police Chief	Authority Having Jurisdiction
Director	Livingston County EMS

The lead catastrophic incident official(s) for the authority having jurisdiction is responsible for reporting or delegating another individual from their agency to report to the Emergency Operations Center (EOC) during scheduled exercises (when applicable), emergencies or disasters to coordinate and represent the catastrophic incident functions.

SIGNATURE OF CATASTROPHIC INCIDENT OFFICIAL	DATE
Chief Ron Hicks - Howell Area Fire Department 	6/10/21



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## ATTACHMENT A:

### Emergency Support Functions (ESFs) National Response Framework (NRF)

#### ESF #1 – Transportation

ESF Coordinator: Department of Transportation

- Aviation/airspace management and control
- Transportation safety
- Restoration and recovery of transportation infrastructure
- Movement restrictions
- Damage and impact assessment

#### ESF #2 – Communications

ESF Coordinator: Department of Homeland Security (National Communications System)

- Coordination with telecommunications and information technology industries
- Restoration and repair of telecommunications infrastructure
- Protection, restoration, and sustainment of national cyber and information technology resources
- Oversight of communications within the Federal incident management and response structures

#### ESF #3 – Public Works and Engineering

ESF Coordinator: Department of Defense (U.S. Army Corps of Engineers)

- Infrastructure protection and emergency repair
- Infrastructure restoration
- Engineering services and construction management
- Emergency contracting support for life-saving and life-sustaining services

#### ESF #4 – Firefighting

ESF Coordinator: Department of Agriculture (U.S. Forest Service)

- Coordination of Federal firefighting activities
- Support to wildland, rural, and urban firefighting operations

#### ESF #5: Information and Planning

ESF Coordinator: DHS (FEMA)

- Collects, analyzes, processes, and disseminates information about a potential or actual incident
- Conducts planning activities

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

ESF Coordinator: Department of Homeland Security (Federal Emergency Management Agency)

- Mass care
- Emergency assistance
- Disaster housing
- Human services

#### ESF #7 – Logistics Management and Resource Support

ESF Coordinators: General Services Administration and Department of Homeland Security (Federal Emergency Management Agency)

- Comprehensive, national incident logistics planning, management, and sustainment capability
- Resource support (facility space, office equipment and supplies, contracting services, etc.)

#### ESF #8 – Public Health and Medical Services

ESF Coordinator: Department of Health and Human Services

- Public health
- Medical
- Mental health services
- Mass fatality management

#### ESF #9 – Search and Rescue

ESF Coordinator: Department of Homeland Security (Federal Emergency Management Agency)

- Life-saving assistance
- Search and rescue operations

#### ESF #10 – Oil and Hazardous Materials Response

ESF Coordinator: Environmental Protection Agency

- Oil and hazardous materials (chemical, biological, radiological, etc.) response
- Environmental short- and long-term cleanup

#### ESF #11 – Agriculture and Natural Resources

ESF Coordinator: Department of Agriculture

- Nutrition assistance
- Animal and plant disease and pest response
- Food safety and security
- Natural and cultural resources and historic properties protection
- Safety and well-being of household pets

#### ESF #12 – Energy

ESF Coordinator: Department of Energy

- Energy infrastructure assessment, repair, and restoration
- Energy industry utilities coordination
- Energy forecast

#### ESF #13 – Public Safety and Security

ESF Coordinator: Department of Justice

- Facility and resource security
- Security planning and technical resource assistance
- Public safety and security support
- Support to access, traffic, and crowd control

#### ESF #14: Long-Term Community Recovery

Superseded by the National Disaster Recovery Framework

\*Notation\* - Long-Term Community Recovery was superseded by the National Disaster Recovery Framework (NDRF). For guidance on long-term community recovery, please refer to the NDRF, <http://www.fema.gov/national-disaster-recovery-framework> Refer to this link for more information on ESF #14: <http://www.fema.gov/media-library/assets/documents/32222?id=7368>

#### ESF #15 – External Affairs

ESF Coordinator: Department of Homeland Security

- Emergency public information and protective action guidance
- Media and community relations
- Congressional and international affairs
- Tribal and insular affairs







## ATTACHMENT D:

### GLOSSARY OF INCIDENT MANAGEMENT TERMS AND ACRONYMS

**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 After Action Report (AAR) captures observations of an exercise and makes recommendations for post-exercise improvements; and an Improvement Plan (IP), which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for completion.

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

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

**AREA COMMAND (UNIFIED AREA COMMAND)** – An organization established to 1) to oversee the management of multiple incidents that are each being handled by an Incident Command System (ICS) organization or 2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an Emergency Operations Center (EOC) facility or at some location other than an Incident Command Post (ICP).

**BIOLOGICAL AGENTS** – Living organisms or the toxic materials derived from them that cause disease or harm to humans, animals or plants, or cause deterioration or 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 severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic incident could result in sustained 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 such an extent that national security could be threatened.

**CENTERS FOR DISEASE CONTROL (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 ELECTED OFFICIAL (CEO)** – The individual elected, either by electorate or by his/her elected peers to be in charge of managing a county of municipality and that is responsible for the review and approval of the EOP and all changed by to the document.

**COMMAND STAFF** – In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**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.

**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.

**CHEMICAL AGENTS** – A chemical substance that is intended for use in military operations to kill, seriously injure, or incapacitate people through its physiological effects. The agent may be employed as a vapor, aerosol, or liquid; it can be a casualty/toxic agent or an incapacitating agent.

**CONSEQUENCE MANAGEMENT** – Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism.

**CONTAMINATION** – The deposit of chemical, biological or radiological 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 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 emergency management program. Also commonly called County or Local “Emergency Manager.”

**CREDENTIALING** – The authentication and verification of the certification and identity of designated incident managers and emergency responders.

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

**CRISIS MANAGEMENT** – Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

**CRITICAL INFRASTRUCTURE** – Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

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

**DAMAGE ASSESSMENT** – The systematic process of determining and appraising the nature and extent of the loss, suffering, or harm to a community resulting from and 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.

**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.

**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, 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 terrorists activities, riots, or civil disorders, as defined in 1976 PA 390, as amended.

**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.

**DISASTER RECOVERY CENTER (DRC)** – A facility established within or near the disaster area at which disaster victims (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.

**DISASTER RELIEF FORCES** – All agencies of state, county and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons having duties or responsibilities under 1976 PA 390, as amended, or pursuant to a lawful order or directive authorized under this act.

**DISTRICT COORDINATOR** – The Michigan State Police Emergency Management and Homeland Security Division employee serving at any of eight State Police District Headquarters, whose primary job is to work directly with local communities on emergency management 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 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 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 was first introduced in 1993 and the National Emergency Management Association (NEMA) administers the program on behalf of the member states. The EMAC is an arrangement of the states, by the states, and for the states. It addresses all the issues associated with the requesting assistance, reimbursement of services, workman’s compensation insurance, and liability in advance of a disaster. (In January 2001 Michigan became the 43<sup>rd</sup> state to join the EMAC.)

**EMERGENCY MANAGEMENT COORDINATOR (EMC)** – The person appointed pursuant to 1976 PA 390, as amended, to coordinate emergency management activities for an emergency management program.

**EMERGENCY MANAGEMENT AND HOMELAND SECURITY DIVISION (EMHSD/MSP)** – The division within the Department of State Police that coordinates the homeland security and emergency management activities (prevention/mitigation, preparedness, response and recovery) of state and local government maintains the Michigan Emergency Management Plan. 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 emergency management program. 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 emergency management program 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, county, city, or tribal), or by some combination thereof.

**EMERGENCY OPERATIONS PLAN (EOP)** – The plan developed and maintained by an emergency management program as a counterpart to the Michigan Emergency Management Plan for the purpose of organizing and coordinating the emergency management 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. (Note: in EMD/MSP Publication 201 – “Local Emergency Planning Workbook,” EOPs are referred to as “Emergency Action Guidelines” or “EAGs.” Although differing slightly in format and level of content, EOPs and EAGs are, for all intents and purposes, identical documents.)

**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 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 victims 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. The Michigan Emergency Management Plan (MEMP) has eight ESFs and the National Response Framework (NRF) has a total of 14 ESFs.

**ESSENTIAL RESOURCE** – Any facility, supply, or piece of equipment considered vital to emergency operations and which should be protected either by movement away from a direct risk or securing it in place.

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

**EXECUTIVE ORDER 1998-5** – A Michigan Executive Order issued by Governor John Engler on July 29, 1998 that established the Michigan Hazard Mitigation Coordinating Council (MHMCC) and assigned administrative functions associated with the council to the Emergency Management Division, Department of State Police.

**EXECUTIVE DIRECTIVE 2002-1** – A Michigan Executive Directive issued by Governor John Engler on January 24, 2002 that 1) designated the State Director of

Emergency Management as the State Director of Homeland Security, 2) designated the Emergency Management Division, Department of State Police as the focal point for homeland security issues in Michigan. 3) redefined the mission of the Michigan Homeland Security Task Force, and 4) directed state agencies to actively support the Task Force and its ongoing activities. (Note: ED 2002-1 was repeated by Executive Order 2003-6 – see below.)

**EXECUTIVE ORDER 2003-6** – A Michigan Executive Order issued by Governor Jennifer Granholm on April 15, 2003 that established 1) the office of Assistant Adjutant General for Homeland Security (within the Department of Military and Veterans Affairs) to advise the Governor and state agency directors on the development of homeland security policies, programs and procedures, 2) the Michigan Homeland Protection Board (within the Department of State Police) to develop, implement and revise a state homeland security strategy, and 3) the Michigan Homeland Security Council to advise the Board and provide input, advice and recommendation on homeland security issues. EO 2003-6 also abolished the Michigan Homeland Security Task Force established by Executive Directive 2002-1, re-affirmed the existing homeland security roles and responsibilities within the Department of State Police, and directed state agencies to actively participate in state homeland security efforts.

**EXECUTIVE DIRECTIVE 2005-9** – A Michigan Executive Directive issued by Governor Jennifer Granholm on September 29, 2005 that adopted the National Incident Management System (NIMS) as the state standard for incident management in Michigan.

**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 COORDINATING OFFICER (FCO)** – The federal officer appointed by the President to manage federal resource support activities related to Stafford Act major disasters and emergencies – including the provision of individual assistance, public assistance, and hazard mitigation assistance. The FCO is responsible for coordinating the timely delivery of federal disaster assistance resources and programs to the affected state and local governments, individuals and families, and private sector.

**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 the federal Department of Homeland Security.

**FEDERAL RESOURCE COORDINATOR (FRC)** – The Federal official appointed to manage federal resource support activities related to non-Stafford Act incidents. The FRC



is responsible for coordinating support from other federal departments and agencies using interagency agreements and memorandums of understanding.

**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 two 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 nongovernmental organizations.

**GENERAL SHELTER AREA** – The “General Shelter Area” comprises all of the area outside the two psi ring of a nuclear attack aiming point. The primary threat in this area is fallout radiation with a potential one-week unprotected radiation dose range from 3,000R to 6,000R. Protective fallout shelter with a protection factor of PF40 or better is a necessity for all persons. The primary shelter source would be home basements and national fallout shelter survey facilities.

**GENERAL STAFF** – A group of incident management personnel organized according to function and reporting to the Incident Commander. 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.

**HOMELAND SECURITY PRESIDENTIAL DIRECTIVE (HSPD)-3** – A Presidential directive issued on March 11, 2002, that established policy for the creation of the Homeland Security Advisory System (HSAS) to provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to federal, state and local authorities and to the American people. The HSAS provides warnings in the form of a set of graduated “Threat Conditions” as the risk increases. At each Threat Condition, federal departments and agencies are responsible for implementing a corresponding set of protective measures to further reduce vulnerability or increase response capability during a period of heightened alert.

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 Incident Commander 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.

**INFRASTRUCTURE** – The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communication systems, dams, sewage systems, and roads.

**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 Joint Information Center (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. (Note: JIC is the preferred name; JPIC is now obsolete.)

**JOINT OPERATIONS CENTER (JOC)** – A Federal Bureau of Investigation (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

**HOMELAND SECURITY PRESIDENTIAL DIRECTIVE (HSPD)-5** – A Presidential directive 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 National Incident Management System (NIMS). Refer to the National Incident Management System and National Response Framework (NRF) definitions for additional information.

**HOMELAND SECURITY PRESIDENTIAL DIRECTIVE (HSPD)-7** – A presidential directive 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 and to protect them from terrorist attacks. (Note: the State of Michigan is actively involved in the critical infrastructure protection process. Refer to the Weapons of Mass Destruction Attack Procedures section.)

**HOMELAND SECURITY PRESIDENTIAL DIRECTIVE (HSPD)-8** – A Presidential directive issued on December 17, 2003, that established policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of Federal preparedness assistance to states and local governments, and outlining actions to strengthen preparedness capabilities of federal, state and local entities.

**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 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 o 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

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 Consequence Management Group consists of representatives from federal, state and local consequence management organizations to address pre-release and post-release consequence operations. 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 (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), 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. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**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 (pursuant to 1976 PA 390, as amended), when circumstances indicates 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 DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT (MDARD)** – 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 ENVIRONMENT GREAT LAKES, & ENERGY (EGLE)** – 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 CRITICAL INCIDENT MANAGEMENT SYSTEM (MI CIMS)** - Is a statewide, secure system that provides specialized tools for managing crisis information and emergency response, as well as non-emergency events. It also provides real time information to authorized users anywhere internet access is available with permissions based on incidents and positions.

**MICHIGAN'S EMERGENCY MANAGEMANET ACT (PA 390)** – 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 (including those available through local/regional mutual aid or reciprocal aid compacts or agreements), or its resources are inadequate or overwhelmed in response to a threat or event being faced, and it requires additional resources (provided in a timely manner) to protect public health and safety, property or the environment. (The EMHSD/MSP administrators 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 Emergency Management Division, Department of State Police, pursuant to 1976 PA 390, as amended, for the purpose of

Operations Center, as described in the Direction and Control ESF of the MEMP, is compatible with the NIMS as currently developed.)

**NATIONAL RESPONSE FRAMEWORK (NRF)** – The framework developed by the federal Department of Homeland Security (DHS), pursuant to Homeland Security Presidential Directive (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 National Incident Management System (NIMS), which provides a standardized framework for incident management at all jurisdictional levels-regardless of the cause, size or complexity of the incident.

**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.

**NONGOVERNMENTAL ORGANIZATIONS (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.

**PEOPLE WITH ACCESS AND FUNCTIONAL NEEDS (PAFN)** – segments of the general population that are in need of medical care services, sheltering, and/or quarantine that may require collaborative and protective planning on the part of many service agencies.

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

**PLANNED EVACUATION AREA** – The “Planned Evacuation Area” is defined by known land features (streets, railroads, rivers, etc.) from the center of a nuclear attack aiming point (ground zero), cover an approximately circular area of devastation and includes the shockwave, thermal (heat) energy and radiation. Topography and weather conditions will affect the evacuation area. This area is further divided into sectors or zones to facilitate evacuation, population estimates, route designations, and shelter area identification.

**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.

coordinating the homeland security and emergency management activities of prevention, mitigation, preparedness, response and recovery within the state.

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

**MICHIGAN MORTUARY RESPONSE TEAM (MI-MORT) / DISTASTOR MORTUARY RESPONSE TEAMS (DMORT)** – Special team that provides victim identification and mortuary services. Teams include private citizens with particular fields of expertise.

**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 executives or their appointed representatives, 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 Multi-agency Coordination System.

**MUTUAL AID AGREEMENT** – 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 Homeland Security Presidential Directive (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 (which includes terrorist attacks, major disasters, and other emergencies), regardless of their cause, size or complexity. To provide for interoperability and compatibility among federal, state and local capabilities, the NIMS include a core set of concepts, principles, and terminology. HSPD-5 identifies these as the command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certifications; and the collection, tracking, and reporting of incident information resources. (Note: the Incident Management System [IMS] for the State Emergency

**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** – Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property by applying intelligence and other information to a range of activities that may include such countermeasures as a deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bring them to justice. (Note: Prevention is very similar to the traditional emergency management activity of *hazard mitigation*; however, prevention- as described in the NRP – focuses entirely on avoiding or preventing terrorist incidents whereas hazard mitigation focuses primarily on reducing the long-term risk to human life and property from other natural, technological and human related hazards.)

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

**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.

**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** – Recovery includes all types of emergency actions dedicated to the continued protection of the public or to promoting the resumption or normal activities in the affected area. Recovery involves the development, coordination, and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private sector, non-governmental, and public assistance programs that: 1) identify needs and define resources; 2) provide housing and promote restoration; 3) address long-term care and treatment of affected persons; 4) implement additional measures for community restoration; 5) incorporate mitigation measures and techniques, as feasible; and 6) evaluate the incident to identify lessons learned.

**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, and after an incident by all emergency management/response personnel and their associated organizations.

**RESPONSE** – Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personnel injury, property damage, and other unfavorable outcomes.

**SHELTER** – A facility in an area 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.

**SPECIAL NEEDS POPULATION** – A population whose members may have additional needs before, during and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who have non-English speaking; or who are transportation disadvantaged.

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

**STATE COORDINATING OFFICER (SCO)** – The person appointed by the Governor to manage all aspects of a federally declared disaster, in cooperation with the Federal Coordinator Officer (ECO). The Division Commander of Assistant Division Commander of the Emergency Management and Homeland Security Division, Department of state police is normally appointed to this position.

**STATE DIRECTOR OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT** – The Director of the Department of State Police or his authorized representative. The Division Commander of the Emergency Management and Homeland Security Division, Department of State Police is the designated Deputy State Director of Homeland Security and Emergency Management.

**STATE EMERGENCY OPERATIONS CENTER (SEOC)** - The primary center for coordination of state government response and recovery operations in time of disaster or emergency. The SEOC is maintained and operated by the Emergency Management and Homeland Security Division, Department of State Police.

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

**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.

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

**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 teleprinter 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.

**UNIFIED COMMAND** – An application of the incident Command System (ICS) used when there is more than one agency with jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Command at a single Incident Command

Post (ICP) and to establish a common set of objectives and strategies and a single Incident Action Plan (IAP).

**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.

**URBAN SEARCH AND RESCUE** – Operational activities that include locating, extricating, and providing onsite medical treatment to victims trapped in collapsed structures.

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

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## ATTACHMENT E: ACRONYMS

<b>APR</b>	Air Purifying Respirator
<b>ARC</b>	American Red Cross
<b>ARES</b>	Amateur Radio Emergency Service
<b>ATF</b>	Alcohol, Tobacco and Firearms
<b>CEO</b>	Chief Elected Official
<b>CERT</b>	Community Emergency Response Team
<b>CIKR</b>	Critical Infrastructure and Key Resources
<b>CP</b>	Command Post
<b>DIRMRC</b>	District 1 Regional Medical Response Coalition
<b>DA</b>	Damage Assessment
<b>DAC</b>	Damage Assessment Coordinator
<b>DC</b>	District Coordinator
<b>DMAT</b>	Disaster Medical Assistance Team
<b>DMORT</b>	Disaster Mortuary Operational Response Team
<b>DOJ</b>	Department of Justice
<b>DSEMIIC</b>	Detroit & Southeast Michigan Information & Intelligence Center
<b>DHS</b>	Department of Homeland Security
<b>EAS</b>	Emergency Alert System
<b>EGLE</b>	Environment Great Lakes and Energy
<b>EM</b>	Emergency Manager/Emergency Management
<b>EMAC</b>	Emergency Management Assistance Compact
<b>EMHSD</b>	Emergency Management and Homeland Security Division
<b>EMS</b>	Emergency Medical Services
<b>EMT</b>	Emergency Medical Technician
<b>EOC</b>	Emergency Operations Center
<b>ESF</b>	Emergency Support Function
<b>FBI</b>	Federal Bureau of Investigation
<b>FEMA</b>	Federal Emergency Management Agency
<b>FMAP</b>	Flood Mitigation Assistance Program

<b>HAZMAT</b>	Hazardous Material
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Commander
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IDA</b>	Independent Damage Assessment
<b>IMT</b>	Incident Management Team
<b>JIC</b>	Joint Information Center
<b>K</b>	Fatality
<b>LEPC</b>	Local Emergency Planning Committee
<b>LEIN</b>	Law Enforcement Information Network
<b>LETS</b>	Livingston Essential Transportation Service
<b>MAA</b>	Mutual Aid Agreement
<b>MACS</b>	Multiagency Coordination System
<b>MCC</b>	Mobile Command Center
<b>MEMAC</b>	Michigan Emergency Management Assistance Compact
<b>MDCH</b>	Michigan Department of Community Health
<b>MDEQ</b>	Michigan Department of Environmental Quality
<b>MI CIMS</b>	Michigan Critical Information Management System
<b>MI-MORT</b>	Michigan Mortuary Response Team
<b>MIOC</b>	Michigan Intelligence Operations Center
<b>MIVOAD</b>	Michigan Voluntary Organizations Active in Disasters
<b>MOU</b>	Memorandum of Understanding
<b>MSP</b>	Michigan State Police
<b>NAWAS</b>	National Attack Warning System
<b>NFIP</b>	National Flood Insurance Program
<b>NGO</b>	Nongovernmental Organization
<b>NIMS</b>	National Incident Management System
<b>NRF</b>	National Response Framework
<b>NSS</b>	National Sheltering System
<b>NTSB</b>	National Transportation Safety Board

<b>NWS</b>	National Weather Service
<b>PAFN</b>	People with Access and Functional Needs
<b>PDA</b>	Preliminary Damage Assessment
<b>PPE</b>	Personal Protective Equipment
<b>RACES</b>	Radio Amateur Civil Emergency Service
<b>SCBA</b>	Self-Contained Breathing Apparatus
<b>SEOC</b>	State Emergency Operations Center
<b>SOP</b>	Standard Operating Procedure
<b>TDD</b>	Telecommunication Device for the Deaf
<b>TTY</b>	Text to Telephone
<b>UIC</b>	Unified Incident Command
<b>USAR</b>	Urban Search and Rescue

## Livingston County Dam Sites

State of Michigan Regulated Dams In Livingston County			
Dam Name	Location	River/Stream Location	Hazard Level
Nighwagh Lake Dam	Green Oak Township Section 26	Tributary to Huron River	High
Hiland Lake Dam	Putnam Township Section 32	Hell Creek	High
Woodland Lake Dam	Brighton Township Section 19	South Ore Creek	High
Kent Lake Dam	Green Oak Township Section 1	Huron River	Significant
Pettyville Mill Dam	Hamburg Township Section 16	Chilson Creek	Significant
Lower Chilson Pond Dam	Hamburg Township Section 4	Chilson Creek	Significant
Brighton Lake Dam	Genoa Township Section 36	South Ore Creek	Significant
Unadilla Mill Dam	Unadilla Township Section 35	Hell Creek	Significant
Oak Grove Millpond Dam	Cohoctah Township Section 36	Bogue Creek	Significant
Thompson Lake Dam	City of Howell	Tributary to Bogue Creek	Significant
Moraine Lake Dam	Brighton Township Section 22	Mann Creek	Low
Shannon Lake Dam	Tyrone Township Section 19	North Branch Ore Creek	Low
Marsh Unit Flooding #4	Putnam Township Section 16	Tributary to Honey Creek	Low
Parshallville Dam	Hartland Township Section 6	North Ore Creek	Low
Hidden Lake Dam	Cohoctah Township Section 24	Tributary to South Branch of Shiawassee River	Low
Gregory State Game Area Dam #3	Putnam Township Section 10	Tributary to Honey Creek	Low
Faussett Dam	Deerfield Township Section 33	Yellow River	Low
General Motors Dam	Brighton Township Section 12	Mann Creek	Low
Long Lake Control Structure	Hartland Township Section 33	South Ore Creek	Low
Bullard Lake Dam	Hartland Township Section 23	Ore Creek	Low
Gregory State Game Area Dam #2	Putnam Township Section 16	Tributary to Honey Creek	Low
Serene Lake Dam	Howell Township Section 24	Tributary to South Branch Shiawassee River	Low
Tyrone Dam	Tyrone Township Section 34	Tributary to North Ore Creek	Low
Caroga Lake Level Control Structure	Hamburg Township Section 9	Chilson Creek	Low