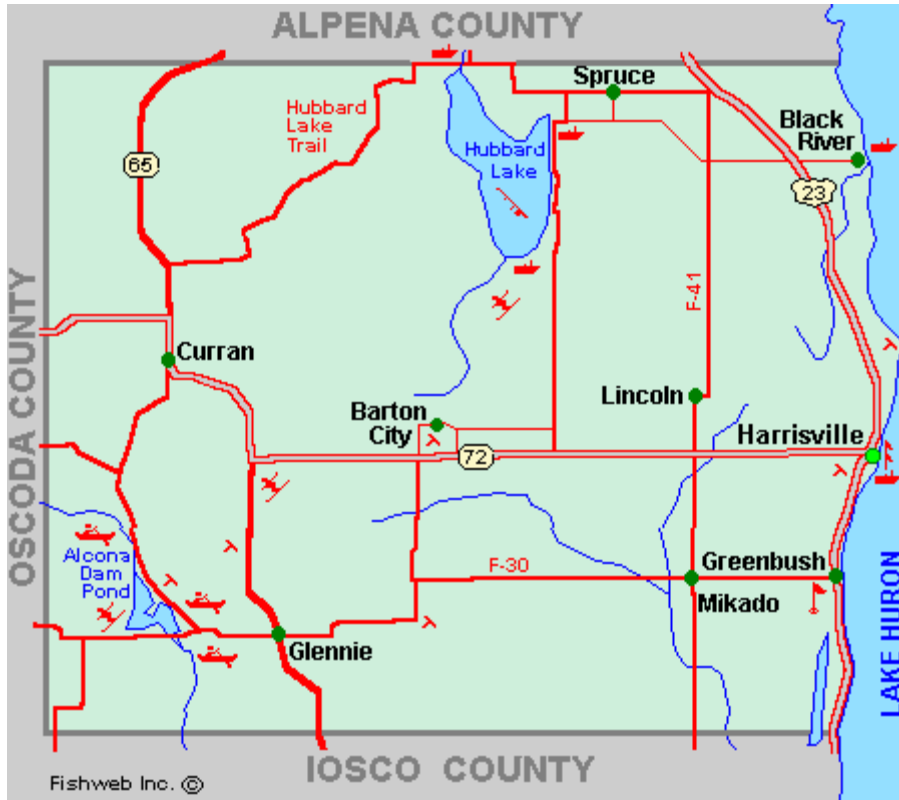


**YOUR
COUNTY**



Emergency Action Guidelines (EAG)

AN ALL HAZARDS DOCUMENT FOR USE IN THE EVENT OF A DISASTER OR SEVERE EMERGENCY OF NATURAL, MAN-MADE, WARTIME, TECHNOLOGICAL OR TERRORISM ORIGIN

**QUESTIONS CONCERNING THESE EMERGENCY ACTION GUIDELINES
SHOULD BE DIRECTED TO
YOUR COUNTY EMERGENCY MANAGEMENT
(989) 736-1048.**

**THIS PLAN WAS DEVELOPED IN COOPERATION WITH
AUSABLE VALLEY EMERGENCY MANAGEMENT, LLC
(888) 397-7858.**

<http://www.ausablevalleyem.com/>

PLAN COORDINATION

The following agencies are overall responsible for coordinating the Your County Emergency Action Guidelines:

AGENCY	TITLE OF CONTACT
Emergency Management	Coordinator
Emergency Management	Deputy Coordinator
Board of Commissioners	Chair

The Your County Emergency Management Coordinator (or his/her designated representative) is overall responsible for maintaining and coordinating the Sections of the Your County Emergency Action Guidelines:

SIGNATURE	DATE

Your County Emergency Action Guidelines

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CERTIFICATION

I (we) certify these guidelines are the official Emergency Action Guidelines (EAG) for Your County. The policies contained herein do not discriminate on the basis of race, color, national origin, religion, sex, age, handicap, or political beliefs.

SIGNATURE OF CHIEF EXECUTIVE OFFICIAL, YOUR COUNTY, MICHIGAN	DATE

CHIEF EXECUTIVE OFFICIAL LINE OF SUCCESSION

The Line of Succession for the Chief Executive Official of Your County is:

- 1. Chairperson, Your County Board of Commissioners**
- 2. Vice-Chairperson, Your County Board of Commissioners**
- 3. Any Commissioner, Your County Board of Commissioners**

Your County Emergency Action Guidelines

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HOW TO USE THESE GUIDELINES

Emergency Action Guidelines are a roadmap for Emergency Operations Center (EOC) Staff to refer to when responding to a severe emergency or disaster. Each Section of the EAG refers to a function that must be performed during response and recovery activities. The EAG is an “all hazards” document. Each agency listed in the EAG is responsible for developing internal procedures to support these guidelines.

Each Section of the EAG contains the following:

- A cover sheet, listing who (by title) is responsible for developing and maintaining the EAG Section and who (by title) is responsible for representing the agency during an EOC activation. Each responsible agency must list a primary and two alternate positions for these purposes. The cover sheet of each Section must be signed by the individual responsible for the activities listed in the Section.
- Paragraph I, a General Checklist of Considerations
- Paragraph II, a Natural Disaster Checklist of Considerations
- Paragraph III, a Technological Disaster Checklist of Considerations
- Paragraph IV, a WMD/Terrorism Checklist of Considerations
- Paragraph V, Supporting Documents to the Section

Additionally, the Planning Standards, required by Michigan State Police, Emergency Management Division Pub 201, are included in this document (Appendix -2). By matching a Planning Standard to a portion of the EAG, or to a Supporting Document, responsible agencies can ensure they have planned for everything required by the State of Michigan.

NOTE: FOR EMPHASIS, SOME CONSIDERATIONS MAY BE LISTED IN MORE THAN ONE PARAGRAPH OF A SECTION.

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DIRECTION & CONTROL

DAMAGE ASSESSMENT

COMMUNICATIONS

EMERGENCY MEDICAL SERVICES

FIRE SERVICES

PUBLIC HEALTH

HUMAN SERVICES

LAW ENFORCEMENT

PUBLIC INFORMATION

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Appendices

Appendix 1 (The Incident Command System)

Appendix 2 (Planning Standards)

Appendix 3 (The National Response Plan)

Controlled Distribution List

- 1 Emergency Management Coordinator
- 2 District Emergency Management Coordinator
- 3 Chairperson of County Board of Commissioners
- 4 Warning Official
- 5 Communications Official
- 6 Damage Assessment Official
- 7 Public Information Official
- 8 Law Enforcement Official
- 9 Fire Services Official
- 10 Health Services Official
- 11 Public Works Official
- 12 Human Services Official
- 13 Emergency Medical Services Official
- 14 Deputy Emergency Management Coordinator
- 15 Emergency Operations Center
- 16 Alternate Emergency Operations Center
- 17 County Clerk



Part 1

GENERAL

I. Municipalities included in these Guidelines:

All municipalities in Your County have opted to be a part of the County EAG and have appointed the County Emergency Manager as their Coordinator. Your County contains the following municipalities:

MUNICIPALITY

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MUNICIPALITY

(See the Your County Hazard Analysis for a complete profile of Your County.)

II. SAFETY:

It is the responsibility of each emergency response agency to ensure all responders are briefed on the dangers associated with the event, i.e., hazardous materials, fire, explosion, etc.

III. RESPONSE PROCEDURES & THE DISASTER DECLARATION PROCESS

1. Generally, police, emergency medical, and fire services are first to respond to an emergency or disaster. They initially analyze the situation and determine the appropriate response.
2. If routine response is necessary, the incident is generally handled within any of these three agencies, often working together. If the incident requires the involvement and coordination of various agencies or requires a somewhat unique response, the Emergency Management Coordinator (EMC) may become involved.
3. The EMC keeps the Chief Executive and the municipality liaisons informed.
4. The Chief Executive is responsible for coping with emergency or disaster situations that affect the jurisdiction. The EMC assists the Chief Executive in managing the overall response.
5. The EMC may recommend that a “local state of emergency” be declared by the Chief Executive Official. This declaration provides certain authorities as described in the local resolution and Public Act 390, of 1976, as amended. A “Local State of Emergency” is terminated by the Chief Executive Official after a period not exceeding *seven days* except with the consent of the governing body of the county or municipality.
6. Local government and other agencies included in this plan are mobilized as necessary to mitigate the incident.
7. Unless previously agreed upon in written Mutual Aid Agreements, if a municipality requests county resources, the county will provide them and

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- absorb the cost. If the county requests the use of municipal resources, the municipality will provide them and absorb the cost.
8. Existing agencies of local government, other local agencies, volunteer agencies, and the private sector, augmented by State and Federal agencies, constitute the basic response framework. Some of these agencies must perform special activities related to response and recovery. Individuals designated to perform these activities are detached from their regular assignment when activated. Mutual aid agreements are also relied upon.
 9. It is important that the executive, legislative, and judicial branches of government continue to function under emergency conditions. In severe disaster situations, continuity of government may be jeopardized. Provisions have been made for emergency authorities and succession of these branches of government. For example, if the Chief Executive Official (Chairperson of the Board of Commissioners) is unavailable or unable to exercise the powers and duties of the office, the next in the line of succession for this position is the Vice Chairperson of the Board of Commissioners. This line of succession provides for continuous leadership, authority, and responsibility.
 10. If the disaster or emergency is considered to be beyond the control of the local jurisdiction, the Chief Executive may request that the Governor declare a "State of Disaster" or "State of Emergency" so that State assistance can be made available to the local jurisdiction. This request is made through the EMD District Coordinator. Affected municipalities may also request this assistance on an individual basis through the county channels addressed above. NOTE: The Chief Executive must declare a "Local State of Emergency" prior to requesting a Governor's Declaration of Emergency or Disaster.
 11. The Department of State Police, EMD District Coordinator, in conjunction with the local EMC, analyzes the incident to determine necessary actions. The EMD makes recommendations and, through channels, this information is reported to the Governor, who may declare a "State of Disaster" or a "State of Emergency". The Governor may take action deemed necessary within the authority granted in Act 390, P.A. 1976, as amended, and other applicable statutes. Appropriate state agencies may be notified and mobilized. Local Emergency Action Guidelines (EAG) may be activated if not activated previously. At this time, local government assigns and makes available for duty employees, property, or equipment for disaster relief purposes if requested by the Governor. The Governor utilizes these resources as is reasonably necessary to cope with the disaster. The District Coordinator coordinates State response and recovery activities at the scene with the EMC. The declaration of emergency or disaster remains in effect for *fourteen days* or unless terminated or extended by the executive order or proclamation and approved by the legislature.

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12. If the Governor determines that Federal assistance is necessary to supplement the efforts and available resources of State and local governments, she may request that the President of the United States declare a major disaster or emergency for the affected area under provisions of the appropriate Federal law.

IV. THE NATIONAL INCIDENT MANAGEMENT SYSTEM

1. **BACKGROUND:** On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5 (HSPD-5), which directed the Secretary of Homeland Security to develop and administer a National Incident Management System. NIMS provide a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

2. **WHAT IS NIMS?** NIMS is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. The intent of NIMS is to:

- a) Be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.
- b) Improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.

3. **NIMS COMPLIANCE:** HSPD-5 requires Federal departments and agencies to make the adoption of NIMS by State and local organizations a condition for Federal preparedness assistance (grants, contracts, and other activities) by FY 2005. **Jurisdictions can comply in the short term by adopting the Incident Command System.** Other aspects of NIMS require additional development and refinement to enable compliance at a future date.

4. **NIMS COMPONENTS:** NIMS is comprised of several components that work together as a system to provide a national framework for preparing for, preventing, responding to, and recovering from domestic incidents. These components include:

1. Command and management
2. Preparedness
3. Resource management
4. Communications and information management
5. Supporting technologies
6. Ongoing management and maintenance

5. **YOUR COUNTY COMPLIANCE:** It is the intent of Your County to comply with all aspects of NIMS and to adopt NIMS standards as they become available.

V. THE INCIDENT COMMAND SYSTEM (ICS)

Your County EOC Staff must be aware of the Incident Command System (ICS) and how it is used to interface between the Incident Commander (IC) [on scene] and the Emergency Operations Center (EOC). An ICS organizational chart with basic roles and responsibilities can be found in Appendix 1 of this document. The EOC Staff must also understand ICS and NIMS terminology to function seamlessly in an crisis situation. **ICS is an integral component of the National Incident Management System.**

VI. EVACUATION

Although the Governor is the only person who can authorize FORCED EVACUATION in the State of Michigan, it may become necessary to conduct VOLUNTARY EVACUATION. The Incident Commander is responsible for making the evacuation decision. The EOC Staff will provide the IC with the necessary administrative and logistical support needed to make an informed decision. When necessary, the EOC Staff will assist the IC by plotting primary and alternate evacuation routes.

VII. THE EMERGENCY OPERATIONS CENTER (EOC)

PRIMARY EOC LOCATION	
ALTERNATE EOC LOCATION	

VIII. GUIDELINE SECTION RESPONSIBILITIES:

Each organization responsible for a Section of these Emergency Action Guidelines shall:

1. Participate in its development.
2. Maintain a capability to carry out emergency assignments, including assigning auxiliary personnel as needed.
3. Provide for the delivery of emergency services including staff, equipment, and facilities.

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4. Develop and maintain internal procedures to safeguard vital records, relocate essential personnel and equipment, carry out assigned tasks, alert personnel, and maintain resource inventory.
5. Ensure that the designated department liaison promptly reports to the emergency coordination facility as instructed by the EMC.
6. Participate in drills and exercises to test the Emergency Action Guidelines (EAG) and related procedures.
7. Ensure that personnel are assigned to emergency tasks and are properly trained.
8. Provide information to the EMC/Damage Assessment Team for use in damage assessment.
9. Establish a staging area, as necessary, to provide for the operational, logistical, and administrative support needs of response personnel at the scene.

IX. LINE OF SUCCESSION

In accordance with Emergency Management Division Publication 201 and the Your County Emergency Management Resolution, each department responsible for a Section in these Emergency Action Guidelines must assign a Line of Succession that includes a primary representative and a minimum of two alternates.

X. GUIDELINE SECTION ASSIGNMENTS:

The EAG establishes the following sections. The emergency assignments and the responsibility for developing and implementing each section are detailed in each Section:

SECTION	RESPONSIBLE AGENCY
GENERAL COORDINATION	EMERGENCY MANAGEMENT
DIRECTION & CONTROL	EMERGENCY MANAGEMENT
DAMAGE ASSESSMENT	EQUALIZATION DIRECTOR
COMMUNICATIONS	911 DIRECTOR
EMERGENCY MEDICAL SERVICES	EMS DIRECTOR
FIRE SERVICES	PRESIDENT, FIREFIGHTERS ASSOCIATION
PUBLIC HEALTH	HEALTH OFFICER, HEALTH DEPT. NO. 2
HUMAN SERVICES	FIA DIRECTOR
LAW ENFORCEMENT	SHERIFF
PUBLIC INFORMATION	TREASURER
PUBLIC WORKS	MANAGING DIRECTOR OF ROAD COMMISSION
WARNING	UNDER SHERIFF