TO: Criminal Justice Committee
Board of Commissioners

FROM: McCarther A. Griffis, Director P.E.M.
Central Dispatch & Emergency Management

DATE: Thursday, September 19, 2019

RE: Emergency Management's Request to sign the EMPG Work Agreement 2020
For the Work Session Agenda Oct 8th, 2019

BACKGROUND

The Emergency Management Director is requesting that the annual EMPG (Emergency Management Performance Grant) Work Agreement be signed by the Chairperson of the Board of Commissioners. This grant helps pay for the Emergency Management Director's salary. The grant award is determined at the end of the grant period and is usually about 30-36% of the director's dedicated time to working on Emergency Management. This grant is accomplished by the Emergency Management Director negotiating with the Michigan State Police Emergency Management Division to accomplish specific tasks during the grant period. The performance of the grant is carefully monitored by the 6th District Coordinator for MSP/EMD.

ALTERNATIVES

1.   Authorize the signing of the work agreement.
2.   Do not grant authorization.

FINANCIAL IMPACT

1. If the county chooses not to sign this agreement this money will need to be allocated from some other source. Currently this grant is counted on annually.

OTHER CONSIDERATIONS

1.   None

RECOMMENDATIONS

Consider approving the signing of the FY 2020 EMPG Work Agreement and authorize the board chair to sign the same.

ATTACHMENTS
1.   Work Agreement Forms

Initial Work Agreement DUE: October 31, 2019

- **Annual Training and Exercise Plan Worksheet for 2020-2022:** Submit an electronic copy to the training and exercise staff at msp-em@michigan.gov by September 30, 2019. Please contain the following information in the subject line: "EMD-006 [Jurisdiction Name]".
- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** Submit Original and One (1) Copy to District Coordinator. Must have original signatures.
- **EMD-17: Summary Request for Emergency Management Assistance Expenses:** Submit to District Coordinator. Must have signatures. Electronic copy is acceptable.
- **Current Job Description:** For federally EMPG funded employee on EMD 17. Submit to District Coordinator. Submit Two (2) Copies.

First Quarter Report

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** <u>DUE: 1/10/20</u>. Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** <u>DUE: 1/10/20</u>. Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** <u>DUE: 1/20/20</u>. Submit on paper EMD 007.

Second Quarter Report

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** <u>DUE: 4/10/20</u>. Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** <u>DUE: 4/10/20</u>. Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** <u>DUE: 4/20/20</u>. Submit on paper EMD 007.

Third Quarter Report

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** <u>DUE: 7/10/20</u>. Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** <u>DUE: 7/10/20</u>. Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** <u>DUE: 7/20/20</u>. Submit on paper EMD 007.

Fourth Quarter Report

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** <u>DUE: 10/10/20</u>. Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** <u>DUE: 10/10/20</u>. Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** <u>DUE: 10/20/20</u>. Submit on paper EMD 007.
- **Annual Training and Exercise Plan Worksheet for 2021-2023:** Submit an electronic copy to the training and exercise staff at msp-em@michigan.gov by September 30, 2020. Please contain the following information in the subject line: "EMD-006 [Jurisdiction Name]".

ANNUAL TRAINING AND EXERCISE PLAN WORKSHEET

In order to capture each agency's training and exercise for incorporation into the Multi-Year Training and Exercise Plan, submit the completed Annual Training and Exercise Plan Worksheet to your district coordinator.

I. General Information

Name of Organization Isabella County Emergency Mgt	Point of Contact's (POC) Name Marc Griffis
POC's Telephone Number 9896212726	POC's Email Address mgriffis@isabellacounty.org

II. Planned Training

List any training courses/workshops, scheduled within the next three years, designed to prepare for future exercises.

Calendar Year 2020

Training Session Title/Focus	Proposed Date
(example) ICS 300/400	06/20/2016
ICS 100/700 As Needed	As Needed
RESCUE TASK FORCE TRAINING	2020

Calendar Year 2021

Training Session Title/Focus	Proposed Date
ICS 100/700 As Needed	As Needed

Calendar Year 2022

Training Session Title/Focus	Proposed Date
ICS 100/700 As Needed	As Needed

III. Planned Exercises

List any exercises, scheduled or anticipated, within the next three years. Indicate the type of exercise(s) that will be conducted.

Calendar Year 2019			
Exercise	**Focus**	**Proposed Date**	**Exercise Type**
(example) Multi-County TTX	Terrorism	04/29/2016	TTX
Call Out Drills Monthly – Govt EOC	Activation	Monthly	Mass Notification
Call Out Drills Monthly – Schools	Activation	Monthly	Mass Notification
Call Out Drills Monthly – CERT	Activation	Monthly	Mass Notification
NORTHERN EXPOSURE	Floor /Terrorismn	4-14-2019	Full Scale

Calendar Year 2020			
Exercise	**Focus**	**Proposed Date**	**Exercise Type**
Rescue Task Force	Terrorism	August 2020	Multi Agencies
Call Out Drills Monthly – Govt EOC	Activation	Monthly	Mass Notification
Call Out Drills Monthly – Schools	Activation	Monthly	Mass Notification
Call Out Drills Monthly – CERT	Activation	Monthly	Mass Notification

Calendar Year 2021			
Exercise	**Focus**	**Proposed Date**	**Exercise Type**
Call Out Drills Monthly – Govt EOC	Activation	Monthly	Mass Notification
Call Out Drills Monthly – Schools	Activation	Monthly	Mass Notification
Call Out Drills Monthly – CERT	Activation	Monthly	Mass Notification

IV. Plans

List any plans, procedures/guidelines, readiness directives, or Memoranda of Understanding (MOUs) that may require revision or modification prior to identified training or exercises.

Plan Description	Target Completion Date	Training Required	Exercise Required
(example) County HAZMAT Annex	08/01/2016	Yes	No
Rescue Task Force Plan	2020	Yes	yes

EMHSD-31
Michigan State Police
Emergency Management and
Homeland Security Division

(Enter Jurisdiction Name)
Emergency Management
Fiscal Year 2020
Emergency Management Performance Grant (EMPG)
Work Agreement/Quarterly Report

☐ Initial Work
Agreement

☐ 1st Quarter		☐ 2nd Quarter		☐ 3rd Quarter		☐ 4th Quarter	
SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE			SIGNATURE OF EMERGENCY MANAGEMENT COORDINATOR	DATE		
SIGNATURE OF EMERGENCY MGMT. PROGRAM MANAGER	DATE			SIGNATURE OF DISTRICT COORDINATOR	DATE		

Purpose

This survey functions as the 2020 EMPG work agreement/quarterly report. The objectives of this work agreement are based upon standards identified in the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) Publication 206 - Local Emergency Management Program Standards Workbook. Activities for each objective have been determined by a group of local and state emergency management subject matter experts who maintain a baseline set of standards for emergency management programs in the state of Michigan. Survey responses will assist in the assessment of emergency management programs, determine how EMPG funds are utilized and help validate the importance of these emergency management activities to all levels of government.

(1) ADMINISTRATION AND FINANCE

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies and procedures to carry out emergency financial and administrative responsibilities. The EMPG funded emergency manager shall provide a copy of their job description(s) that incorporate their Emergency Management (EM) activities. EM activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans.

	Planned Activities	Action Taken (Local EM Status Report)
1st	▪ Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with original signatures, will be submitted by 1/20/20.	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No

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	Planned Activities	Action Taken
2ⁿᵈ	▪ Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with original signatures, will be submitted by 1/20/20.	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No
3ʳᵈ	▪ Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with original signatures, will be submitted by 1/20/20.	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No
4ᵗʰ	▪ Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with original signatures, will be submitted by 1/20/20. ▪ Submit documents for 2020 EMPG work agreement to EMHSD financial staff by 9/20/20.	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No Position Description Submitted: Yes/No EMD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No

(2) LAWS AND AUTHORITIES

The Emergency Management Program (EMP) shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended) and applicable laws and regulations and have a local Emergency Management (EM) resolution.

	Planned Activities	Action Taken (Local EMC Status Report)
1ˢᵗ	▪ Attend quarterly district EM meetings held between 10/1/19–12/31/19.	Quarterly meeting attended: Yes/No

	• Report attendance at other EM related meetings held between 10/1/19-12/31/19.
	Meeting Type/Number of Meetings ESF #1 - Transportation #_____ ESF #2 - Communications #_____ ESF #3 - Public Works and Engineering #_____ ESF #4 - Firefighting #_____ ESF #5 - Information And Planning #_____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____ ESF #7 - Logistics #_____ ESF #8 - Public Health and Medical Services #_____ ESF #9 - Search and Rescue #_____ ESF #10 - Oil and Hazardous Materials #_____ ESF #11 - Agriculture and Natural Resources #_____ ESF #12 - Energy #_____ ESF #13 - Public Safety and Security #_____ ESF #14 - Long Term Recovery #_____ ESF #15 - External Affairs #_____ Local #_____ District #_____ Regional #_____ State #_____ Federal #_____
2nd	• Attend quarterly district EM meetings held between 1/1/20-3/31/20. • Report attendance at other EM related meetings held between 1/1/20-3/31/20.
	Quarterly meeting attended: Yes/No *Meeting Type/Number of Meetings* ESF #1 - Transportation #_____ ESF #2 - Communications #_____ ESF #3 - Public Works and Engineering #_____ ESF #4 - Firefighting #_____ ESF #5 - Information And Planning #_____

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	ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____ ESF #7 - Logistics #_____ ESF #8 - Public Health and Medical Services #_____ ESF #9 - Search and Rescue #_____ ESF #10 - Oil and Hazardous Materials #_____ ESF #11 - Agriculture and Natural Resources #_____ ESF #12 - Energy #_____ ESF #13 - Public Safety and Security #_____ ESF #14 - Long Term Recovery #_____ ESF #15 - External Affairs #_____ Local #_____ District #_____ Regional #_____ State #_____ Federal #_____
3rd	• Attend quarterly district EM meetings held between 4/1/20-6/30/20. • Report attendance at other EM related meetings held between 4/1/20-6/30/20.	Quarterly meeting attended: Yes/No *Meeting Type/Number of Meetings* ESF #1 - Transportation #_____ ESF #2 - Communications #_____ ESF #3 - Public Works and Engineering #_____ ESF #4 - Firefighting #_____ ESF #5 - Information And Planning #_____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____ ESF #7 - Logistics #_____ ESF #8 - Public Health and Medical Services #_____ ESF #9 - Search and Rescue #_____ ESF #10 - Oil and Hazardous Materials #_____

	ESF #11 - Agriculture and Natural Resources #___ ESF #12 - Energy #___ ESF #13 - Public Safety and Security #___ ESF #14 - Long Term Recovery #___ ESF #15 - External Affairs #___ Local #___ District #___ Regional #___ State #___ Federal #___
4th ▪ Attend quarterly district EM meetings held between 7/1/20-9/30/20. ▪ Report attendance at other EM related meetings held between 7/1/20-9/30/20.	Quarterly meeting attended: Yes/No *Meeting Type/Number of Meetings* ESF #1 - Transportation #___ ESF #2 - Communications #___ ESF #3 - Public Works and Engineering #___ ESF #4 - Firefighting #___ ESF #5 - Information And Planning #___ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #___ ESF #7 - Logistics #___ ESF #8 - Public Health and Medical Services #___ ESF #9 - Search and Rescue #___ ESF #10 - Oil and Hazardous Materials #___ ESF #11 - Agriculture and Natural Resources #___ ESF #12 - Energy #___ ESF #13 - Public Safety and Security #___ ESF #14 - Long Term Recovery #___ ESF #15 - External Affairs #___ Local #___

District #_____
Regional #_____
State #_____
Federal #_____

(3) HAZARD IDENTIFICATION, RISK ASSESSMENT, AND CONSEQUENCE ANALYSIS

The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for significant hazards, to consider their impact on the public; responders; continuity of operations that include the delivery of services; property; facilities; and infrastructure; the environment; the economic condition of the jurisdiction; and public confidence in the jurisdictions governance.

	Planned Activities	Action Taken (Local EM Status Report)
1st	■ Document any hazard identification, risk assessment, or consequence analysis activities performed between 10/1/19-12/31/19. ■ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 10/1/19-12/31/19?	*Type of Risk Assessment/Number Completed:* County: #_____ Municipal: #_____ Facilities: #_____ Special Events: #_____ I.P. Gateway tool utilized: Yes/No
2nd	■ Document any hazard identification, risk assessment, or consequence analysis activities performed between 1/1/20-3/31/20. ■ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or	*Type of Risk Assessment/Number Completed:* County: #_____ Municipal: #_____ Facilities: #_____ Special Events: #_____ I.P. Gateway tool utilized: Yes/No

	consequence analysis activities performed between 1/1/20-3/31/20?	
3rd	■ Document any hazard identification, risk assessment, or consequence analysis activities performed between 4/1/20-6/30/20. ■ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 4/1/20-6/30/20?	*Type of Risk Assessment/Number Completed:* County: #____ Municipal: #____ Facilities: #____ Special Events: #____ I.P. Gateway tool utilized: Yes/No
4th	■ Document any hazard identification, risk assessment, or consequence analysis activities performed between 7/1/20-9/30/20. ■ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 7/1/20-9/30/20?	*Type of Risk Assessment/Number Completed:* County: #____ Municipal: #____ Facilities: #____ Special Events: #____ I.P. Gateway tool utilized: Yes/No

(4) HAZARD MITIGATION

The Emergency Management Coordinator (EMC) should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds, then the EMC shall ensure that the jurisdiction's hazard mitigation (HM) plan is developed and updated every five years.

	Planned Activities	Action Taken (Local EM Status Report)
1st	• Document whether your community has developed a hazard mitigation plan.	HM plan: Yes/No/Adopted County Plan
	• Confirm the date of the jurisdiction's hazard mitigation plan.	Plan is expired: Yes/No Expiration Date: ___/___/___
	• Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 10/1/19-12/31/19.	Check appropriate steps ☐ Assemble a local planning team ☐ Collect information about local hazard impacts ☐ Identify vulnerabilities ☐ Edit the document ☐ Offer the document for stakeholder and public review ☐ Meeting(s) to identify or select hazard mitigation actions ☐ Describe the details of action item implementation ☐ Official plan adoption by participating jurisdictions
	▪ Report how many action items listed in the hazard mitigation plan have been completed between 10/1/19-12/31/19.	Total action items: #_____ Action items completed: #_____
2nd	▪ Report how many action items listed in the hazard mitigation plan have been completed between 1/1/20-3/31/20.	Total action items: #_____ Action items completed: #_____

	Description	Check appropriate steps
	▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 1/1/20-3/31/20.	Check appropriate steps ☐ Assemble a local planning team ☐ Collect information about local hazard impacts ☐ Identify vulnerabilities ☐ Edit the document ☐ Offer the document for stakeholder or public review ☐ Meeting(s) to identify or select hazard mitigation actions ☐ Describe the details of action item implementation ☐ Official plan adoption by participating jurisdictions
3rd	▪ Report how many action items listed in the hazard mitigation plan have been completed between 4/1/20-6/30/20. ▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 4/1/20-6/30/20.	Total action items: #_____ Action items completed: #_____ Check appropriate steps ☐ Assemble a local planning team ☐ Collect information about local hazard impacts ☐ Identify vulnerabilities ☐ Edit the document ☐ Offer the document for stakeholder and public review ☐ Meeting(s) to identify or select hazard mitigation actions ☐ Describe the details of action item implementation ☐ Official plan adoption by participating jurisdictions
4th	▪ Report how many action items listed in the hazard mitigation plan have been completed between 7/1/20-9/30/20. ▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 7/1/20-9/30/20.	Total action items: #_____ Action items completed: #_____ Check appropriate steps ☐ Assemble a local planning team ☐ Collect information about local hazard impacts

☐ Identify vulnerabilities
☐ Edit the document
☐ Offer the document for stakeholder and public review
☐ Meeting(s) to identify or select hazard mitigation actions
☐ Describe the details of action item implementation
☐ Official plan adoption by participating jurisdictions

Information Was Disseminated: Yes/No
Does not apply: _____

- Disseminate EMHSD hazard mitigation information announcements and notices of funding availability for Hazard Mitigation Assistance to all local jurisdictions within your EMP.

(5) PREVENTION

The Emergency Management Program (EMP) has a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk and has procedures for exchanging information between internal and external stakeholders to prevent incidents.

Planned Activities	Action Taken (Local EM Status Report)
- Identify prevention activities that the jurisdiction participated in between 10/1/19-9/30/20.	*Check all that apply* ☐ Assigning prevention activities to each agency identified in the jurisdiction's basic plan portion of the emergency plan. ☐ Establishing a jurisdiction-wide prevention activities coordinator to coordinate with all agencies in prevention activities. ☐ Participating in the Homeland Security Information Network (HSIN). ☐ Developing a Critical Infrastructure Protection Plan and identifying roles and responsibilities.

☐ Utilizing MI CIMS or another monitoring system to identify and coordinate prevention activities within the EOC.

☐ Establishing procedures that coordinate reporting with the Regional MIOC liaison and State MIOC.

☐ Conducting information sharing procedures.

☐ Other: _____

(6) OPERATIONAL PLANNING

The Emergency Management Coordinator (EMC) shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP) or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction's current Chief Elected Official (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.

	Planned Activities	Action Taken (Local EM Status Report)
1st	▪ Report the number of Local Planning Team (LPT) meetings that occurred between 10/1/19-12/31/19.	#____ LPT meetings.
	▪ Host four LEPC meetings by 9/30/2020.	Hosted #____ LEPC meetings.
	▪ Confirm the date of the jurisdiction's EOP/EAG and verify if the plan will expire between 10/1/19 - 9/30/20.	EOP/EAG is current: Yes/No Expiration Date: ___/___/___

▪ Identify EOP/EAG annexes that were reviewed and/or updated between 10/1/19 - 12/31/19. Ensure that any section/annex updates are still in compliance with Pub 201a. ▪ Report participation in EM activities with school officials that took place between 10/1/19-12/31/19. ▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 10/1/19-12/31/19. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the District Coordinator, (DC).	Reviewed Annexes: #_____ Total Annexes: #_____ Annexes Updated: #_____ *School Activities/Number of Activities:* Planning: #_____ Seminars: #_____ Outreach: #_____ Special Events: #_____ Total Support Plans: #_____ Current plans: #_____ Does Not Apply:_____

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2nd	• Report the number of Local Planning Team (LPT) meetings that occurred between 1/1/20-3/31/20.	Attended/Hosted #_____ LPT meetings.
	• Host four LEPC meetings by 9/30/2020.	Hosted #_____ LEPC meetings.
	• Verify that the CEO original signature is current in the EOP/EAG, if new CEO, forward contact information to the DC.	EOP/EAG CEO signature is current: Yes/No Current CEO contact information was sent to DC: Yes/No Does not apply _____
	• Identify EOP/EAG annexes that were reviewed and/or updated between 1/1/20 - 3/31/20. Ensure that any section/annex updates are still in compliance with Pub 201a.	Reviewed Annexes: #_____ Total Annexes: #_____ Annexes Updated: #_____
	• Report participation in EM activities with school officials that took place between 1/1/20-3/31/20.	*School Activities/Number of Activities:* Planning: #_____ Seminars: #_____ Outreach: #_____ Special Events: #_____
	• Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 1/1/20-3/31/20. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.	Total Support Plans: #_____ Current plans: #_____ Does Not Apply: _____

3rd		
	Report the number of Local Planning Team (LPT) meetings that occurred between 4/1/20-6/30/20.	#_____ LPT meetings.
	Host four LEPC meetings by 9/30/2020.	Hosted #_____ LEPC meetings.
	Identify EOP/EAG annexes that were reviewed and/or updated between 4/1/20 - 6/30/20. Ensure that any section/annex updates are still in compliance with Pub 201a.	Reviewed Annexes: #_____ Total Annexes: #_____ Annexes Updated: #_____
	Report participation in EM activities with school officials that took place between 4/1/20-6/30/20.	*School Activities/Number of Activities:* Planning: #_____ Seminars: #_____ Outreach: #_____ Special Events: #_____
	Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 4/1/20-6/30/20. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.	Total Support Plans: #_____ Current plans: #_____ Does Not Apply:_____
	Report the status of SARA Title III plans and report any problem areas.	Total Sites: #_____ Total Plans: #_____ Problem Areas:_____ Does not apply:_____

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4th	
▪ Report the number of Local Planning Team (LPT) meetings that occurred between 7/1/20-9/30/20.	#____ LPT meetings
▪ Host four LEPC meetings by 9/30/20.	Hosted #_____ LEPC meetings.
▪ Identify EOP/EAG annexes that were that were reviewed and/or updated between 7/1/20 - 9/30/20. Ensure that any section/annex updates are still in compliance with Pub 201a.	Reviewed Annexes: #_____ Total Annexes: #_____ Annexes Updated: #_____
▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 7/1/20-9/30/20. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.	Total Support Plans: #_____ Current plans: #_____ Does Not Apply: _____
▪ Report participation in EM activities with school officials that took place between 7/1/20-9/30/20 and supply any planning guidance/templates that are available.	*School Activities/Number of Activities:* Planning: #_____ Seminars: #_____ Outreach: #_____ Special Events: #_____
▪ Verify receipt by 9/15/20 and distribution of scheduled drill days for school buildings operated by the school, school district, intermediate school district, or public academy, for the 2020-2021 school year.	Drill distribution was received: Yes/No Drill distribution was distributed: Yes/No

(7) INCIDENT MANAGEMENT

The Emergency Management Program (EMP) shall comply with Homeland Security Presidential Directive/HSGP-5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction's Emergency Operations Center (EOC).

	Planned Activities	Action Taken (Local EM Status Report)
1st	Update EOC call list, including the CEO, and submit a copy to the DC by 12/31/19.	EOC call list is updated: Yes/No EOC call list has been sent to the DC: Yes/No
2nd	Update EOC call list and submit a copy to the DC by 3/31/20, only if changes have been made.	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
3rd	Update EOC call list and submit a copy to the DC by 6/30/20, only if changes have been made.	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
4th	Perform an EOC call-out for a drill or an actual event between 10/1/19 and 9/30/20.	EOC call-out drill has been performed: Yes/No EOC call-out for an actual event has been performed: Yes/No
	Update EOC call list and submit a copy to the DC by 9/30/20, only if changes have been made.	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
	Conduct EOC orientation session between 10/1/19 and 9/30/20.	EOC orientation was conducted: Yes/No
	Submit the EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/20.	EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification submitted by 9/30/20: Yes/No

(8)	RESOURCE MANAGEMENT, LOGISTICS, AND MUTUAL AID

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including: identification; location; acquisition; storage; maintenance; distribution; and accounting for services and materials; to address hazards identified in the jurisdiction. The jurisdiction shall use the Michigan Critical Incident Management System (MI CIMS) to manage their NIMS-typed resources. The EMC should also develop Mutual Aid Agreements (MAA) and promote memberships in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps in the jurisdiction.

	Planned Activities	Action Taken (Local EM Status Report)
1st		
2nd		
3rd		
4th	▪ Report new, updated or current MAA/MOUs within the emergency management program.	New MAA/MOUs: # _____ Updated MAA/MOUs: # _____ Current MAA/MOUs: # _____
	Report any MEMAC membership additions that occurred between 10/1/19 and 9/30/20.	MEMAC Member Name:
	▪ Verify that the jurisdiction's NIMS-typed resources are current in the MI CIMS and complete the resource portion of form EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/20.	EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification Report submitted: Yes/No

(9)	COMMUNICATIONS AND WARNING

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction communicates both internally and externally with all Emergency Management Program (EMP) stakeholders and emergency personnel. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC staff, state and federal government officials, and the public. The system should be interoperable with other communication systems.

	Planned Activities	Action Taken (Local EM Status Report)
1st	▪ Identify the primary and secondary public alerting (i.e. Emergency Alert System (EAS) & Wireless Emergency Alerts (WEA), sirens, weather radio, etc.) systems used in the jurisdiction.	Primary Public Alerting System: _____ Secondary Public Alerting System: _____
	▪ Identify the primary and secondary public opt-in mass notification systems used in the jurisdiction.	Primary Mass Notification System: _____ Secondary Mass Notification System: _____
	▪ Verify if the jurisdiction is Integrated Public Alert & Warning System (IPAWS) compliant.	Jurisdiction is IPAWS compliant: Yes/No/IPAWS is on a County Level.
	▪ If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming IPAWS compliant.	Jurisdiction is in the process of becoming IPAWS compliant: Yes/No/IPAWS on County level.
	▪ If jurisdiction is not working towards IPAWS compliancy; indicate reason.	Reason why jurisdiction is not working towards IPAWs compliancy: _____
	▪ Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/19-12-31-19. (New requirement from FEMA starting 10/1/19).	IPAWS Proficiency Demonstrations Completed: #_____
	▪ Participate in district and/or statewide radio testing between 10/1/19-12/31/19	Radio Test Type/Number of Radio Tests: District: #_____ State: #_____ Other: #_____

	Requirements	Documentation
	• Participate in district and/or statewide MI CIMS drills/exercises between 10/1/19-12/31/19. • Document the jurisdiction's participation in any additional communication tests between 10/1/19-12/31/19.	*MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:* District: # ___ State: # ___ *Communication tests Type/Number of Communication tests:* Communication tests: ___, # ___
2nd	• Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/19-12-31-19. (New requirement from FEMA starting 10/1/19). • Participate in district and/or statewide radio testing between 1/1/20-3/31/20. • Participate in district and/or statewide MI CIMS drills/exercises between 1/1/20-3/31/20. • Document the jurisdiction's participation in any additional communication tests between 1/1/20-3/31/20.	*IPAWS Proficiency Demonstrations Completed:* # ___ *Radio Test Type/Number of Radio Tests:* District: # ___ State: # ___ Other: # ___ *MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:* District: # ___ State: # ___ *Communication tests Type/Number of Communication tests:* Communication tests: ___; # ___
3rd	• Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/19-12-31-19. (New requirement from FEMA starting 10/1/19). • Participate in district and/or statewide radio testing between 4/1/20-6/30/20. • Participate in district and/or statewide MI CIMS drills/exercises between 4/1/20-6/30/20. • Document the jurisdiction's participation in any additional communication tests between 4/1/20-6/30/20.	*IPAWS Proficiency Demonstrations Completed:* # ___ *Radio Test Type/Number of Radio Tests:* District: # ___ State: # ___ Other: # ___ *MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:* District: # ___ State: # ___ *Communication tests Type/Number of Communication tests:* Communication tests: ___; # ___

	Planned Activities	Action Taken (Local EM Status Report)

4th

- Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/19-12-31-19. (New requirement from FEMA starting 10/1/19).

  IPAWS Proficiency Demonstrations Completed:
  # _____

- Participate in district and/or statewide radio testing between 7/1/20-9/30/20.

  Radio Test Type/Number of Radio Tests:
  District: # _____
  State: # _____
  Other: # _____

- Participate in district and/or statewide MI CIMS drills/exercises between 7/1/20-9/30/20.

  MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:
  District: # _____
  State: # _____

- Document the jurisdiction's participation in any additional communication tests between 7/1/20-9/30/20.

  Communication tests Type/Number of Communication tests:
  Communication tests: _____, # _____

- Meet with local EAS/MAB region representatives between 10/1/19-9/30/20.

  EAS/MAB regional meetings were held — Yes/No

  Attended: # _____ Regional MAB/EAS Meeting.

- Review and compare your jurisdiction's warning capabilities are compliant with the regional MAB, EAS plan by 9/30/20.

  Capabilities were compared with regional MAB/EAS Plan: Yes/No

(10) OPERATIONS, PROCEDURES, AND FACILITIES

The Emergency Management Coordinator (EMC) shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The Emergency Management Program (EMP) shall have a primary facility Emergency Operations Center (EOC) capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

	Planned Activities	Action Taken (Local EM Status Report)
1st	• Verify that the procedures for Requesting a Governor's Emergency or Disaster Declaration and State Assistance are up to date in the jurisdiction's plans or procedures by 12/31/19.	Procedures are up to date in plans or procedures: Yes/No

	- Report updates to EOC activation for the jurisdiction's EOC, provide a copy to the DC by 12/31/19. - Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.	EOC activation, operation, and deactivation procedures are current: Yes/No Procedures have been sent to DC: Yes/No Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No
2nd	- Ensure that procedures for declaring a local "State of Emergency" and requesting a Governor's Emergency or disaster declaration, and state assistance are reviewed with the jurisdiction's public officials by 3/31/20. - Report any major updates to EOC activation, operation, and deactivation procedures between 1/1/20 and 3/31/20. - Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.	Procedures have been reviewed with public officials: Yes/No Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No
3rd	- Report any major updates to EOC activation, operation, and deactivation procedures between 4/1/20 and 6/30/20. - Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.	Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No

(11) TRAINING

The Emergency Management Coordinator (EMC) shall have a formal, documented training program composed of training needs, assessment, curriculum, course evaluation, and records of training. Necessary training includes: Professional Development Series (PDS), MI CIMS, Damage Assessment and NIMS training courses. The local emergency manager shall submit the Quarterly Training and Exercise Reporting Worksheet (EMD-65) and promote available Emergency Management (EM) training for all personnel, including EOC staff, specific to their responsibilities.

	Planned Activities	Action Taken (Local EM Status Report)
1st	▪ Promote emergency management courses between 10/1/19-12/31/19.	Emergency management course schedule has been promoted: Yes/No
2nd	▪ Promote emergency management courses between 1/1/20-3/31/20.	Emergency management course schedule has been promoted: Yes/No
3rd	▪ Promote emergency management courses between 4/1/20-6/30/20.	Emergency management course schedule has been promoted: Yes/No
4th	▪ Promote emergency management courses between 7/1/20-9/30/20.	Emergency management course schedule has been promoted: Yes/No

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(12) EXERCISES, EVALUATIONS, AND CORRECTIVE ACTIONS

The Emergency Management Program (EMP) shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP). The local emergency manager shall track all exercises on the Quarterly Training and Exercise Reporting Worksheet (EMD-065) including the type, hazards, grant funding, and number of participants, and submit this form.

All EMPG funded personnel receiving funding for any portion of their salary, benefits, or other expenditures must participate in no fewer than three exercises in the 12-month fiscal year grant period. Participation includes roles as exercise director, player, evaluator, controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation.

One of the exercises must be conducted within the funded jurisdiction and test the local program Emergency Operations Plan (EOP). By authority conferred on the director of the department of state police by section 19 of 1976 PA 390, as amended, MCL 30.419, Per R 30.51 (Admin Code) each program shall have "(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30)."

At least one After Action Report and Improvement Plan (AAR/IP) for an exercise which tests the local jurisdiction or programs EOP must be submitted to EMHSD each fiscal year via the District Coordinator.

Effort shall be made to submit the AAR/IP within 90 days of the exercise conclusion. It is requested that all AAR/IPs be submitted to EMHSD for tracking purposes.

	Planned Activities	Action Taken (Local EM Status Report)
1st	▪ Submit EMD-065 – Quarter Training and Exercise Report by 1/10/20.	EMD-065 has been submitted: Yes/No
2nd	▪ Submit EMD-065 – Quarter Training and Exercise Report by 4/10/20. ▪	EMD-065 has been submitted: Yes/No
3rd	▪ Submit EMD-065 – Quarter Training and Exercise Report by 7/10/20.	EMD-065 has been submitted: Yes/No

	Planned Activities	Action Taken (Local EM Status Report)
4th	■ Submit EMD-065 – Quarter Training and Exercise Report by 10/10/20.	EMD-065 has been submitted: Yes/No
	■ Develop and submit multi-year training and exercise plan for FY2021 – FY2023 by 9/30/20.	Multi-year training and exercise plan has been submitted: Yes/No

(13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION, AND INFORMATION

The Emergency Management Program (EMP) provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks and campaigns such as "Do 1 Thing."

	Planned Activities	Action Taken (Local EM Status Report)
1st	■ Document efforts to educate the public about preparedness activities occurring between 10/1/19-12/31/19. Report the data presented and the media by which this was accomplished.	*Data Presented/Type of Media:* Awareness Weeks: ___ Media: ___ Speaking Engagement: ___, Media: ___ See Something/Say Something: Yes/No: Media: ___ 8 signs of terrorism: Yes/No: Media: ___ Ok2Say: Yes/No, Media: ___ Other: ___, Media: ___
	■ Document any Citizen Corps activity that occurred between 10/1/19-12/31/19.	*Citizen Corps Activity Type/Number of Citizen Corps Activities:* Training: #___ Deployment/Activation: #___
2nd	■ Document efforts to educate the public about preparedness activities occurring between 1/1/20-3/31/20. Report the data presented and the media by which this was accomplished.	*Data Presented/Type of Media:* Awareness Weeks: ___, Media: ___ Speaking Engagement: ___, Media: ___ See Something/Say Something: Yes/No, Media: ___ 8 signs of terrorism: Yes/No, Media: ___ Ok2Say: Yes/No, Media: ___ Other: ___, Media: ___
		Citizen Corps Activity Type/Number of Citizen Corps Activities:

	▪ Document any Citizen Corps activity that occurred between 1/1/20-3/31/20.	Training: #_____ Deployment/Activation: #_____
3rd	▪ Document efforts to educate the public about preparedness activities occurring between 4/1/20-6/30/20. Report the data presented and the media by which this was accomplished.	*Data Presented/Type of Media* Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ 8 signs of terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____
	▪ Document any Citizen Corps activity that occurred between 4/1/20-6/30/20.	*Citizen Corps Activity Type/Number of Citizen Corps Activities:* Training: #_____ Deployment/Activation: #_____
4th	▪ Document efforts to educate the public about preparedness activities occurring between 7/1/20-9/30/20. Report the data presented and the media by which this was accomplished.	*Data Presented/Type of Media* Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ 8 signs of terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____
	▪ Document any Citizen Corps activity that occurred between 7/1/20-9/30/20.	*Citizen Corps Activity Type/Number of Citizen Corps Activities:* Training: #_____ Deployment/Activation: #_____

(14) OTHER - Unscheduled EMERGENCY MANAGEMENT ACTIVITIES

List other emergency management work items not included in the preceding 13 EM Objectives.

	Activities	Action Taken
1st		
2nd		
3rd		
4th		

CONTACTS FOR ASSISTANCE

The following is a list Subject Matter Experts (SME) to assist with the information required on this report.

Name of SME	Contact Information	Specialty
Lt. Jeff Yonker	yonkerj@michigan.gov **517-284-3843 (office), 517-719-9767 (cell)**	District 1 Coordinator
Lt. Timothy Ketvirtis	KetvirtisT@michigan.gov **586-726-6709 (office), 517-202-5597 (cell)**	District 2N Coordinator
Lt. Nate McQueen	McQueenN@michigan.gov **734-287-5044 (office), 248-210-0672 (cell)**	District 2S Coordinator
Lt. Richard Martin	MartinR13@michigan.gov **517-322-1918 (office), 989-245-3154 (cell)**	District 3 Coordinator
Lt. Kenneth High	HighK@michigan.gov **269-657-6081 (office), 269-332-3475 (cell)**	District 5 Coordinator
Lt. Mark Russo	RussoM3@michigan.gov **616-866-6665 (office), 616-299-9312 (cell)**	District 6 Coordinator
Lt. Michael DeCastro	DecastroM@michigan.gov **231-946-3005 (office), 231-499-8266 (cell)**	District 7 Coordinator
Lt. Steven Derusha	DerushaS1@michigan.gov **906-293-8061 (office Newberry); 906-227-7504 (office Marquette); 517-898-5055 (cell)**	District 8 Coordinator
F/Lt. Gabe Covey	CoveyG@michigan.gov **517-284-3989 (office), 517-927-5362 (cell)**	State and Local Support Section Manager
Penny Burger	BurgerP@michigan.gov **517-284-3991 (office)**	Grants and Financial Management Section Manager
Amanda VanKoevering	VanKoeveringA@michigan.gov **517-284-3959 (office)**	Financial Analyst
Kim Richmond	RichmondK@michigan.gov **517-284-3952 (office)**	Grants Unit Manager
Kristie Helms	HelmsK@michigan.gov **517-284-3987 (office)**	Emergency Management Performance Grant Coordinator
Matt Schnepp	SchneppM1@michigan.gov **517-284-3950 (office)**	Recovery Unit Manager
Mike Sobocinski	SobocinskiM@michigan.gov **517-284-3947 (office)**	Hazard Mitigation Planning

Name	Contact	Local Planning/NIMS
Henrik Hollaender	HollaenderH@michigan.gov **517-284-3970 (office), 517-898-4225 (cell)**	
Brenna Roos	RoosB@michigan.gov **517-284-3727 (office)**	HMEP/LEPC/ SARA Title III
Brianna Briggs	BriggsB3@michigan.gov **517-230-2949 (cell)**	Operations Management Section Manager
Jaclyn Barcroft	BarcroftJ@michigan.gov **517-230-2279 (cell)**	Communication Specialist
Matt Cook	BouffardD@michigan.gov **517-284-3958 (office)**	MI CIMS Coordinator
Jackie Hampton	HamptonJ@michigan.gov **517-284-3973 (office)**	Training and Exercise Section Manager
Tonya Nobach	NobachT@michigan.gov **517-284-3956 (office)**	Training, Exercise, and Radiological Unit Manager
Danica Frederick	FrederickD3@michigan.gov **517-285-9714 (cell)**	Training Officer
Stephanie Aynn	AynnS@michigan.gov **517-285-9069 (cell)**	Exercise Officer
Sherrie Loader	LoaderS@michigan.gov **517-284-3656 (office)**	Audit
Dale George	GeorgeD5@michigan.gov **517-284-3962 (office)**	Public Information Officer
Insp. James Grady	gradyj@michigan.gov **517-284-3967 (office)**	MSP/EMHSD Assistant Commander
Capt. Emmitt McGowan	McGowanE1@michigan.gov **517-284-3966 (office)**	MSP/EMHSD Commander

(Enter Jurisdiction Name)
Emergency Management
Fiscal Year 2020
Emergency Management Performance Grant (EMPG)
Activities Journal

Purpose

This document can be used by Emergency Management Programs to track their progress towards achieving the standards outlined in the 2020 EMPG work agreement throughout the Fiscal Year. The objectives of the work agreement are based upon standards identified in the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) Publication 206 - Local Emergency Management Program Standards Workbook. Activities for each objective have been determined by a group of local and state emergency management subject matter experts who maintain a baseline set of standards for emergency management programs in the State of Michigan.

(1) ADMINISTRATION AND FINANCE

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies, and procedures to carry out emergency financial and administrative responsibilities. The EMPG funded emergency manager shall provide a copy of their job description(s) that incorporates their Emergency Management (EM) activities. EM activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans.

Planned Activities	Action Taken (Local EM Status Report)
1st Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely and that current quarterly EMPG reports, and financial documentation, with original signatures, will be submitted by 1/20/20.	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No
Comments	
2nd ▪ Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely and that current quarterly EMPG reports, and financial documentation, with original signatures, will be submitted by 1/20/20.	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No

Comments			
3ʳᵈ	Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely and that current quarterly EMPG reports, and financial documentation, with original signatures, will be submitted by 1/20/20.	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No	
Comments			
4ᵗʰ	Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with original signatures, will be submitted by 1/20/20. ■ Submit documents for 2021 EMPG work agreement to EMHSD financial staff by 9/30/20.	EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No Position Description Submitted: Yes/No EMD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No	
Comments			

(2)	LAWS AND AUTHORITIES

The Emergency Management Program (EMP) shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended) and applicable laws, and regulations; and have a local Emergency Management (EM) resolution.

Planned Activities	Action Taken (Local EMC Status Report)
1st	
■ Attend quarterly district EM meetings held between 10/1/19-12/31/19.	Quarterly meeting attended: Yes/No
■ Report attendance at other EM related meetings held between 10/1/19-12/31/19.	*Meeting Type/Number of Meetings*
	ESF #1 - Transportation #_____
	ESF #2 - Communications #_____
	ESF #3 - Public Works and Engineering #_____
	ESF #4 - Firefighting #_____
	ESF #5 - Information and Planning #_____
	ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____
	ESF #7 - Logistics #_____
	ESF #8 - Public Health and Medical Services #_____
	ESF #9 - Search and Rescue #_____
	ESF #10 - Oil and Hazardous Materials #_____
	ESF #11 - Agriculture and Natural Resources #_____
	ESF #12 - Energy #_____
	ESF #13 - Public Safety and Security #_____
	ESF #14 - Long Term Recovery #_____
	ESF #15 - External Affairs #_____
	Local #_____
	District #_____
	Regional #_____
	State #_____
	Federal #_____

Comments

2nd	• Attend quarterly district EM meetings held between 1/1/20-3/31/20.	Quarterly meeting attended: Yes/No
	• Report attendance at other EM related meetings held between 1/1/20-3/31/20.	*Meeting Type/Number of Meetings*
		ESF #1 - Transportation # ___
		ESF #2 - Communications # ___
		ESF #3 - Public Works and Engineering # ___
		ESF #4 - Firefighting # ___
		ESF #5 - Information and Planning # ___
		ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # ___
		ESF #7 - Logistics # ___
		ESF #8 - Public Health and Medical Services # ___
		ESF #9 - Search and Rescue # ___
		ESF #10 - Oil and Hazardous Materials # ___
		ESF #11 - Agriculture and Natural Resources # ___
		ESF #12 - Energy # ___
		ESF #13 - Public Safety and Security # ___
		ESF #14 - Long Term Recovery # ___
		ESF #15 - External Affairs # ___
		Local # ___
		District # ___
		Regional # ___
		State # ___
		Federal # ___

Comments

| 3rd | ▪ Attend quarterly district EM meetings held between 4/1/20-6/30/20.

▪ Report attendance at other EM related meetings held between 4/1/20-6/30/20. | Quarterly meeting attended: Yes/No

Meeting Type/Number of Meetings

ESF #1 - Transportation #_____
ESF #2 - Communications #_____
ESF #3 - Public Works and Engineering #_____
ESF #4 - Firefighting #_____
ESF #5 - Information and Planning #_____
ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____
ESF #7 - Logistics #_____
ESF #8 - Public Health and Medical Services #_____
ESF #9 - Search and Rescue #_____
ESF #10 - Oil and Hazardous Materials #_____
ESF #11 - Agriculture and Natural Resources #_____
ESF #12 - Energy #_____
ESF #13 - Public Safety and Security #_____
ESF #14 - Long Term Recovery #_____
ESF #15 - External Affairs #_____
Local #_____
District #_____
Regional #_____
State #_____
Federal #_____ |
| **Comments** | | |

4th	Attend quarterly district EM meetings held between 7/1/20-9/30/20.	Quarterly meeting attended: Yes/No
	Report attendance at other EM related meetings held between 7/1/20-9/30/20.	*Meeting Type/Number of Meetings*
		ESF #1 - Transportation #_____
		ESF #2 - Communications #_____
		ESF #3 - Public Works and Engineering #_____
		ESF #4 - Firefighting #_____
		ESF #5 - Information and Planning #_____
		ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____
		ESF #7 - Logistics #_____
		ESF #8 - Public Health and Medical Services #_____
		ESF #9 - Search and Rescue #_____
		ESF #10 - Oil and Hazardous Materials #_____
		ESF #11 - Agriculture and Natural Resources #_____
		ESF #12 - Energy #_____
		ESF #13 - Public Safety and Security #_____
		ESF #14 - Long Term Recovery #_____
		ESF #15 - External Affairs #_____
		Local #_____
		District #_____
		Regional #_____
		State #_____
		Federal #_____

Comments

(3) HAZARD IDENTIFICATION, RISK ASSESSMENT, AND CONSEQUENCE ANALYSIS

The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for significant hazards to consider their impact on the public, responders, continuity of operations that include the delivery of services, property, facilities, and, infrastructure, the environment, the economic condition of the jurisdiction and public confidence in the jurisdictions governance.

	Planned Activities	Action Taken (Local EM Status Report)
1st	▪ Document any hazard identification, risk assessment, or consequence analysis activities performed between 10/1/19-12/31/19. ▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 10/1/19-12/31/19?	*Type of Risk Assessment/Number Completed:* County: #____ Municipal: #____ Facilities: #____ Special Events: #____ I.P. Gateway tool utilized: Yes/No
	Comments	
2nd	▪ Document any hazard identification, risk assessment, or consequence analysis activities performed between 1/1/20-3/31/20. ▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 1/1/20-3/31/20?	*Type of Risk Assessment/Number Completed:* County: #____ Municipal: #____ Facilities: #____ Special Events: #____ I.P. Gateway tool utilized: Yes/No
	Comments	

3rd	▪ Document any hazard identification, risk assessment, or consequence analysis activities performed between 4/1/20-6/30/20. ▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 4/1/20-6/30/20?	*Type of Risk Assessment/Number Completed:* County: #_____ Municipal: #_____ Facilities: #_____ Special Events: #_____ I.P. Gateway tool utilized: Yes/No
Comments		
4th	▪ Document any hazard identification, risk assessment, or consequence analysis activities performed between 7/1/20-9/30/20. ▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 7/1/20-9/30/20?	*Type of Risk Assessment/Number Completed:* County: #_____ Municipal: #_____ Facilities: #_____ Special Events: #_____ I.P. Gateway tool utilized: Yes/No
Comments		

(4) HAZARD MITIGATION

The Emergency Management Coordinator (EMC) should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds, then the EMC shall ensure that the jurisdiction's hazard mitigation (HM) plan is developed and updated every five years.

Planned Activities	Action Taken (Local EM Status Report)
1st • Document whether your community has developed a hazard mitigation plan.	HM plan: Yes/No/Adopted County Plan
• Confirm the date of the jurisdiction's hazard mitigation plan.	Plan is expired: Yes/No Expiration Date: ___ / ___ / ___
• Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 10/1/19–12/31/19.	Check appropriate steps ☐ Assemble a local planning team ☐ Collect information about local hazard impacts ☐ Identify vulnerabilities ☐ Edit the document ☐ Offer the document for stakeholder and public review ☐ Meeting(s) to identify or select hazard mitigation actions ☐ Describe the details of action item implementation ☐ Official plan adoption by participating jurisdictions
▪ Report how many action items listed in the hazard mitigation plan have been completed between 10/1/19–12/31/19.	Total action items: # _____ Action items completed: # _____

Comments

2nd	- Report how many action items listed in the hazard mitigation plan have been completed between 1/1/20–3/31/20. - Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 1/1/20–3/31/20.	Total action items: #_____ Action items completed: #_____ Check appropriate steps ☐ Assemble a local planning team ☐ Collect information about local hazard impacts ☐ Identify vulnerabilities ☐ Edit the document ☐ Offer the document for stakeholder and public review ☐ Meeting(s) to identify or select hazard mitigation actions ☐ Describe the details of action item implementation ☐ Official plan adoption by participating jurisdictions
Comments		
3rd	- Report how many action items listed in the hazard mitigation plan have been completed between 4/1/20–6/30/20. - Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 4/1/20–6/30/20.	Total action items: #_____ Action items completed: #_____ Check appropriate steps ☐ Assemble a local planning team ☐ Collect information about local hazard impacts ☐ Identify vulnerabilities ☐ Edit the document ☐ Offer the document for stakeholder and public review ☐ Meeting(s) to identify or select hazard mitigation actions ☐ Describe the details of action item implementation ☐ Official plan adoption by participating jurisdictions
Comments		

| 4th | • Report how many action items listed in the hazard mitigation plan have been completed between 7/1/20-9/30/20.

• Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 7/1/20-9/30/20.

• Disseminate EMHSD hazard mitigation information announcements and notices of funding availability for Hazard Mitigation Assistance to all local jurisdictions within your EMP. | Total action items: #____
Action items completed: #____

Check appropriate steps
☐ Assemble a local planning team
☐ Collect information about local hazard impacts
☐ Identify vulnerabilities
☐ Edit the document
☐ Offer the document for stakeholder and public review
☐ Meeting(s) to identify or select hazard mitigation actions
☐ Describe the details of action item implementation
☐ Official plan adoption by participating jurisdictions

Information Was Disseminated: Yes/No
Does not apply: ____ |
| **Comments** | | |

(5) PREVENTION

The Emergency Management Program (EMP) has a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk and has procedures for exchanging information between internal and external stakeholders to prevent incidents.

Planned Activities	Action Taken (Local EM Status Report)
■ Identify prevention activities that the jurisdiction participated in between 10/1/19-9/30/20.	*Check all that apply* ☐ Assigning prevention activities to each agency identified in the jurisdiction's basic plan portion of the emergency plan. ☐ Establishing a jurisdiction wide prevention activities coordinator to coordinate with all agencies in prevention activities. ☐ Participating in the Homeland Security Information Network (HSIN). ☐ Developing a Critical Infrastructure Protection Plan and identifying roles and responsibilities. ☐ Utilizing MI CIMS or another monitoring system to identify and coordinate prevention activities within the EOC. ☐ Establishing procedures that coordinate reporting with the Regional MIOC liaison and State MIOC. ☐ Conducting information sharing procedures. ☐ Other: _____
Comments	

(6) OPERATIONAL PLANNING

The Emergency Management Coordinator (EMC) shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP), or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP, (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction's current Chief Elected Official (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.

	Planned Activities	Action Taken (Local EM Status Report)
1st	▪ Report the number of Local Planning Team (LPT) meetings that occurred between 10/1/19-12/31/19.	#_____ LPT meetings.
	▪ Host four LEPC meetings by 9/30/2020.	Hosted #_____ LEPC meetings.
	▪ Confirm the date of the jurisdiction's EOP/EAG and verify if the plan will expire between 10/1/19 - 9/30/20.	EOP/EAG is current: Yes/No Expiration Date: ___/___/___
	▪ Identify EOP/EAG annexes that were updated between 10/1/19 - 12/31/19. Ensure that any section/annex updates are still in compliance with Pub 201a.	Reviewed Annexes: #_____ Total Annexes: #_____ Annexes Updated: #_____
	▪ Report participation in EM activities with school officials that took place between 10/1/19-12/31/19.	School Activities/Number of Activities: Planning: #_____ Seminars: #_____ Outreach: #_____ Special Events: #_____
	▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 10/1/19-12/31/19. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.	Total Support Plans: #_____ Current plans: #_____ Does Not Apply: _____
Comments		

2nd	▪ Report the number of Local Planning Team (LPT) meetings that occurred between 1/1/20-3/31/20.	Attended/Hosted # _____ LPT meetings.
	▪ Host four LEPC meetings by 9/30/2020.	Hosted # _____ LEPC meetings.
	▪ Verify that the CEO original signature is current in the EOP/EAG, if new CEO, forward contact information to the DC.	EOP/EAG CEO signature is current: Yes/No Current CEO contact information was sent to DC: Yes/No Does not apply _____
	▪ Identify EOP/EAG annexes that were updated between 1/1/20 - 3/31/20. Ensure that any section/annex updates are still in compliance with Pub 201a.	Reviewed Annexes: # _____ Total Annexes: # _____ Annexes Updated: # _____
	▪ Report participation in EM activities with school officials that took place between 1/1/20-3/31/20.	*School Activities/Number of Activities:* Planning: # _____ Seminars: # _____ Outreach: # _____ Special Events: # _____
	▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 1/1/20-3/31/20. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.	Total Support Plans: # _____ Current plans: # _____ Does Not Apply: _____
Comments		
3rd	▪ Report the number of Local Planning Team (LPT) meetings that occurred between 4/1/20-6/30/20.	# _____ LPT meetings.
	▪ Host four LEPC meetings by 9/30/2020.	Hosted # _____ LEPC meetings.

▪ Identify EOP/EAG annexes that were updated between 4/1/20 - 6/30/20. Ensure that any section/annex updates are still in compliance with Pub 201a.	Reviewed Annexes: #____ Total Annexes: #____ Annexes Updated: #____
▪ Report participation in EM activities with school officials that took place between 4/1/20-6/30/20.	*School Activities/Number of Activities:* Planning: #____ Seminars: #____ Outreach: #____ Special Events: #____
▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 4/1/20-6/30/20. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.	Total Support Plans: #____ Current plans: #____ Does Not Apply: ____
▪ Report the status of SARA Title III plans and report any problem areas.	Total Sites: #____ Total Plans: #____ Problem Areas: ____ Does not apply: ____

Comments

4th		
	Report the number of Local Planning Team (LPT) meetings that occurred between 7/1/20-9/30/20	#_____ LPT meetings
	Host four LEPC meetings by 9/30/2020.	Hosted #_____ LEPC meetings.
	Identify EOP/EAG annexes that were updated between 7/1/20 - 9/30/20. Ensure that any section/annex updates are still in compliance with Pub 201a.	Reviewed Annexes: #_____ Total Annexes: #_____ Annexes Updated: #_____
	Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 7/1/20-9/30/20. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.	Total Support Plans: #_____ Current plans: #_____ Does Not Apply: _____
	Report participation in EM activities with school officials that took place between 7/1/20-9/30/20 and supply any planning guidance/templates that are available.	*School Activities/Number of Activities:* Planning: #_____ Seminars: #_____ Outreach: #_____ Special Events: #_____
	Verify receipt by 9/15/20 and distribution of scheduled drill days for school buildings operated by the school, school district, intermediate school district, or public academy, for the 2019-2020 school year.	Drill distribution was received: Yes/No Drill distribution was distributed: Yes/No

Comments

(7) INCIDENT MANAGEMENT

The Emergency Management Program (EMP) shall comply with Homeland Security Presidential Directive/HSGP-5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction's Emergency Operations Center (EOC).

	Planned Activities	Action Taken (Local EM Status Report)
1st	▪ Update EOC call list, including the CEO, and submit a copy to the DC by 12/31/19.	EOC call list is updated: Yes/No EOC call list has been sent to the DC: Yes/No
	Comments	
2nd	▪ Update EOC call list and submit a copy to the DC by 3/31/20, only if changes have been made.	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
	Comments	
3rd	▪ Update EOC call list and submit a copy to the DC by 6/30/20, only if changes have been made.	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
	Comments	

4th	▪ Perform an EOC call out for a drill or an actual event between 10/1/19-9/30/20.	EOC call out drill has been performed: Yes/No EOC call out for an actual event has been performed: Yes/No
	▪ Update EOC call list and submit a copy to the DC by 9/30/20, only if changes have been made.	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
	▪ Conduct EOC orientation session between 10/1/19-9/30/20.	EOC orientation was conducted: Yes/No
	▪ Submit the EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/20.	EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification submitted by 9/30/20: Yes/No
Comments		

(8) RESOURCE MANAGEMENT, LOGISTICS, AND MUTUAL AID

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including: identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials, to address hazards identified in the jurisdiction. The jurisdiction shall use the Michigan Critical Incident Management System (MI CIMS) to manage their NIMS-typed resources. The EMC should also develop Mutual Aid Agreements (MAA) and promote memberships in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps in the jurisdiction.

	Planned Activities	Action Taken (Local EM Status Report)
1st		
2nd		
3rd		
4th	▪ Report new, updated or current MAA/MOUs within the emergency management program.	New MAA/MOUs: #_____ Updated MAA/MOUs: #_____ Current MAA/MOUs: #_____
	▪ Report any MEMAC membership additions that occurred between 10/1/19 and 9/30/20.	MEMAC Member Name:

- Verify that the jurisdiction's NIMS-typed resources are current in the MI CIMS and complete the resource portion of form EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/20.

Comments

(9)	COMMUNICATIONS AND WARNING

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction communicates both internally and externally with all Emergency Management Program (EMP) stakeholders and emergency personnel. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC staff, state and federal government officials, and the public. The system should be interoperable with other communication systems.

	Planned Activities	Action Taken (Local EM Status Report)
1st	▪ Identify the primary and secondary public alerting (i.e. Emergency Alert System (EAS) & Wireless Emergency Alerts (WEA), sirens, weather radio, etc.) systems used in the jurisdiction	Primary Public Alerting System: _____ Secondary Public Alerting System: _____
	▪ Identify the primary and secondary public opt-in mass notification systems used in the jurisdiction.	Primary Mass Notification System: _____ Secondary Mass Notification System: _____
	▪ Verify the jurisdiction is Integrated Public Alert & Warning System (IPAWS) compliant	Jurisdiction is IPAWS compliant: Yes/No/IPAWS on County Level.
	▪ If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming IPAWS compliant.	Jurisdiction is in the process of becoming IPAWS compliant: Yes/No/IPAWS on County level.

- If jurisdiction is not working towards IPAWS compliancy, indicate reason. - Participate in district and/or statewide radio testing between 10/1/19-12/31/19. - Participate in district and/or statewide MI CIMS drills/exercises between 10/1/19-12/31/19. - Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/19-12-31-19. (New requirement from FEMA starting 10/1/19). - Document the jurisdiction's participation in any additional communication tests between 10/1/19-12/31/19.	Reason why jurisdiction is not working towards IPAWs compliancy: ___ *Radio Test Type/Number of Radio Tests:* District: # ___ State: # ___ Other: # ___ *MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:* District: # ___ State: # ___ IPAWS Proficiency Demonstrations Completed: # ___ *Communication tests Type/Number of Communication tests:* Communication tests: ___, # ___
Comments	
2nd - Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/19-12-31-19. (New requirement from FEMA starting 10/1/19). - Participate in district and/or statewide radio testing between 1/1/20-3/31/20. - Participate in district and/or statewide MI CIMS drills between 1/1/20-3/31/20.	*IPAWS Proficiency Demonstrations Completed:* # ___ *Radio Test Type/Number of Radio Tests:* District: # ___ State: # ___ Other: # ___ *MI CIMS Drill Type/Number of MI CIMS Drills:* District: # ___ State: # ___

	Requirement	Documentation
	▪ Document the jurisdiction's participation in any additional communication tests between 1/1/20-3/31/20.	*Communication tests Type/Number of Communication tests:* Communication tests: _____, # _____
Comments		
3rd	▪ Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/19-12-31-19. (New requirement from FEMA starting 10/1/19). ▪ Participate in district and/or statewide radio testing between 4/1/20-6/30/20. ▪ Participate in district and/or statewide MI CIMS drills between 4/1/20-6/30/20. ▪ Document the jurisdiction's participation in any additional communication tests between 4/1/20-6/30/20.	*IPAWS Proficiency Demonstrations Completed:* # _____ *Radio Test Type/Number of Radio Tests:* District: # _____ State: # _____ Other: # _____ *MI CIMS Drill Type/Number of MI CIMS Drills:* District: # _____ State: # _____ *Communication tests Type/Number of Communication tests:* Communication tests: _____, # _____
Comments		
4th	▪ Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/19-12-31-19. (New requirement from FEMA starting 10/1/19).	*IPAWS Proficiency Demonstrations Completed:* # _____

- Participate in district and/or statewide radio testing between 7/1/20-9/30/20.

- Participate in district and/or statewide MI CIMS drills between 7/1/20-9/30/20.

- Document the jurisdiction's participation in any additional communication tests between 7/1/20-9/30/20.

- Meet with local EAS/MAB region representatives between 10/1/19-9/30/20.

- Review and compare your jurisdiction's warning capabilities with the regional MAB, EAS plan by 9/30/20.

Comments

Radio Test Type/Number of Radio Tests:
District: #_____
State: #_____
Other: #_____

MI CIMS Drill Type/Number of MI CIMS Drills:
District: #_____
State: #_____

Communication tests Type/Number of Communication tests:
Communication tests: _____, #_____

EAS/MAB regional meetings were held – Yes/No

Attended: #_____ Regional MAB/EAS Meeting

Capabilities were compared with regional MAB/EAS Plan: Yes/No

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(10) OPERATIONS, PROCEDURES, AND FACILITIES

The Emergency Management Coordinator (EMC) shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The Emergency Management Program (EMP) shall have a primary facility Emergency Operations Center (EOC) capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

Planned Activities	Action Taken (Local EM Status Report)
1st ■ Verify that the procedures for Requesting a Governor's Emergency or Disaster Declaration, and State Assistance	Procedures are up to date in plans or procedures: Yes/No

	Task	Status
	are up to date in the jurisdiction's plans or procedures by 12/31/19.	
	▪ Report updates to EOC activation for the jurisdiction's EOC, provide a copy to the DC by 12/31/19.	EOC activation, operation, and deactivation procedures are current: Yes/No Procedures have been sent to DC: Yes/No
Comments		
2nd	▪ Ensure that procedures for declaring a local "State of Emergency" and requesting a Governor's Emergency or disaster declaration, and state assistance are reviewed with the jurisdiction's public officials by 3/31/20.	Procedures have been reviewed with public officials: Yes/No
	▪ Report any major updates to EOC activation, operation, and deactivation procedures between 1/1/20-3/31/20.	Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No
Comments		
3rd	▪ Report any major updates to EOC activation, operation, and deactivation procedures between 4/1/20-6/30/20.	Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No
Comments		
4th	▪ Report any major updates to EOC activation, operation, and deactivation procedures between 7/1/20-9/30/20.	Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No

Comments

(11) TRAINING

The Emergency Management Coordinator (EMC) shall have a formal, documented training program composed of training needs, assessment, curriculum, course evaluation, and records of training. Necessary training includes: Professional Development Series (PDS), NIMS, CIMS, Damage Assessment and NIMS training courses. The local emergency manager shall submit the Quarterly Training and Exercise Reporting Worksheet (EMD-65) and promote available Emergency Management (EM) training for all personnel, including EOC staff, specific to their responsibilities.

	Planned Activities	Action Taken (Local EM Status Report)
1st	▪ Promote emergency management courses between 10/1/19-12/31/19.	Emergency management course schedule has been promoted: Yes/No
	Comments	
2nd	▪ Promote emergency management courses between 1/1/20-3/31/20.	Emergency management course schedule has been promoted: Yes/No
	Comments	
3rd		Emergency management course schedule has been promoted: Yes/No

■ Promote emergency management courses between 4/1/20-6/30/20.		
Comments		
4th	■ Promote emergency management courses between 7/1/20-9/30/20.	Emergency management course schedule has been promoted: Yes/No
Comments		

(12) EXERCISES, EVALUATIONS, AND CORRECTIVE ACTIONS

The Emergency Management Program (EMP) shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP). The local emergency manager shall track all exercises on the Quarterly Training and Exercise Reporting Worksheet (EMD-065) including the type, hazards, grant funding, and number of participants, and submit this form.

All EMPG funded personnel receiving funding for any portion of their salary, benefits, or other expenditures must participate in no fewer than three exercises in the 12-month fiscal year grant period. Participation includes roles as exercise director, player, evaluator, controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation.

One of the exercises must be conducted within the funded jurisdiction and test the local program Emergency Operations Plan (EOP). By authority conferred on the director of the department of State Police by Section 19 of 1976 PA 390, as amended, MCL 30.419) Per R 3051 (Admin Code) each program shall have "(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30)."

At least one After Action Report and Improvement Plan (AAR/IP) for an exercise which tests the local jurisdiction or programs EOP must be submitted to EMHSD each fiscal year via the District Coordinator.

Effort shall be made to submit the AAR/IP within 90 days of the exercise conclusion. It is requested that all AAR/IPs be submitted to EMHSD for tracking purposes.

	Planned Activities	Action Taken (Local EM Status Report)
1st	▪ Submit EMD-065 – Quarter Training and Exercise Report by 1/10/20.	EMD-065 has been submitted: Yes/No
	Comments	
2nd	▪ Submit EMD-065 – Quarter Training and Exercise Report by 4/10/20.	EMD-065 has been submitted: Yes/No
	Comments	

3rd	▪ Submit EMD-065 – Quarter Training and Exercise Report by 7/10/20.	EMD-065 has been submitted: Yes/No
	Comments	
4th	▪ Submit EMD-065 – Quarter Training and Exercise Report by 10/10/20.	EMD-065 has been submitted: Yes/No
	▪ Develop and submit multi-year training and exercise plan for FY2021 – FY2023 by 9/30/20.	Multi-year training and exercise plan has been submitted: Yes/No
	Comments	

(13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION, AND INFORMATION

The Emergency Management Program (EMP) provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks, and campaigns such as "Do 1 Thing".

	Planned Activities	Action Taken (Local EM Status Report)
1st	▪ Document efforts to educate the public about preparedness activities occurring between 10/1/19-12/31/19. Report the data presented and the media by which this was accomplished.	*Data Presented/Type of Media:* Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media _____ 8 Signs of Terrorism: Yes/No, Media _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____
	▪ Document any Citizen Corps activity that occurred between 10/1/19-12/31/19.	*Citizen Corps Activity Type/Number of Citizen Corps Activities:* Training: # _____ Deployment/Activation: # _____
	Comments	
2nd	▪ Document efforts to educate the public about preparedness activities occurring between 1/1/20-3/31/20. Report the data presented and the media by which this was accomplished.	*Data Presented/Type of Media:* Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media _____ 8 Signs of Terrorism: Yes/No, Media _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____
	▪ Document any Citizen Corps activity that occurred between 1/1/20-3/31/20.	*Citizen Corps Activity Type/Number of Citizen Corps Activities:* Training: # _____ Deployment/Activation: # _____

Comments

3rd

- Document efforts to educate the public about preparedness activities occurring between 4/1/20-6/30/20. Report the data presented and the media by which this was accomplished.

- Document any Citizen Corps activity that occurred between 4/1/20-6/30/20.

Data Presented/Type of Media
Awareness Weeks: _____, Media: _____
Speaking Engagement: _____, Media: _____
See Something/Say Something: Yes/No, Media _____
8 Signs of Terrorism: Yes/No, Media _____
Ok2Say: Yes/No, Media: _____
Other: _____, Media: _____

Citizen Corps Activity Type/Number of Citizen Corps Activities:
Training: # _____
Deployment/Activation: # _____

Comments

4th

- Document efforts to educate the public about preparedness activities occurring between 7/1/20-9/30/20. Report the data presented and the media by which this was accomplished.

- Document any Citizen Corps activity that occurred between 7/1/20-9/30/20.

Data Presented/Type of Media
Awareness Weeks: _____, Media: _____
Speaking Engagement: _____, Media: _____
See Something/Say Something: Yes/No, Media _____
8 Signs of Terrorism: Yes/No, Media _____
Ok2Say: Yes/No, Media: _____
Other: _____, Media: _____

Citizen Corps Activity Type/Number of Citizen Corps Activities:
Training: # _____
Deployment/Activation: # _____

Comments

(14) OTHER - Unscheduled EMERGENCY MANAGEMENT ACTIVITIES

List other emergency management work items not included in the preceding 13 EM Objectives.

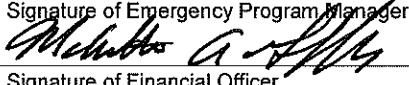| Activities	Action Taken
1st	
2nd	
3rd	
4th	

Comments

LOCAL BUDGET FOR EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

AUTHORITY: 1976 PA 390, as amended, MCL 30.407a; **COMPLIANCE:** Voluntary.

Emergency Manager Annual Salary/Fringes: October 1, 2019 through September 30, 2020

This request is for participation in the matching funds EMPG Program for projected expenses for emergency management. Submit an original and one copy to the appropriate Michigan State Police, Emergency Management and Homeland Security Division district coordinator. Retain a copy for your records.

Jurisdiction	District
Isabella County	37th Congressional

I. Personnel Costs

Emergency Program Manager's Full Name	Gross Annual Salary (GS)	Portion of GS Dedicated to EMPG Program
McCarther Griffis	$71,164.80	$23,128.56

Total Hours Worked per Week	Gross Annual Fringe Benefits (GFB)	Portion of GFB Dedicated to EMPG Program
40	$34,690.64	$11,447.91

Total Hours per Week Dedicated to EMPG Program	* Total Salary/Fringes Dedicated to EMPG Program
13	$34,576.47

* Note: Salary and fringes are only allowable for **one** emergency manager/program manager under the EMPG Program. Fringe benefits are limited to holiday pay, vacation leave, sick leave, Social Security, Medicare, unemployment, workers compensation, retirement, and health and life insurance benefits.

II. Certification

☒ I hereby certify that the salary and fringe benefits reported on this document represent an accurate budget for the EMPG Program.

Signature of Emergency Program Manager	Title	Date
[signature]	E911/EOC Director	9/19/19
Signature of Financial Officer	Title	Date
	Administrator/Controller	
Review Completed by District Coordinator	Title	Date

ISABELLA COUNTY
DIRECTOR OF CENTRAL DISPATCH AND EMERGENCY MANAGEMENT

General Summary

Under the general direction of the County Administrator, directs 911 emergency telephone system and centralized emergency dispatch center responsible for dispatching all police, fire and ambulance services within the County. Responsible for the selection and maintenance of all communications and other equipment and the coordination and integration of high technology systems including telephone, computer and radio interfaces. Develops, implements, exercises and maintains a current emergency operation plan for the county. Reports directly to and provides advice to the Chairperson of the Isabella County Board of Commissioners in the event of disaster or county-wide emergency. Responsible for all administrative functions of the department including financial and personnel management, including the direct supervision of all department employees.

Essential Functions

1. As supervisor of department personnel, is responsible for interviewing job candidates, administering employment tests, conducting background checks and making hiring decisions. Responsible for scheduling, assigning work, timekeeping, reviewing and evaluating performance, and dealing with employee relations issues including collective bargaining.

2. Responsible for the orientation and on-going training of department personnel and develops programs to address changing procedures and technology. Oversees the development of detailed work skills and task documentation and the development and implementation of training on those skills.

3. Develops departmental policies and procedures and reviews, monitors and modifies as necessary. Ensures that procedures comply with local and state regulations.

4. Oversees and evaluates departmental response to calls for emergency services.

5. Responsible for the selection, operation and maintenance of communications and other equipment and is responsible for compliance with FCC regulations. Ensures that all equipment is properly operated and maintained and negotiates and administers maintenance agreements.

6. Drafts and presents the department budget. Approves expenditures as authorized and monitors expenditures to ensure they are within budgetary guidelines. Oversees grant administration to ensure reports and financial documentation are in compliance with applicable rules and procedures. Maintains an inventory of resources in the County which may be used in time of emergency.

7. Oversees the maintenance of the 911 data base to provide the telephone company with information to ensure accuracy of address file. Oversees maintenance of the computerized information system to provide immediate information to help locate addresses.

8. Develops and implements plans for improving capabilities through technology. Develops and updates the county emergency operations plan which involves working with each agency/department that is included in the plan to identify tasks they will perform in an emergency and ensure integration of all functions. Ensures that the plan is responsive to all state and federal regulations.

9. Represents the Department to citizens, civic groups, other governmental entities and others to explain departmental operations and services and to respond to inquiries and concerns. Develops public information material and participates in related public awareness activities.

10. Responds to complaints regarding department operations. This may include discussing with the complainant, listening to tape, reviewing the incident, discussing with staff, and responding to and resolving complaint. Develops and oversees recordkeeping systems of calls, complaints and other matters.

11. Coordinates services with emergency service agencies. Coordinates emergency planning efforts with all political jurisdictions, appropriate non-profit agencies, local hospitals, and educational institutions within the county. Ensures emergency plans meet state and federal regulations and acts as an agent in securing disaster relief funds. Works toward standardization of communications equipment and procedures to improve emergency communications. Participates in the development and negotiation of mutual aid agreements and other emergency related contracts. Coordinates services with adjacent counties.

12. Responsible for the coordination of all drills and exercises carried out in preparation for emergencies. Develops and implements exercises and drills to ensure that involved agencies and departments know their responsibilities and functions in an emergency and to help identify any potential deficiencies in the emergency operations plan. Coordinates post exercise evaluations and prepares necessary reports.

13. Works with industrial and retail organizations to review emergency policies and procedures, shelter designation, evacuation procedures and other areas of emergency management.

14. Conducts hazard studies, capability assessments and vulnerability analyses to identify and prioritize community risks. Works with local and state officials to develop hazard mitigation projects and programs. Develops contingency plans to include hazard monitoring, public warnings, emergency notifications, and personal safety measures.

15. Reviews various plans and proposals to identify community safety issues and hazard mitigation opportunities. Physically surveys and assesses various sites such as hazardous material locations, dams, reception and care facilities, medical facilities, and businesses.

16. Responsible to the Michigan State Police, Emergency Management Division to provide proper information in the event of a major emergency or disaster. In conjunction with the

state emergency management officials, recommends state and federal assistance that may be required to cope with an emergency situation.

17. Plans and coordinates meetings of the 911 Governing Board to deal with overall policy issues and the Technical Control Committee to deal with operational issues specific to the nature of their services, procedures, protocols, and technology issues. Responsible for the development and maintenance of the Emergency Operations Center, from which emergency operations are directed and controlled.

18. Assists other County agencies to ensure all residential properties and business locations have a current address in the system, making address corrections and ensuring that all roads within the County are properly identified.

Other Functions
This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Bachelor's Degree in criminal justice, public safety administration, telecommunications or an equivalent combination of college level course work, administrative experience, and specialized professional course work in emergency management and emergency medical services.

Experience: Five years experience including operation of computers, radio and telecommunications systems; demonstrated knowledge of police, fire and EMS operations.

Other Requirements: Valid Michigan Drivers License

FLSA Status: Exempt.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: This position requires an ability to perform essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be ..

made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Ability to operate telecommunications equipment
- Ability to enter and retrieve information from computers
- Lifting radio, telephone and other communications equipment weighing up to 50 lbs.
- Ability to travel to and access all buildings within the County
- Ability to walk over various types of terrain to inspect disaster impact
- Ability to climb stairs in order to survey facilities and help plan evacuation routes

Working Conditions:

- Works in inside conditions but regularly travels to other locations to make presentations and represent the department
- Exposure to adverse weather conditions
- Exposure to various types of disaster conditions
- Exposure to critical incidents and extended emergency operations

2020 Work Agreement Supplemental Document

This document was created by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) and is supplemental to the 2020 Emergency Management Performance Grant (EMPG) Work Agreement/Quarterly Report (EMHSD-31). This document provides additional information to local emergency management programs to assist with the completion of the EMHSD-31. Each quarter the EMHSD-31 must be completed electronically and submitted through the MSP/EMHSD electronic survey system. Once the local Emergency Management Coordinator (EMC) submits the EMHSD-31, it will be forwarded to the District Coordinator (DC) for review and approval.

This document is organized by the 2020 EMHSD-31 items which are based on the standards identified in the EMHSD Publication 206: Local Emergency Management Standards. Pub 206 standards follow the Emergency Management Accreditation Program (EMAP).

The goal of each work agreement objective is identified in this document along with additional information and available resources that may assist in the completion of the objective.

Work Agreement Objective 1: Administration and Finance

Goal: Verify that the appropriate administration and financial documents are submitted on time to MSP/EMHSD.

Pub 206 Standard: Section 4.1

Metrics:

- Indicate whether EMPG reports and financial documentation were submitted
  - Select Yes or No.

Notes:

- 1st Quarter Documents: 2020 EMD-007, EMHSD-31

- 2nd Quarter Documents: 2020 EMD-007, EMHSD-31

- 3rd Quarter Documents: 2020 EMD-007, EMHSD-31

- 4th Quarter Documents: 2020 EMD-007, EMHSD-31, Current Position Description for EMPG funded personnel, EMD-17, EMHSD-31
- There is no form for position descriptions, information can be sent in any format.
- The position descriptions are required to show that the duties being performed are in line with EMPG, especially for those that hold multiple positions. It is not a problem to submit the same position description with no changes each year.
- The original Initial Work Agreement with signatures containing the Chief Elected Official and Emergency Management Program Manager are due by the deadline determined by MSP/EMHSD which is October 15, 2019.
- The EMHSD-31 will be submitted electronically, electronic signatures are acceptable.
- The financial forms will not be submitted electronically.

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Penny Burger: 517-284-3991 - BurgerP@michigan.gov - Financial and Grants
Amanda VanKoevering: 517-284-3959 - VanKoeveringA@michigan.gov - Financial

Work Agreement Objective 2: Laws and authorities

Goal: Verify attendance at quarterly district meetings and other meetings related to emergency management, which may assist in the execution of emergency management activities within the jurisdiction. This objective will assist in identifying functional areas where additional coordination and communication efforts are needed.

Pub 206 Standard: Section 4.2

Metrics:

- Indicate whether the quarterly district meeting was attended
    o Select Yes or No.
- List the number of meetings attended per Emergency Support Function (ESF)
    o Examples:
        ▪ ESF #1 Transportation, # of Meetings
        ▪ ESF #7 Logistics, # of Meetings

Notes:

- The federal ESFs were chosen for the work agreement as a way to organize meetings by type. The program/EOC does not need to be structured according to the 15 Federal ESFs to report in this format.
- Document meetings held with functional areas/annex heads regarding plan updates and other types of meetings e.g., Ebola concerns resulted in an increase of public health meetings.
- This objective will identify areas where more coordination and communication are needed, e.g. programs affected by flooding or disaster incidents should be participating in long term recovery meetings. If this is not occurring, MSP/EMHSD can analyze and address, e.g. a local program may not be aware of meetings held by the Michigan Department of Health and Human Services (MDHHS) and/or MI Voluntary Organizations Active in Disaster (VOAD). MSP/EMHSD can help bridge this gap.
- Difference between Regional and District meeting types:
    o Regional – Homeland Security Planning Board meetings
    o District – District meetings and any additional meetings conducted by the DC
- Do not track meetings in this area that are addressed elsewhere in the work agreement (e.g., Local Planning Team (LPT), Local Emergency Planning Committee (LEPC), etc.).
- If a meeting occurs with multiple functional areas, it can be counted in each appropriate ESF,
e.g. an Emergency Operation Center (EOC) planning meeting can include multiple functional areas at once. A 1 can be counted in Transportation, Communications, and Firefighting if all were present at the meeting.
- The EMC does not need to attend all types of meeting.

Resources:

15 National Response Framework ESF: http://www.fema.gov/national-preparedness-resource-library

Contacts:

DCs: http://www.michigan.gov/documents/EMD_Map-2_5-12-05_124830_7.pdf

Work Agreement Objective 3: Hazard Identification, Risk Assessment, and Consequence Analysis

Goal: Identify risk/vulnerability assessments that are completed in each jurisdiction. This objective is more detailed than #4 Hazard Mitigation. This objective should identify new hazards and identify vulnerabilities that may not have a hazard mitigation strategy associated with it. Number 4 Hazard Mitigation is a broad (5-year) view of mitigation objectives and action items. The activities identified in this standard may relate to the development of the Hazard Mitigation Plan and may also support activities in #5 Prevention and #6 Operational Planning.

Pub 206 Standard: Section 4.3

Metrics:

- List the number of assessments completed in the I.P. Gateway tool.
    o This is the new system that has replaced ACAMS. It has been rolled out to all regional programs.
- List the number of risk assessments completed for critical infrastructure facilities such as schools, stadiums, chemical plants, etc.
- List the number of risk assessments completed for special events such as fairs, conventions, concerts, etc.
- List the number of risk assessments completed for local municipalities.
    o This may include a Threat and Hazard Identification and Risk Assessment (THIRA), Hazard Analysis Plan, use of Hazus, etc.
- List the number of risk assessments completed for the county.
    o This may include THIRA, Hazard Analysis Plan, use of Hazus, etc.

Resources:

MSP/EMHSD Publications: http://michigan.gov/msp/0,4643,7-123-1645_4607-14743--,00.html
Pub 103 - Michigan Hazard Analysis
Pub 106 - Michigan Hazard Mitigation Plan
Pub 207 - Local Hazard Mitigation Planning Workbook
FEMA - http://www.fema.gov/hazard-mitigation-planning-risk-assessment

Contacts:

Mike Sobocinski: 517-284-3947 - SobocinskiM@michigan.gov - Hazard Mitigation Planning
Peter Hoffman: 517-712-1556 - HoffmanP4@michigan.gov - Critical Infrastructure Protection

Work Agreement Objective 4: Hazard Mitigation

Goal: Document the status of their hazard mitigation plan, appropriate steps taken to create a new or update an expired plan, completed hazard mitigation plan objectives, and the dissemination of hazard mitigation grant information announcements and notices.

Pub 206 Standard: Section 4.4

Metrics:

- Document whether your community has developed a hazard mitigation plan. (This question is conditional in the survey)
  - Select Yes, No, or Adopted County Plan - if you are a local jurisdiction that has a emergency management program but is incorporated in the county hazard mitigation plan.
- Confirm the date of the jurisdiction's hazard mitigation plan.
  - Plan is expired: Select Yes or No
  - Expiration date: Enter in the expiration date of the hazard mitigation plan - MM/DD/YYYY
- Document appropriate steps taken by your jurisdiction to create a new or update an expired hazard mitigation plan
  - Select checkbox next to all appropriate steps.
- Report the number of action items in the hazard mitigation plan that have been completed
  - List the total number of action items.
  - List the number of action items completed.
- Indicate whether MSP/EMHSD hazard mitigation information announcements and notices of funding availability for hazard mitigation assistance have been sent to local jurisdictions.
  - Select Yes, No, or Does Not Apply for municipal programs

Notes:

- Document any issues with hazard mitigation grants, e.g. difficulty filling out forms, unable to provide the 25% match, etc.
- When using the State Hazard Mitigation Plan and the Michigan Hazard Analysis as references, users should use the most up to date document. The Hazard Mitigation Plan contains a more up-to-date Hazard Analysis after it is updated.

Resources:

MSP/EMHSD Publications: http://michigan.gov/msp/0,4643,7-123-1645_4607-14743--,00.html
Pub 103 - Michigan Hazard Analysis
Pub 106 - Michigan Hazard Mitigation Plan
Pub 207 - Local Hazard Mitigation Planning Workbook
FEMA: http://www.fema.gov/hazard-mitigation-assistance
Local Mitigation Plan Review Guide: https://www.fema.gov/media-library/assets/documents/23194
Local Mitigation Planning Handbook: https://www.fema.gov/media-library/assets/documents/31598

<u>Contacts</u>:

Mike Sobocinski: 517-284-3947 - SobocinskiM@michigan.gov - Hazard Mitigation Planning
Matt Schnepp: 517-284-3950 - SchneppM1@michigan.gov - Recovery Unit Manager

Work Agreement Objective 5: Prevention

<u>Goal:</u> Identify strategies within the jurisdiction that coordinate prevention activities, monitor identified threats and hazards, adjust the level of prevention activity commensurate with the risk, and identify procedures for exchanging information between internal and external stakeholders to prevent incidents.

<u>Pub 206 Standard</u>: Section 4.5

<u>Metrics:</u>

- Identify prevention activities that the jurisdiction has participated in.
  - o Select checkbox next to all prevention activities.

<u>Notes:</u>

- Prevention activities were taken directly from Pub 206, standards 4.5.2 and 4.5.3.

<u>Contacts</u>:

Peter Hoffman: 517-712-1556 - HoffmanP4@michigan.gov - Critical Infrastructure Protection
MIOC: 877-616-4677 - MIOC@michigan.gov

<u>Resources</u>:

http://michigan.gov/mioc

Work Objective 6: Operational Planning

<u>Goal:</u> Document attendance of planning meetings, verify status of Emergency Operation Plans (EOP)/Emergency Action Guidelines (EAG), annexes, support EOPs, and SARA Title III plans. Document emergency management coordination and participation with schools.

<u>Pub 206 Standard</u>: Section 4.6

<u>Metrics:</u>

- List the number of LPT and LEPC meetings that were attended.
- Indicate whether the EOP/EAG is up to date and list the plan expiration date.
  - o EOP/EAG is current: Select Yes or No
  - o Expiration date: Enter in the expiration date of the EOP/EAG- MM/DD/YYYY.
    - ▪ Plans expire every 4 years.
- List the total number of annexes in the EOP/EAG and the number of annexes that were reviewed and/or updated.
  - o List the number of total annexes

- List the number of annexes updated
- Reviewed annexes
- List number of times the jurisdiction participated with school officials regarding planning, seminars, outreach, and special events:
  - Planning: Assist/review a school plan; provide planning documents to schools, etc.
  - Seminars: School seminar regarding emergency management/school violence, etc.
  - Outreach: Include schools in emergency management activities such as drills, EOC activation, Student Tools Emergency Planning (STEP) program, etc.
  - Special Events: Participate in school activities; invite school officials to EM events, etc.
- Indicate whether the jurisdiction's Chief Elected Official (CEO) has signed the EOP/EAG and that their contact information is current and sent to the DC.
  - EOP/EAG CEO signature is current: Select Yes or No
  - Current CEO contact information was sent to DC: Select Yes or No
  - Does not apply: Select if no changes in CEO.
- Verify status of support EOPs for jurisdictions with population of 10,000 or more
  - List the number of total support plans
  - List the number of current emergency support plans.
    - Support plans expire after update of the County EOP or change of the municipal CEO.
  - Does not apply: Municipal programs can select this.
- Report status of Superfund Amendments and Reauthorization Act (SARA) Title III plans.
  - Report the number of total SARA Title III sites, provided by MSP/EMHSD and the Michigan Department of Environmental Quality (MDEQ).
- Document any problem areas with SARA Title III plans.
  - Does not apply: Municipal programs can select this.
- Verify receipt and distribution of scheduled drill days for school buildings.
  - Drill distribution was received: Select Yes or No
  - Drill distribution was distributed: Select Yes or No

Resources:

MSP/EMHSD Publications: http://michigan.gov/msp/0,4643,7-123-1645_4607-14743--,00.html
Pub 201 Local Emergency Planning Workbook
Emergency Operations and Emergency Action Guidelines Templates
Pub 201a Review Guide for Local Emergency Operations Plans and Emergency Action Guidelines
Pub 204 Local Support Plan Guide
LEPC Organizing for Success
Guidance for Community Hazmat Response Plans
FEMA Plan: http://www.fema.gov/plan

Contacts:

Henrik Hollaender - 517-284-3970 - HollaenderH@michigan.gov - Local Planning
Raquel Hardy: 517-284-3940 - HardyR@michigan.gov - Local Planning
Brenna Roos: 517-284-3727 - RoosB@michigan.gov - HMEP/LEPC/ SARA Title III
Wendy Galbreath: 517-284-3980 - GalbreathW@michigan.gov - School Planning

Work Agreement Objective 7: Incident Management

Goal: Verify that the jurisdiction maintains an EOC call list, including the CEO, performs a call out drill, and conducts an EOC orientation session. Ensure that the local jurisdiction is compliant with the National Incident Management System (NIMS).

Pub 206 Standard: Section 4.7

Metrics:

- Indicate whether the EOC call list, including the CEO, has been updated and sent to the DC.
    - EOC call list is updated: Select Yes or No
    - EOC call list has been sent to the DC: Select Yes or No
- Indicate if changes have been made to the EOC call list and sent to the DC.
    - Changes have been made: Select Yes or No
    - Changes have been sent to the DC: Select Yes or No
- Indicate whether an EOC call out drill or actual event has been performed to verify accuracy of the EOC call list.
    - EOC call out drill has been performed: Select Yes or No
    - EOC call out for an actual event has been performed: Select Yes or No
- Indicate whether an EOC orientation was conducted.
    - Select Yes or No
- Indicate whether the EMD-70 NIMS Training Progress Report and EMD-71 NIMS Certification forms and were submitted.
    - EMD-70 has been submitted: Select Yes or No
    - EMD-71 has been submitted: Select Yes or No

Notes:

- The EOC call list should be updated and submitted to the DC each year this is listed in the 1st quarter. After the 1st quarter the metric only asked for changes to be reported and sent.
- EOC orientations can be integrated with EOC planning meetings or EOC call out drills.
- EOC orientation may include orientation for new employees, training of new EOC technology/equipment, review of EOC procedures, etc.
- EOC call out drill can count towards exercise credit if an After Action Report (AAR) is completed.
- The EMD 70 and 71 will be submitted electronically.

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Resources:

FEMA: http://www.fema.gov/national-incident-management-system
MSP/EMHSD NIMS: http://www.michigan.gov/msp/0,4643,7-123-1564-191891--Y,00.html

Contacts:

DCs: http://www.michigan.gov/documents/EMD_Map-2_5-12-05_124830_7.pdf

Henrik Hollaender: 517-284-3970 - HollaenderH@michigan.gov – NIMS

Work Agreement Objective 8: Resource Management and Logistics and Mutual Aid

Goal: Ensure that Mutual Aid Agreements (MAAs) and Memoranda of Understandings (MOUs) are developed and maintained, the Michigan Emergency Management Assistance Compact (MEMAC) is promoted, and that the jurisdiction's NIMS typed resources are current in the Michigan Critical Incident Management System (MI CIMS).

Pub 206 Standard: Sections 4.8 & 4.9

Metrics:

- List number of new, updated, and current MAAs/MOUs.
    o List number of new MAA/MOUs
    o List number of updated MAA/MOUs
    o List number of current MAA/MOUs
- Document the name of new MEMAC members.
- Indicate whether the EMD-003 Resource Inventory Certification Form was submitted.
    o Select Yes or No

Notes:

- The EMD-003 will be submitted electronically.

Resources:

NIMS RLTL Tool: https://rtlt.ptaccenter.org/Public
http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-703.a
MSP/EMHSD NIMS: http://www.michigan.gov/msp/0,4643,7-123-1564-191891--Y,00.html
MSP/EMHSD MEMAC: http://www.michigan.gov/msp/0,4643,7-123-60152_69727_69730_69743-9460--,00.html

Contacts:
Henrik Hollaender: 517-284-3970 - HollaenderH@michigan.gov – NIMS

Work Agreement Objective 9: Communications and Warning

Goal: Verify that the jurisdiction maintains a primary and secondary warning system, participate in radio tests and MI CIMS drills, and are actively involved in exercising additional

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communication methods. Verify attendance at regional Michigan Association of Broadcasters (MAB)/Emergency Alert System (EAS) meetings and review of regional plans.

<u>Pub 206 Standard</u>: Section 4.10

<u>Metrics:</u>

- Document the name of the primary and secondary notification systems.
- Verify if jurisdiction is IPAWS compliant. (this question is conditional in the survey)
    - Select Yes, No, or N/A. N/A for non-county 390 programs. IPAWS is on county level.
- If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming IPAWS compliant.
    - Select Yes, No, or N/A
- If jurisdiction is not working towards IPAWS compliancy; indicate reason.
    - Open text box to document reasons
- List the number of radio tests that the jurisdiction participated in.
    - List the number of district radio tests
    - List the number of state radio tests
    - List the number of other radio tests
- List the number of MI CIMS drills that the jurisdiction participated in.
    - List the number of district MI CIMS drills
    - List the number of state MI CIMS drills
- Document additional communication tests that the jurisdiction has participated in.
    - Document name of communication tests
    - List the number of communication tests
- List the number of meetings with local EAS/MAB region representatives.
- Indicate whether the jurisdiction's warning capabilities were compared to the regional MAB plan.
    - Select Yes or No

<u>Notes:</u>

- Additional communication drills may include members of the public health sector, the general public, airports, special teams, multiple counties or jurisdictions, etc. This may also include sirens activated, tone alert with schools, EOC communications drills, etc.
- Additional communication drills may test social media, Radio Amateur Civil Emergency Service (RACES)/AUXCOM, Ham Radio, Emergency Alert System (EAS), Integrated Public Alert & Warning System (IPAWS), etc.
- State MI CIMS drills include any drill conducted by the state MI CIMS administrators e.g., Statewide load tests, etc.
- State and local EAS plans require a password.
- All regional plans were approved and submitted to Federal Communications Commission by MAB.
- All emergency managers are on their respective EAS region Local Emergency Communications Committee. Membership includes the local broadcast stations, the DC,

every county emergency manager, and representatives of special interest groups. Notices of meetings will be issued by the MAB.

- The MAB has a program to assist emergency managers with any and all issues with public alerting.
- Emergency Management coordinators should be meeting with their EAS regions which may be different than the MSP/EMHSD districts. Any meeting with representatives in these regions can be documented here.

Resources:

IPAWS: http://www.michigan.gov/documents/msp/IPAWS_Informational_Letter_2-4-13_410325_7.pdf
EMNet Training: http://www.michmab.com/EASFCC/EmergencyAlertSystemEAS/EMnetTraining
EAS Required Monthly Test Schedules
http://www.michmab.com/EASFCC/EmergencyAlertSystemEAS/AreaEASTestSchedules
Password required EAS Forum
http://www.michmab.com/Login?returnurl=%2fEASFCC%2fEmergencyAlertSystemEAS%2fMich iganEASForum

Contacts:

Don Bouffard: 517-284-3995 - BouffardD@michigan.gov - Communications

Don Kelly: 517-484-7444 - dkelley@michmab.com – Director of Technical Services/Digital Communications Manager, Michigan Association of Broadcasters

Work Agreement Objective 10: Operations and Procedures and Facilities

Goal: Verify that procedures for requesting a Governor's emergency or disaster declaration and state assistance are up to date in the jurisdiction's plans and that they are reviewed by public officials. Ensure that the jurisdiction maintains EOC procedures and provides an updated copy to the DC.

Pub 206 Standard: Sections 4.11 and 4.12

Metrics:

- Indicate whether the procedures for requesting a governor's emergency or disaster declaration, and state assistance are up-to-date in the jurisdiction's plans and have been reviewed with public officials.
  - o Procedures are up to date in plans or procedures: Select Yes or No
  - o Procedures have been reviewed with public officials: Select Yes or No
- Indicate whether the EOC procedures are current and have been provided to the DC.
  - o Report updates to EOC activation, operation, and deactivation procedures: Select Yes or No
  - o Procedures have been sent to DC: Select Yes or No
- Indicate whether major updates have been made to EOC procedures and sent to the DC.
  - o Major updates have been made: Select Yes or No

o   Major updates have been sent to the DC: Select Yes or No

Notes:

   •   Review with public officials can include a phone call, email, meeting, etc.

Resources:

MSP/EMHSD Publications: http://michigan.gov/msp/0,4643,7-123-1645_4607-14743--,00.html
Pub 901 Michigan Damage Assessment Handbook
Attachment C, page 23: Formatting for Declaring a local "State of Emergency"
Attachment D, Page 24: Format for Requesting a Governor's Emergency or Disaster
Declaration and State Assistance.
EOC Management and Operations:
http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-775
http://www.fema.gov/mitigation-best-practices-portfolio/emergency-operations-center-
assessment-checklist

Contacts:

DCs: http://www.michigan.gov/documents/EMD_Map-2_5-12-05_124830_7.pdf
Tom Weber: 517-284-3941 - WeberT1@michigan.gov - State Planning Manager

Work Agreement Objective 11: Training

Goal: Verify that jurisdiction is promoting emergency management courses.

Pub 206 Standard: Sections 4.13Metrics:

   •   Indicate if the emergency management course schedule has been promoted.
       o   Select Yes or No

Notes:

   •   All training is included in the EMD-065 Quarterly Training and Exercise Report. The
       EMD-65 now includes the previous Quarterly Training Report and Quarterly Exercise
       Report. They have been combined and will be submitted electronically.
   •   The EMD-065 is NOT a unique link per jurisdiction like the EMD-31 is. The link can be
       accessed at: https://survey.vovici.com/se/6CAB81314F4B83A0. This link is located on
       the website https://www.michigan.gov/msp/0,4643,7-123-72297_60152_69852---
       ,00.html, will be sent by the electronic system each quarter, and is also included in the
       email containing the EMD-31.
   •   State Training provides the Emergency Management Course Catalog for each year
   •   Emergency Management Institute (EMI) provides the list of Federal Training courses for
       each year, including EOC specific training.

Resources:

MSP EMHSD Training & Exercise Guidebook: http://www.michigan.gov/msp/0,4643,7-123-
60152_69852---,00.html
MI-Train: https://mi.train.org/DesktopShell.aspx
EMI - http://training.fema.gov/

Danica Frederick: 517-285-9714 - FrederickD3@michigan.gov – Training Officer

Work Agreement Objective 12: Exercises, Evaluations and Corrective Actions

Goal: Verify that the jurisdiction has submitted the EMD-065 and the multi-year training and exercise plan and adhered to required exercise participation as listed in the EMPG work agreement.

Pub 206 Standard: Sections 4.1Metrics:

- Indicate whether the EMD-065 has been submitted.
    o Select Yes or No
- Indicate whether the multi-year training and exercise plan has been submitted.
    o Select Yes or No

Resources:

MSP EMHSD Training and Exercise Guidebook: http://www.michigan.gov/msp/0,4643,7-123-60152_69852---,00.html
http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13_.pdf
hseep.dhs.gov/hseep_em

Contacts:
Stephanie Aynn: 517-285-9069 – AynnS@michigan.gov - Exercise Officer

Work Agreement Objective 13: Crisis Communications, Public Education and Information

Goal: Document efforts to educate the public about preparedness activities and report Citizen Corps activities.

Pub 206 Standard: Sections 4.15

Metrics:

- Document efforts to educate the public about preparedness activities
    o Awareness weeks: Document name e.g., Severe Weather, Winter Awareness, National Preparedness month, etc.
    o Media: document name of media e.g., social, print, TV, radio, etc.
    o See Something/Say Something: Select Yes or No
    o Eight Signs of Terrorism: Select Yes or No
    o OK2Say: Select Yes or No
- Document any Citizen Corps activity that occurred
    o Citizen Corps Activity Type/Number of Citizen Corps Activities.

Resources:

MSP/EMHSD Preparedness: http://www.michigan.gov/msp/0,4643,7-123-60152_68558---,00.html
MSP/EMHSD 7 Signs of Terrorism: http://www.michigan.gov/msp/0,4643,7-123-1564-171767--,00.html
http://www.ready.gov/citizen-corps
http://www.fema.gov/national-preparedness
http://www.dhs.gov/see-something-say-something

Contacts:

Dale George: 517-284-3962 - GeorgeD5@michigan.gov - Public Information Officer

Wendy Galbreath: 517-284-3980 - GalbreathW@michigan.gov - Preparedness Activities

MIOC: 877-616-4677 - MIOC@michigan.gov - Eight signs of Terrorism, "If You See Something, Say Something" Campaign