



NEWAYGO COUNTY EMERGENCY ACTION GUIDELINES 2010-2011



BASIC PLAN

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FORWARD

The purpose of the Newaygo County Emergency Services Department is to direct the jurisdiction's efforts in the prevention, protection, response, and recovery from emergencies, disasters, and threats within the County of Newaygo with the goal of saving lives, preventing property damage, and minimizing damage to the environment.

The Newaygo County Emergency Services Department in conjunction with the Newaygo County Local Emergency Planning Team, comprised of numerous government, public and private officials, has developed these Emergency Action Guidelines to describe how different government and non-government entities will interact with each other to respond effectively during any disaster or emergency situation. These guidelines assign various emergency objectives and responsibilities that may or may not need to be performed during any emergency or disaster situation. Objectives and responsibilities are assigned to the organizations best suited to performing them due to their local roles and capabilities.

The Emergency Action Guidelines was designed to guide officials in the special considerations necessary when circumstances call for response and recovery measures outside the realm of normal operations. When planning for emergency response to large emergency and/or disasters, agency officials establish internal procedures that support the responsibilities assigned in the Emergency Action Guidelines and train to effectively accomplish those goals.

It is important to note that despite the Emergency Action Guideline's critical role in community emergency response and recovery, it remains only a single component of the local emergency management program. Other facets of the comprehensive emergency management system include capability assessment, hazard analysis, training, public education, hazard mitigation, and exercising. Each of these components are inter-related and significantly contribute to, or are affected by the Emergency Action Guideline's existence. (See the Program Overview section for a full description.)



EMERGENCY ACTION GUIDELINES (EAG)
for
NEWAYGO COUNTY

UNDER THE AUTHORITY VESTED IN ME BY P.A. 390, "THE MICHIGAN EMERGENCY MANAGEMENT ACT" AND "THE NEWAYGO COUNTY EMERGENCY MANAGEMENT RESOLUTION", I CERTIFY THAT THIS EMERGENCY ACTION GUIDELINES DATED **2009** IS THE OFFICIAL EMERGENCY MANAGEMENT PLANNING DOCUMENT FOR NEWAYGO COUNTY AND CONSTITUTES THE NEWAYGO COUNTY EMERGENCY OPERATIONS PLAN.

ADAM WRIGHT, Chairperson
Newaygo County Board of Commissioners

Date

ABIGAIL B. WATKINS P.E.M., M.E.P, Director
Newaygo County Emergency Services Department

Date

DISTRIBUTION LIST

Master copies of the Newaygo County Emergency Action Guidelines are maintained at specific key points to facilitate availability and security. Functional copies are maintained by the Section Leaders and distributed to supporting and participating agencies as necessary.

EAG COPY	COPIES OF RECORD (Includes all sections and components)
1	DIRECTION & CONTROL OFFICIAL Newaygo County Services
2	DIRECTION & CONTROL OFFICIAL Newaygo County Board of Commissioners
3	DIRECTION & CONTROL OFFICIAL Michigan State Police Emergency Management and Homeland Security Division
4	EMERGENCY OPERATIONS CENTER Newaygo County Emergency Services
5	EMERGENCY OPERATIONS CENTER Newaygo County Emergency Services
6	EMERGENCY OPERATIONS CENTER Newaygo County Emergency Services
FUNCTIONAL COPIES (Includes Basic Plan & Specific Functional Section)	
7 - WC	WARNING AND COMMUNICATIONS OFFICIAL Newaygo County Central Dispatch
8 - DA	DAMAGE ASSESSMENT OFFICIAL Newaygo County Equalization
9 - EXEC	PUBLIC INFORMATION OFFICIAL Newaygo County Administrator
10 - LAW	LAW ENFORCEMENT OFFICIAL Newaygo County Sheriff Department
11 - FS	FIRE SERVICES OFFICIAL Newaygo County Fire Chiefs Association
12 - PW	PUBLIC WORKS OFFICIAL Newaygo County Road Commission
13 - EMS	EMERGENCY MEDICAL SERVICES Newaygo County Medical Control (Gerber Hospital)
14 - EMS	EMERGENCY MEDICAL SERVICES Life EMS
15 - EMS	EMERGENCY MEDICAL SERVICES Pro-Med EMS
16 - PH	PUBLIC HEALTH OFFICIAL District 10 Public Health Department

FUNCTIONAL COPIES CONTINUED
(Includes Basic Plan & Specific Functional Section)

17 - PH	PUBLIC HEALTH OFFICIAL Newaygo County Community Mental Health
18 - HS	HUMAN SERVICES OFFICIAL Department of Human Services
19 - HS	HUMAN SERVICES OFFICIAL American Red Cross
20 - HS	HUMAN SERVICES OFFICIAL Newaygo County Commission on Aging
21 - HS	HUMAN SERVICES OFFICIAL Newaygo County Regional Educational Services Agency
22 - EXEC	RESOURCE MANAGEMENT OFFICIAL Newaygo County Human Resources
23 - EXEC	RESOURCE MANAGEMENT OFFICIAL Newaygo County Finance Office

PUBLIC ACCESS
(Supervised and Documented Access For Official Use Only)

This document includes information considered exempt from the Michigan Freedom of Information Act (MCL 15.243y). Unauthorized possession of this information to the extent that it pertains to a specific vulnerable target could constitute a violation of the Michigan Anti Terrorism Act (MCL 750.543r). The information contained in this document is intended for official emergency preparedness use only.

ALL HAZARDS PLANNING ASSUMPTIONS

The following all-hazards planning assumptions have been developed to provide a foundation for planning and response considerations. They include key concepts that must be taken into account throughout all phases of mitigation, preparedness, response, and recovery.

- Newaygo County and its comprising jurisdictions (townships, cities, and villages) are susceptible to a wide range of natural, technological, and man-made hazards that could result in emergencies of sufficient magnitude to overwhelm available local capabilities and resources AND significantly threaten the lives, property, and environment.
- It is the principle responsibility of government to ensure social order, protect the life and health of persons, and secure their existence and comfort. Thus it is the responsibility of Newaygo County and its comprising jurisdictions (townships, cities, and villages) to maintain a system to provide for the safety and welfare of its citizens when emergencies / disasters occur.
- A comprehensive, standards based Emergency Management Program is the best mechanism for providing Newaygo County and its comprising jurisdictions (townships, cities, and villages) with effective disaster Mitigation, Preparedness, Response, and Recovery services.
- Newaygo County's emergency management capabilities are part of the nation's emergency management framework which relies on coordination and cooperation between local, state, and federal government agencies as well as private entities and non-governmental organizations. As this is especially true during emergency/disaster conditions, priority efforts must be made to ensure local efforts function in collaboration with state, federal, and other initiatives.
- All disasters / emergencies originate (begin) and terminate (end) at the local government level and primarily affect local citizens, business, and visitors. Thus, it is imperative that mitigation, preparedness, response, and recovery efforts be implemented effectively by local government agencies, private businesses, and non-governmental organizations, and individual citizens & families. Examples include developing an emergency plan, organizing a disaster kit, maintaining a Continuity of Operations Plan, preservation of vital records, etc.
- The Newaygo County Emergency Action Guidelines is the primary emergency response plan for Newaygo County and its comprising jurisdictions (townships, cities, villages), it is essential that additional plans, procedures, and resources are coordinated with the emergency management program as to ensure a uniform effort in emergency operations.

Terrorism CBRNE Planning Assumptions

In addition to those made for all-hazards planning, unique assumptions must be taken into account for planning related to CBRNE (Chemical/Biological/Radiological/Nuclear/Energetic) Weapons of Mass Destruction Terrorism incidents.

- No single agency at the local, State, Federal, or private-sector level possesses the authority and expertise to act unilaterally on many difficult issues that may arise in response to a threat or act of terrorism, particularly if WMD are involved.
- An act of terrorism, particularly an act directed against a large population center within the United States involving WMD, may produce major consequences that would overwhelm the capabilities of many local and State governments almost immediately.
- Major consequences involving WMD may overwhelm existing Federal capabilities as well, particularly if multiple locations are affected.
- Local, State, and Federal responders will define working perimeters that may overlap. Perimeters may be used to control access to the area, target public information messages, assign operational sectors among responding organizations, and assess potential effects on the population and the environment. Control of these perimeters may be enforced by different authorities, which will impede the overall response if adequate coordination is not established.
- If appropriate personal protective equipment is not available, entry into a contaminated area (i.e., a hot zone) may be delayed until the material dissipates to levels that are safe for emergency response personnel. Responders should be prepared for secondary devices.
- Operations may involve geographic areas in a single State or multiple States, involving responsible FBI Field Offices and Regional Offices, as appropriate. The FBI and FEMA will establish coordination relationships as appropriate, based on the geographic areas involved.
- Operations may involve geographic areas that spread across U.S. boundaries. The Department of State is responsible for coordination with foreign governments.

THE EMERGENCY MANAGEMENT SYSTEM (Local, State, & Federal Government & Private / Non-Government Coordination)

The inherent nature of emergencies and disasters requires the prompt and coordinated action from a wide variety of existing agencies from local, state and federal government as well as private and non-governmental organizations (NGO's). As such, the Newaygo County Emergency Action Guidelines is highly interdependent with numerous government and non-government components within the nation's emergency management system.

Diagram 1 "Governmental Emergency Management Coordination", describes the primary responsibilities of government (local, state, and federal) and private, non-governmental entities in the emergency management system.

Of primary concern is the National Response Framework (NRF), which has been developed to constitute the basic principles of the nation's Emergency Management System and provides the basis on which state and local emergency plans are coordinated. The NRF and its companion documents, including the National Incident Management System (NIMS) and the Targeted Capabilities List (TCL), have been utilized in the development of the Newaygo County Emergency Action Guidelines as ensure that local, state, and federal government and are able to work cohesively during disasters.

Likewise, various state and local elements are also integrated into the local plan to provide similar planning and coordination integration. Reference with the Michigan Emergency Management Plan (MEMP) and Michigan Hazard Analysis ensure cohesion with state government efforts while utilization of the Newaygo County Hazard Analysis and Newaygo County Capabilities Assessment provide essential local planning basis. If necessary, regional agreements and plans may also be added to provide yet another level of coordination as deemed necessary to benefit capabilities.

Diagram 2 "Plan Development References" lists key federal, state, and local references that must be utilized in the development of the Emergency Action Guidelines to ensure consistency with national and state systems.

The following diagrams describe key components of the emergency management system on local, state, and federal levels.

E.A.G. Diagram 1: EMERGENCY MANAGEMENT SYSTEM COORDINATION

**Local Government
(Newaygo County Emergency Services)**

- Maintains the local "Newaygo County Emergency Management Program" under authority of local legislation entitled "The Newaygo County Emergency Management Resolution"
- Under direction of the Chief Elected Official, the Emergency Management Director coordinates local mitigation, preparedness, response, & recovery
- Maintains the local emergency operations plan entitled "Newaygo County Emergency Action Guidelines"
- Maintains coordination with State & Federal systems via state agency



**State Government (Michigan State Department of State Police
Emergency Management & Homeland Security)**

- Maintains the state emergency management program (Michigan State Police Emergency Management & Homeland Security Division) under authority of Public Act 390, "The Michigan Emergency Management Act"
- Under direction of the Governor, the Director of the Department of State Police coordinates state mitigation, preparedness, response, & recovery
- Maintains the state emergency operations plan, "the Michigan Emergency Management Plan"
- Maintains coordination with State & Local programs, acts as liaison



**Federal Government
(Department of Homeland Security's Federal Emergency Management Agency)**

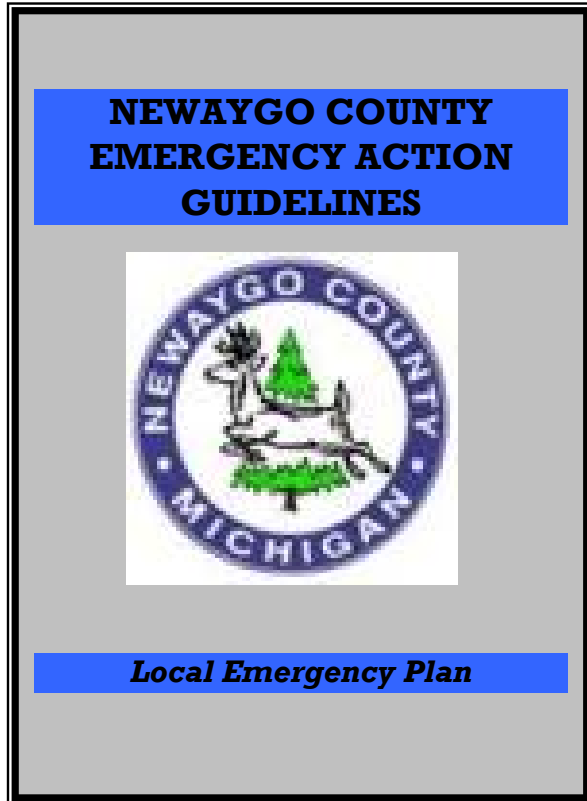
- Maintains the national emergency management and homeland security program (Department of Homeland Security & Federal Emergency Management Agency) under authority of "The Stafford Act" and numerous other authorities
- Under direction of the President, the Secretary of Homeland Security directs federal emergency management programs in mitigation, preparedness, response, and recovery
- Maintains the federal emergency operations plan, "The National Response Framework"
- Maintains coordination with State and Local programs via state agency



Private / Non-Governmental Organizations (Individual Citizens, Businesses, Non-Governmental Organizations)

- Maintains personal / private emergency management program under local, state, and federal guidance and/or legislative authorities
- Personally responsible for personal / private specific mitigation, preparedness, response, and recovery efforts
- Maintains personal / private site specific local plan & capabilities
- Maintains coordination with local emergency management program

E.A.G. Diagram 2: PLAN DEVELOPMENT REFERENCES



Emergency Management Program

Pursuant to Act 390, P.A. 1976, as amended, and the Newaygo County Emergency Services Resolution 02-004-06, dated February 22, 2006, Newaygo County has established an Emergency Management Program to direct the prevention, protection, response, and recovery activities with the jurisdiction (Newaygo County and its comprising townships, cities, and villages). Under authority of the Chairperson of the Newaygo County Board of Commissioners and direction of the Emergency Services Director, the primary responsibilities of the program are as follows:

- On behalf of the Chief Elected Official, conduct **Administration** activities necessary to establish and maintain the local emergency management program in accordance with requirements identified in P.A. 390, Michigan – Local Emergency Management Performance Grant, and current professional practices.
- Conduct comprehensive **Capability Assessments** of the jurisdiction's program components in their effectiveness in disaster mitigation, preparedness, response, and recovery.
- Direct local **Local Local Emergency Planning Team** activities to ensure a community teamwork approach to the jurisdiction's emergency management activities.
- Develop and maintain the local **Emergency Action Guidelines** to assign emergency responsibilities and coordinate the jurisdiction's response and recovery efforts in times of emergency and disasters.
- Develop and maintain a local **Emergency Resource Manual** that identifies critical personnel, facilities, supplies, equipment, and services that could be utilized in emergency management operations.
- Develop **Site Emergency Plans** for specific sites and areas identified as requiring additional or special procedures by legislation and/or local necessity.
- Develop a local **Hazard Analysis** that accurately describes the jurisdiction's risks and vulnerabilities to natural, technological, and man-made disasters.
- Direct the jurisdiction's **Hazard Operations** efforts as to continually improve capabilities in mitigation, preparedness, response, and recovery.
- Develop and implement a **Public Education** program that provides guidance to the jurisdiction's public and private entities on necessary emergency management issues.
- Develop and implement a local **Training** program that provides critical personnel with the necessary skills to facilitate effective and efficient emergency management operations.
- Develop and implement a local comprehensive **Exercise** program that provides for adequate testing of local emergency response capabilities and provides participants with the necessary experience to facilitate effective and efficient emergency response.
- Provide for the public safety of the jurisdiction through required emergency **Response** to all types of natural, technological, and man-made emergencies and disasters.

Refer to the Newaygo County Emergency Services Resolution and Emergency Services Director's job description for further information on the program responsibilities.

Emergency Services Director and Department Staff

The Newaygo County Emergency Management Department is the organization with primary responsibility for the jurisdiction's prevention, protection, response, and recovery activities with the jurisdiction (Newaygo County and its comprising townships, cities, and villages). As such, the department maintains key staff dedicated to carrying out the responsibilities assigned to them by the Chairperson of the Newaygo County Board of Commissioners as follows:

- ***Emergency Services Director.*** Ultimately responsible for the development and direction of emergency management operations of the county. Reports directly to the Chairperson and acts on his/her behalf in managing the jurisdiction's prevention, protection, response, and recovery activities.
- ***Emergency Services Deputy Director.*** Under direction of the Emergency Services Director, implements emergency management prevention, protection, response, and recovery programs within the jurisdiction. Performs all duties and responsibilities of the Director in his/her absence.
- ***Emergency Management Officer.*** Under direction of the Emergency Services Director and/or Deputy Director, implements emergency management projects. Additionally is directly responsible for a section of the EAG as a lead official, thus carries a similar level of responsibility, i.e. the RACES Officer.
- ***Emergency Management Support Team.*** The Emergency Services Department maintains a group of volunteer / auxilliary staff that are trained as an 'EOC Support Team' by NIMS definition. This team is responsible for assisting the emergency services department and community officials in the development, testing, training, and implementation of the emergency plan as necessary. Members are specifically trained to support the implementation of emergency plan functions as an Assistant Section Leader within the EOC environment.

Diagram 3 "Emergency Services Lines of Authority" describes the official relationship between emergency management positions and those of Local Emergency Planning Team / Emergency Operations Center Officials.

Local Emergency Planning Team

Composed of community agency officials assigned key roles in the jurisdiction's emergency plan and chaired by the Emergency Services Director, the Local Emergency Planning Team (L.E.P.T.) is a primary component of the jurisdiction's multi-disciplined, community approach to emergency management. This group meets regularly, as needed, and/or at the request of the CEO or Director to develop procedures for mitigation, preparedness, response and recovery from emergencies or disasters. At a minimum, the Local Emergency Planning Team meets bi-monthly to specifically review the EAG and ensure that it is current and operationally ready. The team also directs training and exercising (testing) of the plan.

The Local Emergency Planning Team comprises the Emergency Operations Center Officials and consists of 3 identifiable ranks:

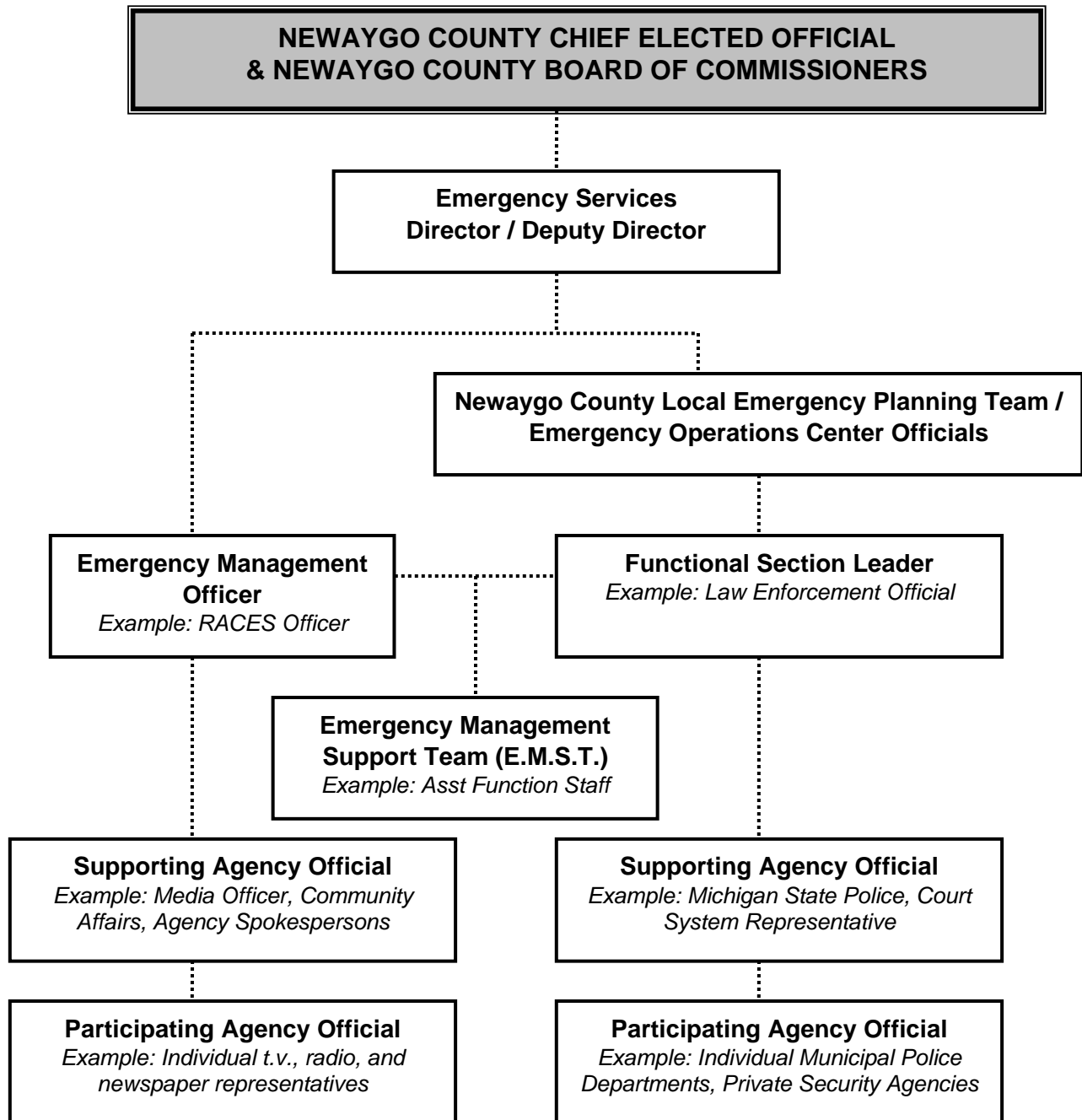
- **“Section Leaders”** are assigned by the Chief Elected Official (CEO) and the Emergency Services Director and have the responsibility for maintaining a functional component of the jurisdiction's emergency plan (EAG). Next to the CEO or Director, these officials are the highest ranking officials within the emergency management system, managing the critical functional components of the Emergency Plan.
- **“Supporting Entities”** are identified to represent agencies/organizations that provide key services to the entire jurisdiction. These are usually county government agencies, or entities that provide county-wide coverage of services. These entities are necessary to support the functional components of the plan and are vital to the local emergency management system.
- **“Participating Entities”** are single jurisdiction, or smaller entities that provide an emergency service covering only a single area or task. They support emergency operations in an important, but limited manner within the emergency management system.

These Section Leaders, Supporting Entities, and Participating Entities, comprise the Local Emergency Planning Team / Emergency Operations Center Officials and work together with the Emergency Services Director to support the emergency management program in providing a multi-disciplined, community wide approach to emergency readiness and include such aspects as capability assessments, planning, site planning, hazard analysis, hazard mitigation, public education, training, exercising and response.

Composed as such, this body collectively serves several official functions to maintain continuity of the emergency management program including: Local Emergency Planning Committee (LEPC) required under SARA III legislation, the Local Planning Team required under Homeland Security grant procedures, as the Hazard Mitigation Committee required under the Hazard Mitigation Act of 2000, Exercise Program Management required under the Homeland Security Exercise Evaluation Program, and as the Citizen Corps Council for Newaygo County directing all emergency volunteer programs within Newaygo County.

Diagram 3 “Emergency Services Lines of Authority” describes the official relationship between emergency management positions and those of Local Emergency Planning Team / Emergency Operations Center Officials.

E.A.G. Diagram 3: EMERGENCY SERVICES LINES OF AUTHORITY



Functional Responsibilities (Targeted Capabilities List)

A primary responsibility of the Local Emergency Planning Team is to ensure adequate emergency capabilities amongst appropriate agencies and organizations. These capabilities are identified through the Targeted Capabilities List (TCL) and are assigned to appropriate functional representatives of the Local Emergency Planning Team. L.E.P.T. Section Officials, in conjunction with appropriate supporting and participating agencies, work together to establish functional capabilities in these areas as to ensure a proficient emergency response.

E.A.G. Diagram 4: FUNCTIONAL T.C.L. RESPONSIBILITIES

COMMON TARGET CAPABILITIES

- Planning ➤ Local Emergency Planning Team (L.E.P.T.)
- Communications ➤ Communications
- Community Preparedness / Participation ➤ Citizen Corps Council (L.E.P.T)
- Risk Management ➤ Direction / Control
- Intelligence and Information Sharing and Dissemination ➤ Law Enforcement

PREVENT MISSION AREAS

- Information Gathering and Recognition of Indicators and Warnings ➤ Law Enforcement
- Counter Terror Investigation and Law Enforcement ➤ Law Enforcement
- Intelligence Analysis and Production ➤ Law Enforcement
- CBRNE Detection ➤ Public Safety (Fire, Law, EMS, Public Health)

PROTECT MISSION AREA

- | <u>TARGET CAPABILITY</u> | <u>RESPONSIBLE FUNCTION</u> |
|--|-----------------------------|
| • Critical Infrastructure Protection | ➤ Law Enforcement |
| • Food and Agriculture Safety and Defense | ➤ Public Health |
| • Epidemiological Surveillance & Investigation | ➤ Public Health |
| • Laboratory Testing | ➤ Public Health |

RESPONSE MISSION AREA

- On Site Incident Management ➤ Public Safety (Fire, Law, EMS, Public Works)
- Emergency Operations Center Management ➤ Direction/Control
- Critical Resource Logistics and Distribution ➤ Resource Management
- Volunteer Management and Donations ➤ Human Services & Resource Management
- Responder Safety & Health ➤ Public Safety (Fire, Law, EMS, Public Health)
- Emergency Public Safety & Security Response ➤ Law Enforcement
- Animal Disease Emergency Support ➤ Public Health and Human Services
- Environmental Health ➤ Public Health
- Explosive Device Response Operations ➤ Law Enforcement
- Fire Incident Response Support ➤ Fire Services
- WMD and Hazardous Materials Response & Decontamination ➤ Fire Services
- Citizen Evacuation & In Place Sheltering ➤ Direction / Control, Human Services & Public Safety (Fire, Law, EMS, Public Health)
- Isolation and Quarantine ➤ Public Health
- Search & Rescue (Land Based) ➤ Fire Services & Law Enforcement
- Emergency Public Information and Warning ➤ Warning & Public Information
- Emergency Triage & Pre-Hospital Medical Treatment ➤ Emergency Medical
- Medical Surge ➤ Emergency Medical
- Medical Supplies Management & Distribution ➤ Public Health & Emergency Medical
- Mass Care ➤ Human Services
- Fatality Management ➤ Public Health and Emergency Medical

RECOVER MISSION AREA

- Structural Damage Assessment ➤ Damage Assessment, Public Works, Direction & Control
- Restoration of Lifelines ➤ Public Works
- Economic and Community Recovery ➤ Direction / Control

INCIDENT RESPONSE

Successful management of emergencies / disasters requires rapid decision making to complex problems by government officials and emergency service agencies. For disasters, history has proven that the most challenging of these involve unclear direction for initial response, authority, mutual aid, and evacuation.

Field Response

Generally, Newaygo County's public safety system composed of 9-1-1, fire, police, ems, public works, and other first response agencies effectively manage the vast majority of the jurisdiction's 'routine', or 'low impact' emergencies. Standard mutual aid from neighboring agencies and jurisdictions provides sufficient assistance for the management of larger scale incidents, or 'moderate impact', that would otherwise significantly stress local field forces or prevent them from effectively covering other requests for emergency assistance.

Like all counties in Michigan, Newaygo County is additionally threatened by hazards with potential to develop into emergencies or disasters of significant magnitude to exhaust or totally overwhelm existing local and mutual aid capabilities. These 'high impact' or 'disaster' incidents require involvement by the Emergency Services Department to facilitate coordination of local, state, and federal response efforts and thus the activation of the jurisdiction's emergency plan (Emergency Action Guidelines).

As the emergency services response builds upon field efforts, first responders focus on key factors when planning, training, and exercising for major emergencies / disasters. These include:

- **Situation Recognition and Assessment.** Generally, the jurisdiction's designated Public Safety Access Point (PSAP) or 9-1-1 is the first to be notified and become aware of emergencies. Upon first responders and key agency officials being notified and activated, they assess the situation to determine appropriate action. *For all emergency / disaster level incidents, it is vital that their severity and potential impact be rapidly recognized and accurately assessed as to facilitate proper activation of response mechanisms.*
- **Emergency Response Actions.** Upon activation, first responders utilize their resources, training, experience according to local agency policies to manage the situation based on three primary priorities:
 - 1) **LIFE SAFETY**
 - 2) **INCIDENT STABILIZATION**
 - 3) **PROPERTY CONSERVATION / ENVIRONMENTAL PROTECTION**

As most emergency actions are implemented at the field level, capability of first responders to implement their assigned duties directly affects the jurisdictions effectiveness in managing the 3 priorities. Thus, *it is critical that first responder equipment, training, experience (via exercising), and policies/procedures be executed proficiently and in conjunction with the local emergency management system.*

- **Incident Management System.** The complexity of emergency/disaster incidents requires an organizational structure for emergency personnel to be able to coordinate complex and critical tasks amongst a wide variety of government and private entities. Thus, it is imperative that local agencies are proficient in establishment of the N.I.M.S. Incident Command System to ensure coordinated on-scene response amongst all participating agencies and organizations.

Emergency Services Activation

At the direction of the Chief Elected Official and Board of Commissioners, the emergency services department is to provide direct support to local emergencies / disasters that are of significant or 'extraordinary' nature. Specifically, general guidance includes:

- Request by ANY emergency service Incident Commander, government official, or other agency for EMD assistance
- Incidents that involve multiple emergency service departments or require a significant amount of local resources
- Incidents involving multiple jurisdictions requiring activation of Mutual Aid Agreements
- Incidents that may extend or have extended over a prolonged operational period of 12 hours or more.
- Incidents that affect a number of people and/or require protective measures including evacuation or sheltering in place.
- Incidents involving any pre-planned sites or hazard areas which include 11 SARA Title III 302 Hazardous Materials Sites, wildfire zones, severe weather, schools, dams, and flooding areas.
- Any incident involving potential Homeland Security, Terrorism, or CBRNE (Chemical, Biological, Radiological, Nuclear, Energetic) threat.
- Any other incident that may potentially benefit from enhanced coordination or guidance

Based on the situation, the Newaygo County Emergency Services Department will respond according to procedures identified in the emergency plan via the emergency operations center.

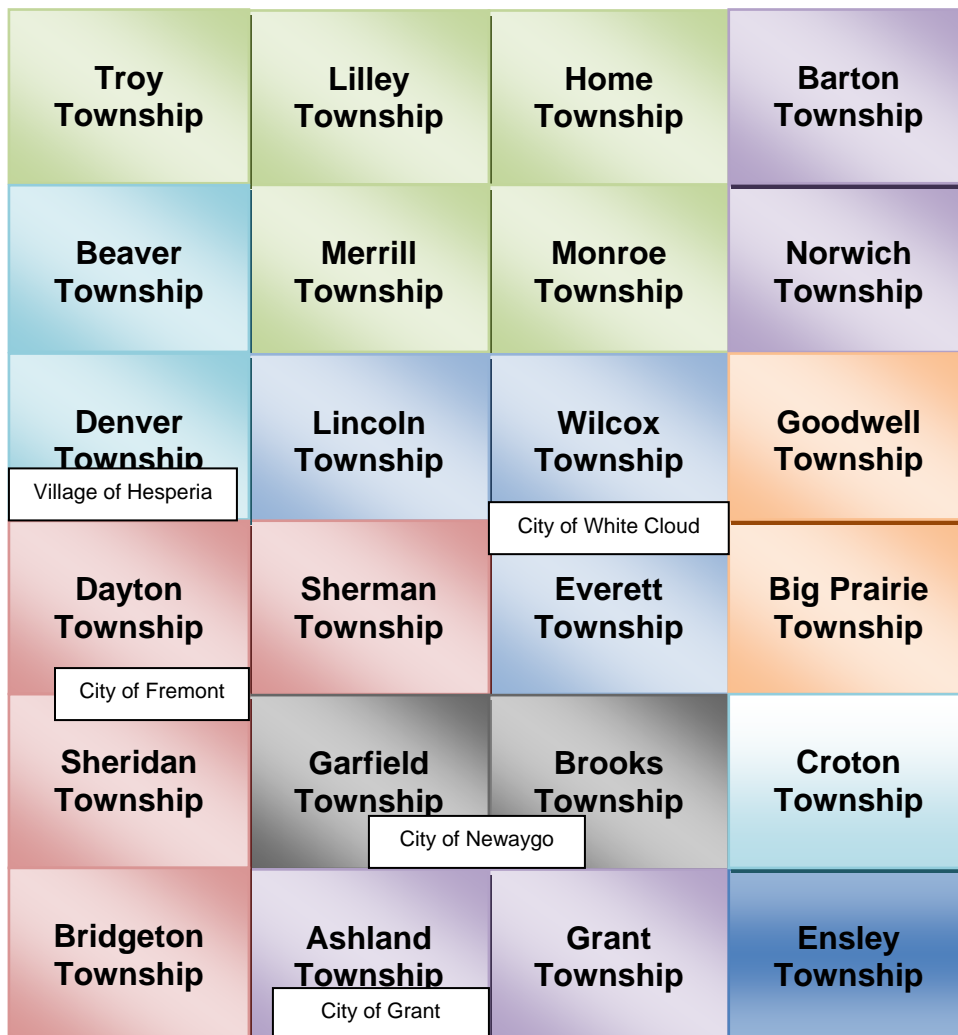
Authority

The authority for the Newaygo County Emergency Services Guidelines and the responsibilities outlined herein is the Michigan Emergency Management Act P.A. 390 of 1976, as amended, and the Newaygo County Emergency Services Resolution 02-004-06 dated February 22, 2006.

The Chairperson of the Board of Commissioners is the Chief Elected Official for Newaygo County and all county-level disaster responses (including protective actions such as evacuation) shall be executed under the authority of the Chief Elected Official. In the event that an emergency/disaster is confined entirely within a single political subdivision (i.e. township, city, village), then the highest ranking elected official will serve as the Chief Elected Official to support and authorize emergency response actions.

In any event, the Newaygo County Emergency Action Guidelines constitutes the official emergency plan for Newaygo County and its comprising townships, cities, and villages with the Newaygo County Emergency Management Director/Coordinator appointed to implement those duties in conjunction with county, township, city, and village officials.

E.A.G. Diagram 4: NEWAYGO COUNTY JURISDICTIONS



Mutual Aid

Local government and other agencies included in this plan are mobilized as necessary to support emergency response to the incident. If a municipality requests county resources, the county will provide them and absorb the cost. If the county requests the use of municipal resources, the municipality will provide them and absorb the cost. Existing agencies of local government, other local agencies, volunteer agencies, and the private sector, augmented by state and federal agencies, constitute the basic response framework. Some of these agencies must perform special activities related to response and recovery. Individuals designated to perform these activities are detached from their regular assignment when activated.

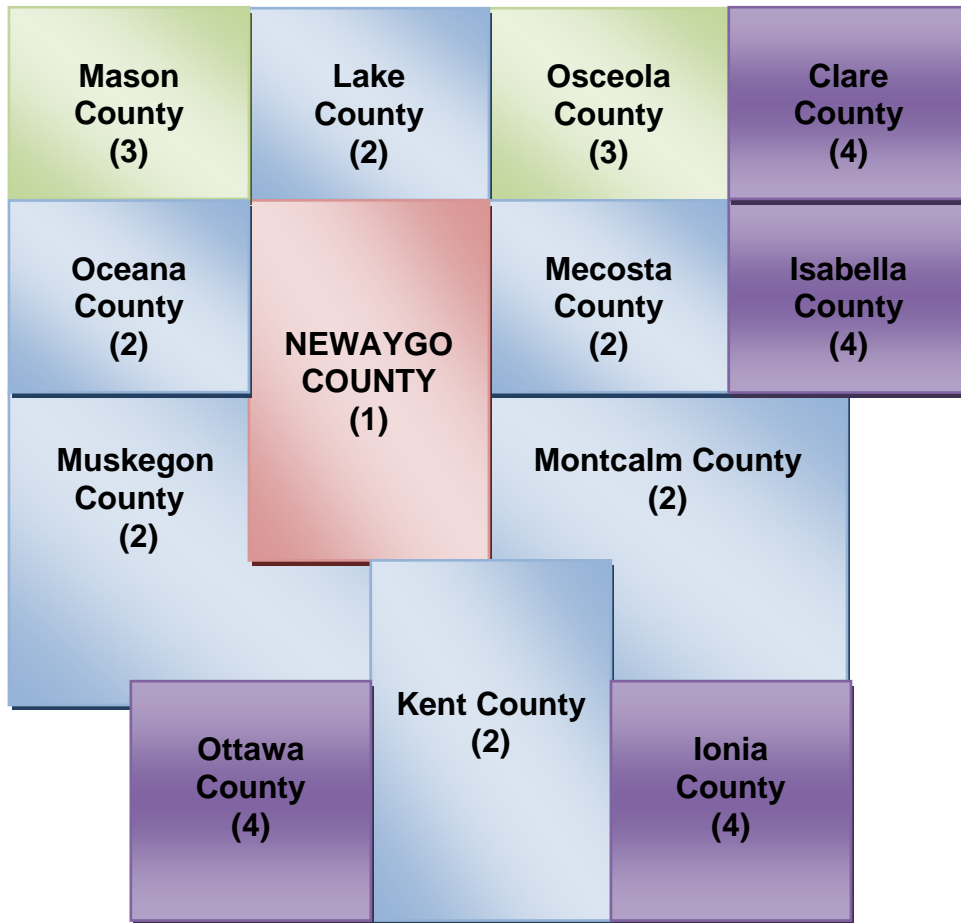
For large multi-jurisdictional incidents, the Michigan Emergency Management Assistance Compact (MEMAC) is the statewide mutual-aid assistance compact, authorized under 1976 PA 390, as amended that allows participating jurisdictions to render or receive assistance in time of crisis and share vital public safety services and resources more effectively and efficiently. The MEMAC is designed specifically for those situations in which a participating jurisdiction has exhausted its local resources (including those available through local / regional mutual aid or reciprocal aid compacts or agreements), or its resources are inadequate or overwhelmed in response to a threat or event being faced, and it requires additional resources (provided in a timely manner) to protect public health and safety, property or the environment.

Newaygo County Board of Commissioners have signed onto MEMAC through local resolution 12-46-06 Authorizing Michigan Emergency Management Assistance Compact in Newaygo County on December 27, 2006.

The MSP/EMHSD administers MEMAC on behalf of the state of Michigan and is responsible for processing requests for resources by participating jurisdictions. Requests for assistance under MEMAC by a participating jurisdiction are communicated to the MSP operations center, which then notifies EMHSD of the request. MSP/EMHSD processes the request by conducting a search of available and relevant resources, contacting other participating jurisdictions or mobilizing state assets for assistance, and coordinating the mobilization of the assistance. MSP/EMHSD also administers the reimbursement process between the requesting and assistance-providing jurisdictions in accordance with the procedures established in the Compact.

Diagram 5 "Mutual Aid Priorities" graphically shows Newaygo County's priority mutual aid according to regional plans and agreements.

E.A.G. Diagram 5: MUTUAL AID PRIORITIES



MUTUAL AID KEY

- Priority 1: Primary Local / Primary Regional
- Priority 2: Priority Local / Priority Regional
- Priority 3: Secondary Local / Priority Regional
- Priority 4: Tertiary Local / Secondary Regional
- Other: Local Agency Agreements
- Priority 6: MEMAC or situational

Public Protection Actions

Public protection actions such as In-Place Sheltering, Evacuation, Isolation, and even Quarantine are highly complex but absolutely vital responsibilities of government and emergency response agencies during emergencies/disasters. As such, an established guideline must be utilized to ensure a rapid and effective determination of appropriate public protective actions that determines appropriate authority, protective action measures, and decision making process.

PROTECTIVE ACTIONS

Methods for protecting the population may vary depending on the hazard, however for major emergencies/disasters will generally fall into the following categories:

- In Place Sheltering - is the process for securing people in homes, businesses, or pre-designated safe areas from a threat or actual hazard. Examples include sealing a home from the effects of hazardous materials or locking down a school due to a criminal threat. Studies have shown that it is often the safest and most convenient of protective actions due to the inherent nature of requiring few resources, danger to responders and affected citizens, etc.
- Evacuation – is the immediate and rapid movement of people away from a threat or actual occurrence of a hazard. Examples range from the small scale evacuation of a building due to a bomb threat or fire to the large scale evacuation of a district because of an impending flood or hurricane. Evacuation is preferred for hazards that pose such a hazardous threat that existing shelter in the area will not provide adequate protection for sufficient time period.
- Isolation – refers to measures taken to prevent the spread of contagious diseases by restricting the interaction of the population and prevent the spread of illness. Primary uses include the restriction of large community gatherings during times of pandemics to prevent further contagion.
- Quarantine – is the restriction of activities or limitation of movement of persons exposed to a communicable disease in such a manner as to prevent effective contact, and thus disease spread, to the unexposed population. Historical examples include restricting contagious individuals to remain in their homes to prevent further spread of disease. Quarantine is utilized when health officials have determined a disease of high potential to reach pandemic level.
- Travel Restrictions – is the restriction of citizen travel on designated roads as to limit traffic during hazardous conditions or control traffic patterns during emergencies. Primary uses have included restricting travel on county roadways during extreme ice / snowstorms or restricting citizen vehicles from inside affected hazard areas.
- Executive Directives – refers to measures taken to lessen widespread damage, injury, or loss of life or property during emergencies. Primary uses include suspending or limiting the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives, and combustibles, issuing a curfew, and issuing a burning ban.

Just as each protective action / measure has its own inherent applications, each also has unique challenges and considerations. Emergency Officials must thoroughly understand associated issues with each measure and have a clear process for determining when and how to implement them.

AUTHORITY

Michigan law provides for explicit authority to the Governor to compel protective measures such as evacuation and in place sheltering for catastrophic emergencies. Likewise, Michigan Public Health Code allows the Public Health Director the authority to authorize quarantine and isolation for protecting the public from epidemic health emergencies. Additionally, other authorities allow for various emergency officials to implement protective measures under certain hazardous conditions. Although not comprehensive, the following lists primary legislative authority recognized and supported by the Michigan Attorney General:

- Police Power – Provides the concept of the inherent power of every sovereignty to govern men and things, establish social order, protect the life and health of persons, secure their existence and comfort, etc. This includes evacuation, in place sheltering, quarantine, and isolation.
- Michigan Fire Prevention Act – (P.A. 207, 1941, Sec. 7a, as amended) provides the state fire marshal and local fire officials with the power to take all necessary protective actions to abate an identified danger to persons and property until the emergency condition is abated.
- Michigan Emergency Management Act – (P.A. 390, 1976, Sec 2 & 10, as amended) describes the powers invested in established emergency management programs to declare a local state of emergency, activate emergency response and recovery plans, and authorizes the furnishing of aid, assistance, and directives under those plans. Specific notations include directing and coordinating local multi-agency response to emergencies and providing for the health and safety of persons and property.
- Public Health Code – (section 2253, MCL 333.2453) Upon determination that control of an epidemic is necessary to protect public health, the director or local health officer, by emergency order, may prohibit the gathering of people for any purpose and may establish procedures to be followed during the epidemic to insure continuation of essential public health services and enforcement of health laws. Emergency procedures shall not be limited to this code.
- SARA Title III – (Sec 303 & 304) – Requires communities identify a community emergency coordinator and establishment of community emergency response plans in regard to hazardous chemicals sites and specifically identifies evacuation as a primary consideration.
- Protective Custody – (Law & EMS Legislation) Certain provisions are allowed law enforcement officers and emergency medical providers in restraining persons who are purposely and willfully endangering themselves without regard to their personal survival.

Although initial protective measures will frequently utilize an 'agency' or 'situation' specific authority, ultimately, all major protective measures should be authorized by the Chief Executive Official and utilize Police Power to ensure the maximum legislative and legal standing due to its validity and proven past precedence for authority.

DECISION MAKING

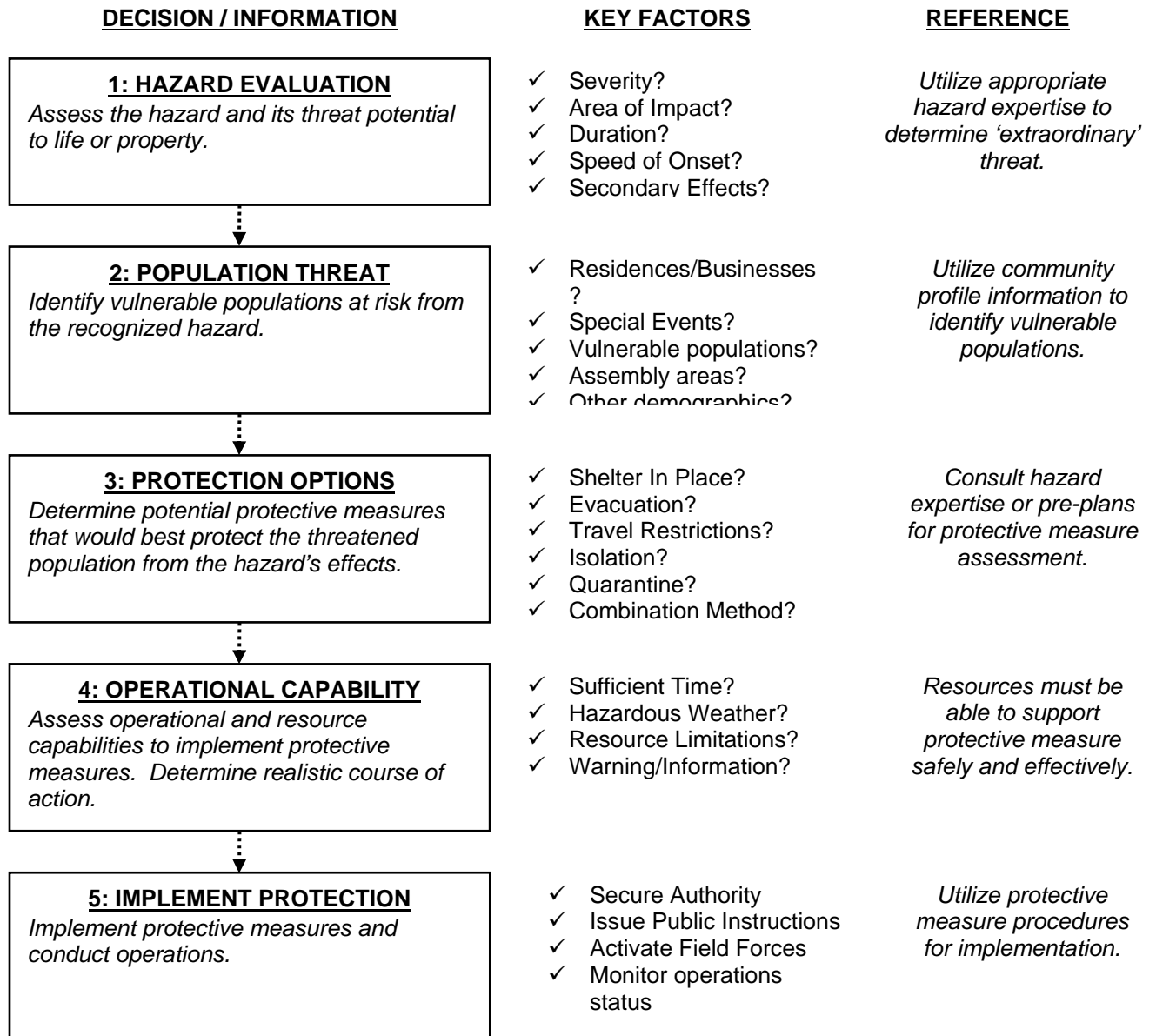
Numerous factors affect officials' decisions to implement protective measures. Community decision-makers must be able to rapidly accumulate, evaluate, and process situation information including impacted and/or threatened areas, potential dangers to people / property, and the various aspects of implementing protective measures.

Due to the complexity and importance of any protective action decision, it ideally should be made jointly by the key response officials, including the Incident Commander, Emergency Management Director, EOC Functional Official, and/or appropriate hazard expert.

- Incident Commander – Implements initial protective measures via appropriate authority (i.e. P.A.207, Public Health Code, etc.) and manages field operations. Coordinates with EOC in ongoing protective actions.
- Emergency Management Director – Coordinates with Incident Command and activates local emergency plan. Provides authority for protective measures via local emergency management resolution and P.A. 390. Determines appropriate hazard expert or assesses hazard.
- EOC Functional Official – Coordinates status of overall functional capabilities and prioritizes needs of multiple incident commands. May be the appropriate hazard expert.
- Hazard Expert – Advises on technical aspects of the hazard and assists in evaluation of protective measures.
- Chief Executive Official – Provides ultimate authority to protective measures by declaring local state of emergency and issuing an executive directive. Despite other authorities, all protective measures should be validated by the CEO's use of Police Power authority.

Figure 7 shows the primary decision flow process and key factors to be considered by these officials regarding any protective measure. Further information and procedures for individual protective measures (i.e. evacuation, in place sheltering, isolation, quarantine) are detailed in the appropriate functional sections.

Diagram 7: PROTECTIVE MEASURES DECISION MAKING



Emergency/Disaster Declarations

If the emergency situation is of significant magnitude, the Emergency Services Director may recommend that the Chief Elected Official declare a “**Local State of Emergency**”. This formally activates the full capabilities of the jurisdiction’s emergency response efforts and identifies the emergency’s scope to state officials.

If the emergency or disaster is deemed to be beyond the jurisdiction’s resources and capability to respond, the Chief Elected Official may request that the Governor declare a “**State of Emergency**” or “**State of Disaster**”. This activates state assistance in accordance with the provisions set forth in the Michigan Emergency Management Act.

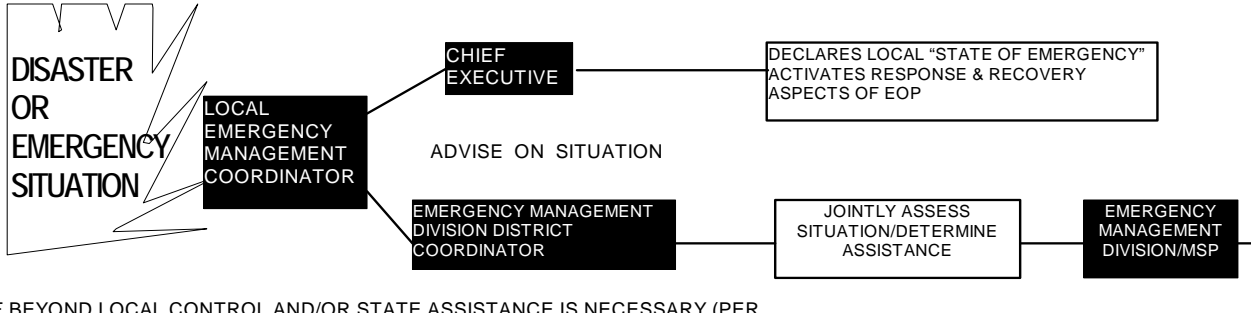
The jurisdiction must have fully exhausted its response capabilities and resources before state assistance is authorized. State assistance is only used to supplement local efforts and resources to help relieve extraordinary burden caused by threats to public health, safety, and property. It is not used for simple budgetary relief or to relieve hardship.

If Federal assistance is necessary to supplement the efforts and available resources of the State, the Governor may request that the President of the United States declare a “**Major Disaster**” or “**Emergency**” for the affected area under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Such a request is made through the Federal Emergency Management Agency (FEMA) and is based on data submitted to the Emergency Management Division, as well as the Division’s recommendation to the Governor.

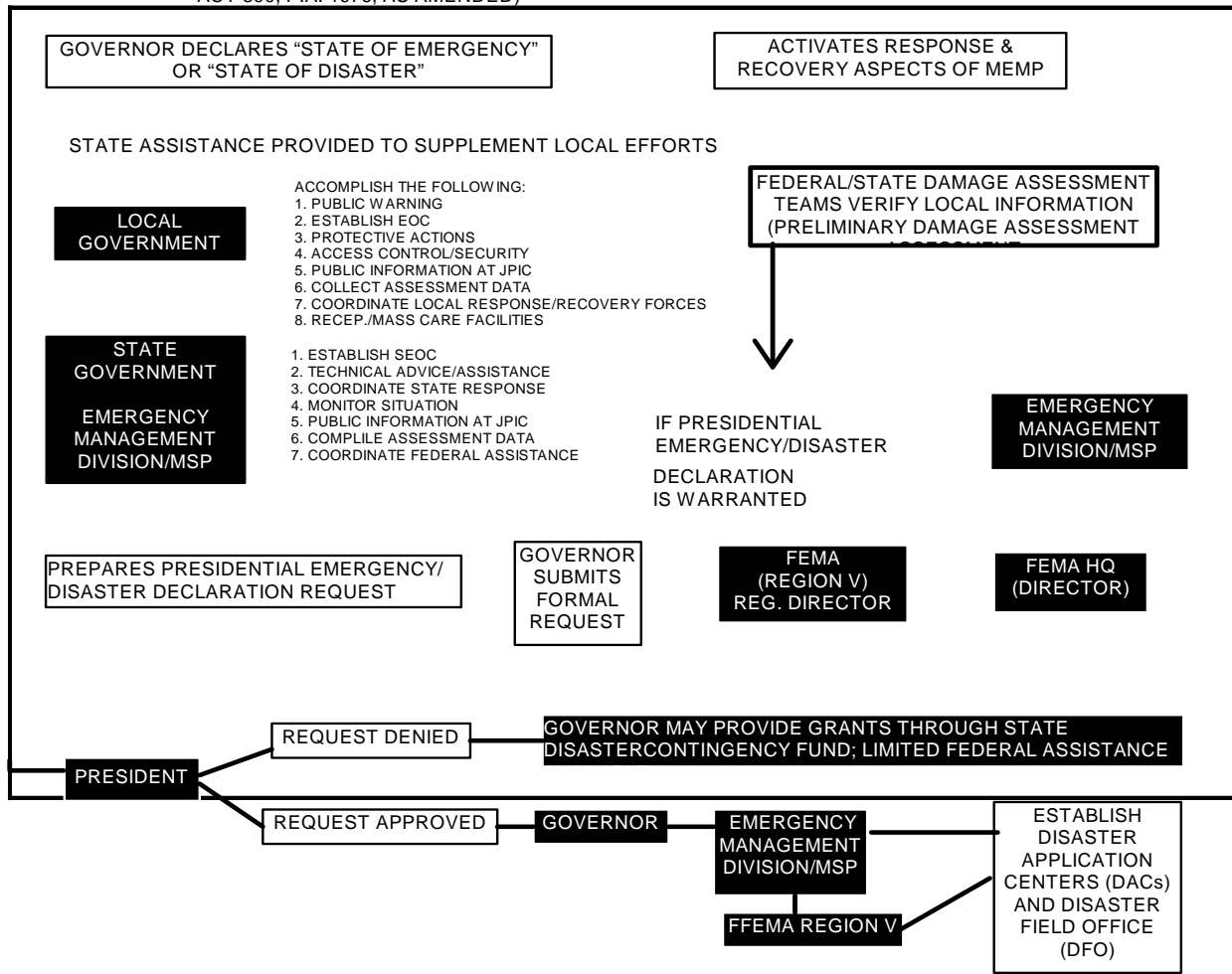
Each step in this process activates the appropriate levels of assistance from the associated level of government. These processes are fully described in the Program Overview, Direction & Control, and Damage Assessment portions of this document as well as EMD – Pub 905 “Damage Assessment Handbook” dated January 2006.

NOTE: Emergency/Disaster Declarations are the responsibility of the Chief Elected Official and Emergency Services Director/Deputy Director and are further addressed in the Direction/Control EAG Section.

The Disaster Declaration Process



IF BEYOND LOCAL CONTROL AND/OR STATE ASSISTANCE IS NECESSARY (PER ACT 390, P.A. 1976, AS AMENDED)



THE FOLLOWING ASSISTANCE PROGRAMS MAY BE ACTIVATED

- | | | |
|---------------------------------|--|---|
| 1. INDIVIDUAL AND FAMILY GRANTS | 5. UNEMPLOYMENT ASSISTANCE | 9. USDA FARM SERVICE AGENCY AND OTHER AGRICULTURAL ASSISTANCE |
| 2. PUBLIC ASSISTANCE | 6. CRISIS COUNSELING | 10. FEDERAL HIGHWAY ADMINISTRATION AID |
| 3. HAZARD MITIGATION | 7. FOOD COUPONS/DISTRIBUTION | 11. AID TO DAMAGED SCHOOLS, ETC. |
| 4. TEMPORARY HOUSING | 8. SMALL BUSINESS ADMINISTRATION LOANS | |

INCIDENT MANAGEMENT SYSTEM

Overview

The inherent complexity of large emergencies and disasters, coupled with the growing need for multi agency and multi functional involvement in responses has made it a critical need for a single standard incident management system that can be used by all government, public, and private emergency response entities. As such, Newaygo County will utilize the practices described in the National Incident Management System (NIMS) to manage operations (including those not involving state or federal agencies) as authorized in appropriate federal, state, and local authorities including:

- Federal - HSPD-5, Management of Domestic Incidents
- State – Michigan State Executive Directive No. 2005
- Local - Newaygo County NIMS Resolution September 2005.
- Local – Individual Township, City, and Village Resolutions

National Incident Management System (NIMS)

On February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD)–5, *Management of Domestic Incidents*, which directed the Secretary of Homeland Security to develop and administer the National Incident Management System (NIMS). This system provides a consistent nationwide template to enable Federal, State, local, and tribal governments as well as private-sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

While most incidents are generally handled on a daily basis by a single jurisdiction at the local level, there are important instances in which successful domestic incident management operations depend on the involvement of multiple jurisdictions, functional agencies and emergency responder disciplines. These instances require effective and efficient coordination across this broad spectrum of organizations and activities. NIMS uses a systems approach to integrate the best of existing processes and methods into a unified national framework for incident management. This framework forms the basis for interoperability and compatibility that will, in turn enable a diverse set of public and private organizations to conduct well-integrated and effective incident management operations. It does this through a core set of concepts, principles, procedures, organizational processes, terminology, and standards requirements applicable to a broad community of NIMS users.

NIMS has six major components, which work together to form the national framework for preventing, responding to, and recovering from all types of domestic incidents:

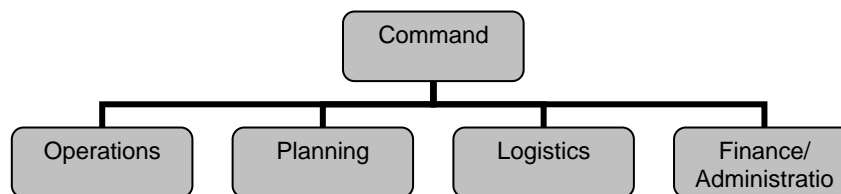
- Command and Management
- Preparedness
- Resource Management
- Communications and information management
- Supporting technologies
- Ongoing management and maintenance

NIMS Compliance

On August 24, 2005, the Newaygo County Board of Commissioners adopted a NIMS Resolution recognizing that the National Incident Management System is established as the County standard for incident management. Newaygo County is following the National Incident Management System (NIMS) implementation guidelines. The County continues to move forward towards complete integration, compliance and adoption of current NIMS standards, through education, training, and planning strategies.

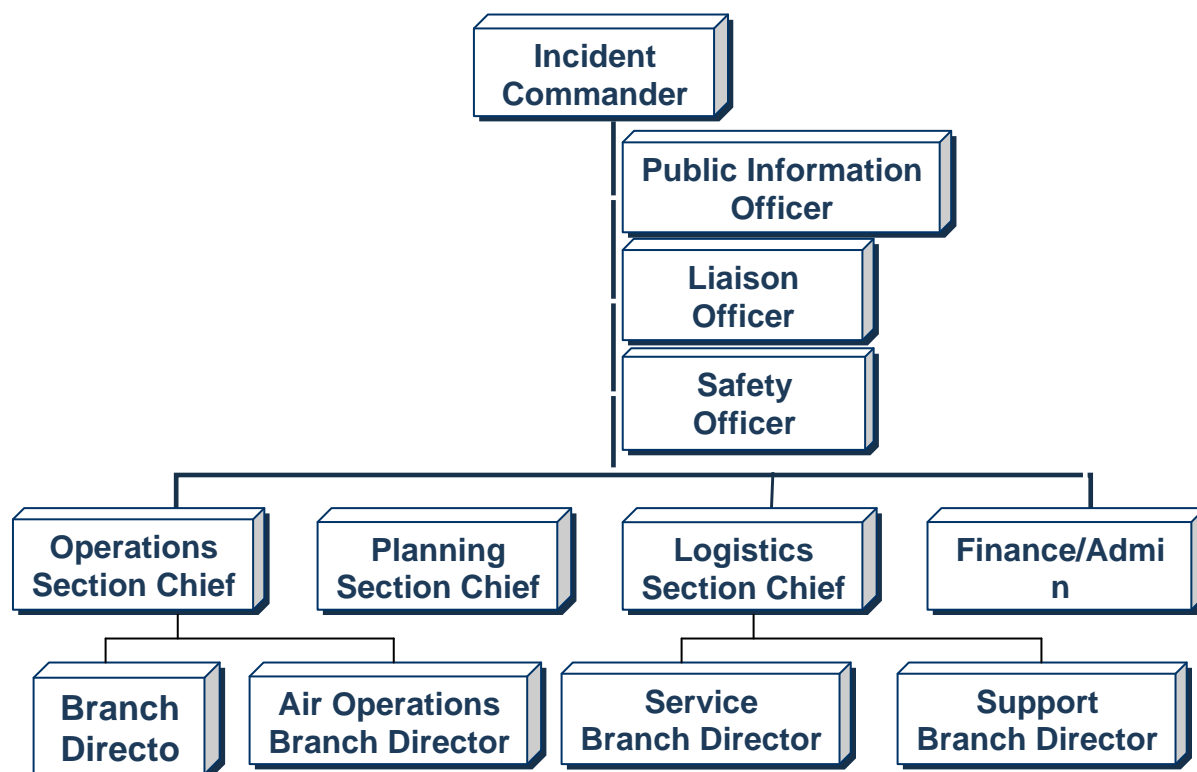
Unified Incident Command System

An integral component of the National Incident Management System is the Incident Command System (ICS). It is designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. It is widely applicable and used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government – Federal, State, local, and across all disciplines. The ICS structure has five major functions, as described below.



- **COMMAND** - Sets objectives and priorities; Has overall responsibility at the incident or event; Provides for incident Safety, Liaison, and Public Information elements.
- **OPERATIONS** - Conducts tactical operations to carry out the plan; Develops the tactical objectives; Directs all tactical resources.
- **PLANNING** - Develops the action plan to accomplish the objectives; Collects and evaluates information; Maintains resource status.
- **LOGISTICS** - Provides support to meet incident needs; Provides resources and all other services needed to support the incident.
- **FINANCE/ADMINISTRATION** - Monitors costs related to incident; Provides accounting, procurement, time recording, cost analyses.

A critical aspect of ICS involves the use of an Emergency Command Post to direct on-scene coordination through "unified command". This allows key emergency response officials to jointly participate in the incident's management and ensures a central point of communication and authority. Identified staging areas provide for the management of resources and personnel accountability.



- **Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander.
- **Section:** The organization level having functional responsibility for primary segments of incident management (Operations, Planning, Logistics, Finance/Administration). The Section level is organizationally between Branch and Incident Commander.
- **Branch:** That organizational level having functional, geographical, or jurisdictional responsibility for major parts of the incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals, by function, or by jurisdictional name.
- **Division:** That organizational level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.
- **Group:** Groups are established to divide the incident into functional areas of operation. Groups are located between Branches (when activated) and Resources in the Operations Section.
- **Unit:** That organization element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.
- **Task Force:** A group of resources with common communications and a leader that may be pre-established and sent to an incident, or formed at an incident.

- **Strike Team:** Specified combinations of the same kind and type of resources, with common communications and a leader.
- **Single Resource:** An individual piece of equipment and its personnel complement, or an established crew or team of individuals with an identified work supervisor that can be used on an incident.

Incident Command Incident Management Team

To support the implementation of N.I.M.S. ICS, an Incident Management Team (IMT) is a group of command and general staff in an ICS organization that are often pre-designated members to ensure that they have the necessary training and experience to fulfill the roles and responsibilities of the ICS position. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining the “Type”, or level, of IMT. The following indicates these factors in the composition of the Incident Management Team established for the jurisdiction per FEMA standards.

N.I.M.S. Incident Management Team

RESOURCE:		Incident Management Team				
CATEGORY:	Resource Management	KIND:	Team			
MINIMUM CAPABILITIES:		TYPE I	TYPE II	TYPE III	TYPE IV	OTHER
COMPONENT	METRIC					
Personnel	Incident Commander	Yes	Yes	Yes	Yes	
Personnel	Operations Section Chief	Yes	Yes	Yes	Yes	
Personnel	Planning Section Chief	Yes	Yes			
Personnel	Logistics Section Chief	Yes	Yes	Yes		
Personnel	Finance/Admin Section Chief	Yes	Yes	Yes	Yes	
Personnel	Specialized Functions (i.e., HazMat, Insurance, etc.)	Yes	Optional	Optional	Optional	

A command team comprised of the Incident Commander, appropriate command and general staff personnel assigned to an incident. (Source: *FIRESCOPE*)

Components and Capabilities: Variations may also be based on level and type of disaster experience. (i.e., local event experience vs. national event experience).

To further enhance local NIMS ICS capabilities, the Newaygo County Emergency Action Guidelines promotes the use of “**The NATIONAL INCIDENT MANAGEMENT SYSTEM INCIDENT COMMAND SYSTEM EMERGENCY RESPONSE FIELD GUIDE**” as a standardized procedure for implementing ICS within the jurisdiction. Accompanying ICS forms can be obtained from NOAA’s National Ocean Service Office of Response and Restoration ICS form software. NOTE: Incident management is the primary responsibility of the Emergency Services Director in conjunction with public safety incident commanders. As such, this subject is further addressed in the Direction/Control EAG Section.

Emergency Operations Center (EOC)

Although most emergencies can be managed through sole use of the Incident Command System and on-scene Unified Command, emergencies of significant proportions and/or affecting large areas may necessitate the activation of the jurisdiction's Emergency Operation Center (EOC).

The EOC provides a central point for the jurisdiction's Chief Elected Official and emergency response officials to make prioritized decisions. The EOC represents the jurisdiction's highest level of coordination and is staffed by the jurisdiction's highest-ranking officials, allowing it to make high-level policy decisions and emergency protective actions. Due to their responsibilities, Emergency Operations Center officials are identified in the Emergency Action Guidelines as Section Coordinators and compose the Local Emergency Planning Team with the Emergency Services Director acting as Chair.

As effective emergency operations require additional key entities to support EAG functions, Section Coordinators manage functional actions through use of an EOC localized incident command system.

PRIMARY EOC LOCATION	Newaygo County DBH Building 306 S North Street. White Cloud, MICHIGAN 49349
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Alternate EOC's may be designated as the primary if necessary and any suitable building or area near the scene may be designated for use as a tertiary EOC if required.

NOTE: Emergency Operations Center is the primary responsibility of the Emergency Services Director/Deputy Director and is further addressed further addressed in the Direction/Control EAG Section.

MULTI-AGENCY COORDINATION (ICS / EOC / 911 Interface)

Due to the critical roles and responsibilities of the Emergency Operations Center, Incident Command Posts, and 911 Central Dispatch in coordination and resource management, a formal plan for their interface must be established. The following describes the jurisdiction's interface plan:

Emergency incidents that only require the on-scene activation of an Incident Command Post and use of the Unified Command System will sufficiently allow the incident commander to request resources through traditional methods of 911 Central Dispatch. If the incident becomes significantly involved, the Command Post staff may alleviate 911 Central Dispatch workload by assuming responsibility for the direct management of resources while requiring only summary advisement to 911 Central Dispatch. As these operations still require high level coordination and support functions provided by the Emergency Action Guidelines, the Emergency Services Director may interface with the ICS system at the command level, or be instituted into the Planning Division.

Large emergency and disaster events requiring significant involvement, covering mass area, involving multiple Incident Command Posts, and/or require high level authority will necessitate the limited or full activation of the Emergency Operations Center. These events will often require the declaration of a local state of emergency by the Chief Elected Official and involve activation of the Emergency Action Guidelines Section Coordinators to staff the EOC. During such events, the Emergency Operations Center will have ultimate authority for making protective actions and prioritizing resources for the jurisdiction with the Emergency Action Guideline Section Coordinators managing their appropriate functions, responsibilities, and resources as the Emergency Services Director acts as Chief of Staff.

As such, the EOC will assume responsibility for the majority of the jurisdiction's resources, providing only minimal (if any) emergency resources for availability by 911 Central Dispatch to manage routine emergencies. Incident Commanders will request resources from the EOC as routine citizen emergency service resources will be managed by 911 Central Dispatch. It is quite probable that 911 Central Dispatch will also require resources from the EOC under these situations.

Mutual Aid and Resource Typing

The primary concept of NIMS is based on the need for standard definitions and practices; differing definitions will in effect negate the fundamental idea that all responders should be using common definitions when ordering or receiving assets through mutual aid. Systems that do not conform to these common definitions are not compliant with NIMS

Mutual Aid and Resource Typing supports the NIMS by establishing a comprehensive, integrated national mutual aid and resource management system that provides the basis to type, order, and track all (federal, state and local) response assets. Specifically, it allows emergency management personnel to quickly and effectively facilitate the response of resources to the requesting jurisdiction

The FEMA/NIMS Integration Center Resource Typing Definitions provide emergency responders with the information and terminology they need to request and receive the appropriate resources during an emergency or disaster. The Center is urging that federal, state, territory and local officials use the 121 Resource Typing Definitions as they develop or update response assets inventories. They are intended to help make the resource request and dispatch process more accurate and efficient.

The 120 typed response assets are organized by:

- Category – function for which the resource is most useful (firefighting, law enforcement, health and medical, etc.);
- Kind – broad class of characterization, such as teams, personnel, equipment, and supplies – metrics have been developed for each kind and are measurements of capability or capacity; and
- Type – measure of minimum capabilities to perform its function – Type I implies a higher capability than Type II.

Newaygo County utilizes the NIMS IRIS Database to constitute its Resource Management / Typing system. Developed by the National Integration Center (NIC) Incident Management Systems Division, the NIMS IRIS constitutes a national standard for resource management for Federal, State, local, and tribal officials to inventory, manage, and deploy resources based upon mission requirements capability, and other critical details.

EAG IMPLEMENTATION

Participant Responsibilities

Each organization included in the Emergency Action Guidelines shall:

- Participate in the EAG's development and maintenance through regular review and revision.
- Actively maintain and progress capabilities to implement assigned emergency responsibilities.
- Participate in Local Emergency Planning Team activities as appropriate.
- Ensure adequate training for personnel responsible for implementing critical tasks.
- Participate in exercise activities designed to test the EAG's effectiveness and agency capabilities.
- Ensure implementation by providing presence at the EOC and utilizing the EAG during emergency response.

EAG Functional Sections

The EAG establishes the following functional Sections. Section Coordinators, those designated persons who are responsible for implementing assigned tasks, will refer to their respective Section during a response to an emergency or disaster.

- Direction & Control (Section 1)
- Warning (Section 2)
- Communications (Section 3)
- Public Information (Section 4)
- Damage Assessment (Section 5)
- Law Enforcement (Section 6)
- Fire Services (Section 7)
- Public Works (Section 8)
- Emergency Medical (Section 9)
- Public Health (Section 10)
- Human Services (Section 11)
- Resource Management (Section 12)

The following summarizes the EAG Section responsibilities:

Direction & Control

RESPONSIBLE FOR THE OVERALL MANAGEMENT AND COORDINATION OF RESPONSE AND RECOVERY ACTIVITIES, INCLUDING PRIORITY DECISION MAKING, RESOURCE ALLOCATION, AND OTHER ACTIONS.

The **Newaygo County Emergency Services Department** is responsible for the development and maintenance of the Direction and Control Section in cooperation with other Direction & Control entities. The **Chief Elected Official** and the **Emergency Services Director** are responsible for implementing the tasks assigned therein. Major tasks include:

- Provide overall management and coordination of the jurisdiction's response and recovery efforts.
- Maintain liaison with government, public, and private entities that are included within this emergency management plan to ensure coordination.
- Ensure implementation of an emergency incident management system by activating, staffing, and managing an Emergency Operations Center.
- Ensure adequate EAG implementation and EOC operations by guiding emergency operations and supporting public protection and assistance efforts.
- Provide for the health and safety of the jurisdiction by supporting emergency protective actions in cooperation with EOC staff by prioritizing activities and resource allocation.
- Direct local response and recovery process by declaring "local state of emergency", formulating requests for additional assistance, and supporting necessary actions required for state and federal assistance.
- Coordinate the prioritized utilization of all Direction & Control resources including personnel, equipment, supplies, services, and facilities to support operations.

The following agencies are responsible for assisting in the development and maintenance of the **Direction and Control Section** and supporting the implementation of the tasks assigned therein.

- Newaygo County Board of Commissioners
- Michigan State Police Emergency Management and Homeland Security Division 6th District Emergency Coordinator
- Local Municipality Chief Elected Officials
- Newaygo County Townships

Refer to the **Direction and Control Section** during a response to an emergency or disaster.

Warning

RESPONSIBLE FOR SERVING AS THE EMERGENCY ALERTING ENTRY POINT AND THE DISSEMINATION OF PUBLIC WARNING AND NOTIFICATION OF KEY RESPONDERS.

Newaygo County Central Dispatch is responsible for the development and maintenance of the Warning Section in cooperation with other Warning entities. The **Director of Newaygo County Central Dispatch** is responsible for implementing the tasks assigned therein. Major tasks include:

- Function as the emergency alerting entry point, consistently monitoring all available emergency alerting systems to provide for timely emergency response.
- Provide immediate activation and notification of emergency services, key officials, and emergency support entities.
- Provide 24-hour public warning through activation of existing systems including the Emergency Alert System (EAS), NOAA Weather Radio, local television and radio, radio alert monitors, audible sirens, telephone lists, and other methods.
- Ensuring for the reliable and comprehensive collection of priority emergency information and relaying it to appropriate sources to facilitate emergency operations.
- Coordinate the prioritized utilization of all Warning resources including personnel, equipment, supplies, services, and facilities to support operations.

The following agencies are responsible for assisting in the development and maintenance of the **Warning Section** and supporting the implementation of the tasks assigned therein.

- Newaygo County Public Information
- Grand Rapids National Weather Service
- Amateur Radio Emergency Services
- Newaygo County Information and Technology
- Michigan Association of Broadcasters
- Communications Vendors (TELE-RAD)

Refer to the **Warning Section** during a response to an emergency or disaster.

Communications

RESPONSIBLE FOR ESTABLISHING AND MAINTAINING COMMUNICATIONS SYSTEMS BETWEEN ALL EMERGENCY SUPPORT FACILITIES, AGENCIES, AND OFFICIALS.

Newaygo County Central Dispatch is responsible for the development and maintenance of the Communications Section in cooperation with other Communications entities. The **Director of Newaygo County Central Dispatch** is responsible for implementing the tasks assigned therein. Major tasks include:

- Establish and maintain communications with all government, public, and private entities supporting emergency operations.
- Establish and maintain communications capability between all emergency support facilities, including the Emergency Operation Center, Incident Command Posts, and shelters.
- Ensure effective communications through management of efficient communications procedures including message handling and prioritization, ICS/EOC/911 Interface, and proficient communications channel usage.
- Coordinate the prioritized utilization of all Communications resources including personnel, equipment, supplies, services, and facilities to support operations.

The following agencies are responsible for assisting in the development and maintenance of the **Communications Section** and supporting the implementation of the tasks assigned therein.

- Newaygo County Public Information
- Newaygo County Information and Technology
- Amateur Radio Emergency Services
- Communications Vendors (TELE-RAD)

Refer to the **Communications Section** during a response to an emergency of disaster.

Public Information

RESPONSIBLE FOR THE ESTABLISHMENT AND IMPLEMENTATION OF SYSTEMS FOR COLLECTING AND DISSEMINATING DISASTER RELATED INFORMATION TO THE MEDIA AND PUBLIC.

The **Public Information Officer** is responsible for the development and maintenance of the Public Information Section in cooperation with other Public Information entities. The **Public Information Officer** is responsible for implementing the tasks assigned therein. Major tasks include:

- Establish and implement systems for coordination with the media including managing press conferences, media releases, interviews, and other activities.
- Establish and manage the Joint Public Information Center, coordinate with EOC staff in emergency information collection and dissemination procedures.
- Ensure public information systems provide adequate information to the media and general public on necessary protective actions, situation status, public inquiry methods, evacuation routes, shelter locations, and public assistance resources.
- Coordinate the prioritized utilization of all Public Information resources including personnel, equipment, supplies, services, and facilities to support operations.

The following agencies are responsible for assisting in the development and maintenance of the **Public Information Section** and supporting the implementation of the tasks assigned therein.

- Newaygo County Board of Commissioners
- Local Media Representatives
- Newaygo County Emergency Services
- Newaygo County Administration Staff

Refer to the **Public Information Section** during a response to an emergency or disaster.

Damage Assessment

RESPONSIBLE FOR THE COLLECTION, DOCUMENTATION, AND REPORTING OF DISASTER RELATED EFFECTS AND DEVELOPING REQUESTS FOR STATE AND FEDERAL ASSISTANCE.

The **Newaygo County Equalization Department** is responsible for the development and maintenance of the Damage Assessment Section in cooperation with other Damage Assessment entities. **The Equalization Director** is responsible for implementing the tasks assigned therein. Major tasks include:

- Develop and implement a system for collecting, documenting, and reporting information on the disaster's effects including deaths, injuries, property damage, financial costs, and community effects.
- Provide information reports to operational and executive staff upon which decisions can be made in support of emergency operations.
- Prepare reports to support additional resources and state and federal assistance.
- Develop and implement a system for documenting critical actions performed by EOC staff.
- Coordinate the prioritized utilization of all Damage Assessment resources including personnel, equipment, supplies, services, and facilities to support operations.

The following agencies are responsible for assisting in the development and maintenance of the **Damage Assessment Section** and supporting the implementation of the tasks assigned therein.

- Local Municipal Assessors
- Newaygo County Building Inspector
- Newaygo County Township Supervisors
- Newaygo County Road Commission

Refer to the **Damage Assessment Section** during a response to an emergency or disaster.

Law Enforcement

RESPONSIBLE FOR MAINTAINING LAW AND ORDER AND ENSURING SECURITY.

The **Newaygo County Sheriff Department** is responsible for the development and maintenance of the Law Enforcement Section in cooperation with other Law Enforcement entities. The **Sheriff** is responsible for implementing the tasks assigned therein. Major tasks include:

- Maintain law and order by enforcing existing laws and disaster specific executive orders such as travel restrictions/rerouting, curfews, crowd control, and evacuations.
- Ensure adequate security to facilitate public safety and emergency operations by providing presence at critical disaster sites/facilities including the Emergency Operations Center, Joint Public Information Center, shelters, public assistance centers, and disaster sites.
- Provide for the safety of the population by supporting emergency operations including public warning, evacuation, and search and rescue.
- Coordinate criminal and terrorist intervention and investigation activities.
- Coordinate the prioritized utilization of all Law Enforcement resources including personnel, equipment, supplies, services, and facilities to support operations.

The following agencies are responsible for assisting in the development and maintenance of the **Law Enforcement Section** and supporting the implementation of the tasks assigned therein.

- Michigan State Police – Newaygo Post #65
- Hesperia Police Department
- Newaygo Police Department
- Fremont Police Department
- Grant Police Department
- White Cloud Police Department

Refer to the **Law Enforcement Section** during a response to an emergency or disaster.

Fire Services

RESPONSIBLE FOR FIRE SUPPRESSION, RESCUE, HAZARDOUS MATERIALS RESPONSE, EVACUATION, AND OTHER PRIMARY PUBLIC SAFETY MEASURES.

The **Newaygo County Fire Chiefs Association** is responsible for the development and maintenance of the Fire Services Section in cooperation with other Fire Services entities. The **Newaygo County Fire Association Emergency Planning Representative** is responsible for implementing the tasks assigned therein. Major tasks include:

- Provide for the safety of the population by performing fire suppression, extrication, search & rescue, hazardous materials response, decontamination, and other emergency services.
- Implement and provide authority for public safety measures such as evacuation, scene restriction, and protective measures as allowed by the Michigan Fire Prevention Act, Public Act 207.
- Support other emergency operations including public warning, traffic control, generator power, and emergency water supply.
- Coordinate the prioritized utilization of all Fire Services resources including personnel, equipment, supplies, services, and facilities to support operations.

The following agencies are responsible for assisting in the development and maintenance of the **Fire Services Section** and supporting the implementation of the tasks assigned therein.

- Fremont Fire Department
- Sand Lake Fire Department
- Newaygo Fire Department
- White Cloud Fire Department
- Walkerville Fire Department
- Big Rapids City Fire Department
- National Forest Service Fire Division
- Grant Fire Department
- Croton Fire Department
- Big Prairie Fire Department
- Hesperia Fire Department
- Lilley Fire Department
- Michigan DNR
-

Refer to the **Fire Services Section** during a response to an emergency or disaster.

Public Works

RESPONSIBLE FOR THE MAINTENANCE CRITICAL INFRASTRUCTURE AND THE MANAGEMENT OF HEAVY EQUIPMENT OPERATIONS.

The **Newaygo County Road Commission** is responsible for the development and maintenance of the Public Works Section in cooperation with other Public Works entities. The **Road Commission Directing Manager** is responsible for implementing the tasks assigned therein. Major tasks include:

- Provide for the priority maintenance and management of public transportation routes, and public utilities (electrical, gas, water, etc.).
- Perform emergency protective measures including generator power, water supply, and transportation control.
- Perform heavy equipment operations including debris removal, transportation control, heavy rescue, and bulk resource transportation.
- Coordinate the prioritized utilization of all Public Works resources including personnel, equipment, supplies, services, and facilities to support operations.

The following agencies are responsible for assisting in the development and maintenance of the **Public Works Section** and supporting the implementation of the tasks assigned therein.

- Michigan Department of Transportation
- Fremont Department of Public Works
- Newaygo Department of Public Works
- Grant Department of Public Works
- White Cloud Department of Public Works
- Hesperia Department of Public Works
- Public Utility Companies
- Private Contractors

Refer to the **Public Works Section** during a response to an emergency or disaster.

Emergency Medical Services

RESPONSIBLE FOR PROVIDING EMERGENCY MEDICAL CARE AND CASUALTY MANAGEMENT OF DISASTER VICTIMS.

Newaygo County Medical Control Authority is responsible for the development and maintenance of the Emergency Medical Services Section on behalf of **Newaygo County Medical Control Authority** in cooperation with other Emergency Medical Services entities and is responsible for implementing the tasks assigned therein. Major tasks include:

- Provide for the field management and transportation of disaster victims.
- Provide for emergency care facility management including hospital and morgue operations.
- Coordinate the prioritized utilization of all Emergency Medical resources including personnel, equipment, supplies, services, and facilities to support operations.

The following agencies are responsible for assisting in the development and maintenance of the **Emergency Medical Section** and supporting the implementation of the tasks assigned therein.

- Life EMS
- Gerber Memorial Hospital
- Local Funeral Homes
- Medical Reserve Core
- Pro Med EMS
- Newaygo County Fire Chiefs Association
- Newaygo County Medical Director
- Newaygo First Responders
- Lilley Merrill First Responders

Refer to the **Emergency Medical Services Section** during a response to an emergency or disaster.

Public Health

RESPONSIBLE FOR ENSURING THE PHYSICAL AND MENTAL HEALTH OF THE POPULATION THROUGH THE SURVEILLANCE AND MANAGEMENT OF COMMUNICABLE DISEASE, SITE AND ACTIVITY SAFETY, HAZARDOUS MATERIALS EXPOSURE, AND OTHER HEALTH THREATS.

Newaygo County Public Health Department is responsible for the development and maintenance of the Public Health Section in cooperation with other Public Health entities. The **Health Officer** is responsible for implementing the tasks assigned therein. Major tasks include:

- Monitoring the jurisdiction for potential environmental and personal hazards to physical and mental health and ensuring proper corrective intervention.
- Monitor and manage public exposure to communicable disease, contaminants, and psychological trauma.
- Ensure the safety of environmental and personal necessities, including water sources, feeding units, and shelters.
- Perform emergency animal control including pet and livestock care, quarantine, transportation, and disposal.
- Coordinate the prioritized utilization of all Public Health resources including personnel, equipment, supplies, services, and facilities to support operations.

The following agencies are responsible for assisting in the development and maintenance of the **Public Health Section** and supporting the implementation of the tasks assigned therein.

- Newaygo County Community Mental Health
- Private Animal Care Services
- Newaygo County Sheriff Department Animal Control Division
- Michigan State University Extension Office

Refer to the **Public Health Section** during a response to an emergency or disaster.

Human Services

RESPONSIBLE FOR ENSURING BASIC HUMAN NEEDS SUCH AS SHELTER, FOOD, CLOTHING, AND MANAGING PUBLIC WELFARE ACTIVITIES SUCH AS DONATIONS MANAGEMENT, VOLUNTEER ORGANIZATION, AND RECOVERY GUIDANCE.

The **Department of Human Services (Formally FIA)** is responsible for the development and maintenance of the Human Services Section in cooperation with other Human Services entities. The **Newaygo/Lake Department of Human Services Director** is responsible for implementing the tasks assigned therein. Major tasks include:

- Provide disaster victims with basic human needs necessary for maintaining basic quality of life including shelter, food, clothing, sanitation supplies, and medications.
- Assist in population recovery efforts including crisis counseling, recovery guidance, etc.
- Perform other human welfare operations including donation management, volunteer management, personal transportation, welfare inquiry, and missing person communications.
- Coordinate the prioritized utilization of all Human Services resources including personnel, equipment, supplies, services, and facilities to support operations.

The following agencies are responsible for assisting in the development and maintenance of the **Human Services Section** and supporting the implementation of the tasks assigned therein.

- American Red Cross
- Newaygo County Commission on Aging
- Newaygo County Citizen Core Council
- Newaygo County Regional Educational Services Agency
- Fremont Public Schools
- Grant Public Schools
- Hesperia Public Schools
- Salvation Army
- Community Welfare Organizations
- Continue Care
- Newaygo Public Schools
- White Cloud Public Schools
- Big Jackson Public Schools

Refer to the **Human Services Section** during a response to an emergency or disaster.

Resource Management

RESPONSIBLE FOR PROVIDING SUPPORT TO EMERGENCY OPERATIONS CENTER OFFICIALS IN THE IDENTIFICATION, ACQUISITION, MANAGEMENT, AND UTILIZATION OF CRITICAL RESOURCES INCLUDING PERSONNEL, FACILITIES, EQUIPMENT, SUPPLIES, SERVICES, AND FUNDS.

The **Newaygo County Administration Department** is responsible for the development and maintenance of the Resource Management Section in cooperation with other Resource Management entities. The **Human Resources Director and Finance Director** are responsible for implementing the tasks assigned therein. Major tasks include:

- Provide support to the Emergency Operations Center officials in the management of personnel, funds, communications, equipment, supplies, facilities, and services.
- Provide support to the Emergency Operations Center officials in emergency administrative procedures including hiring, purchasing, documentation, and legalities.
- Provide support to Emergency Operations Center or officials in other limited areas as necessary.

The following agencies are responsible for assisting in the development and maintenance of the **Resource Management Section** and supporting the implementation of the tasks assigned therein.

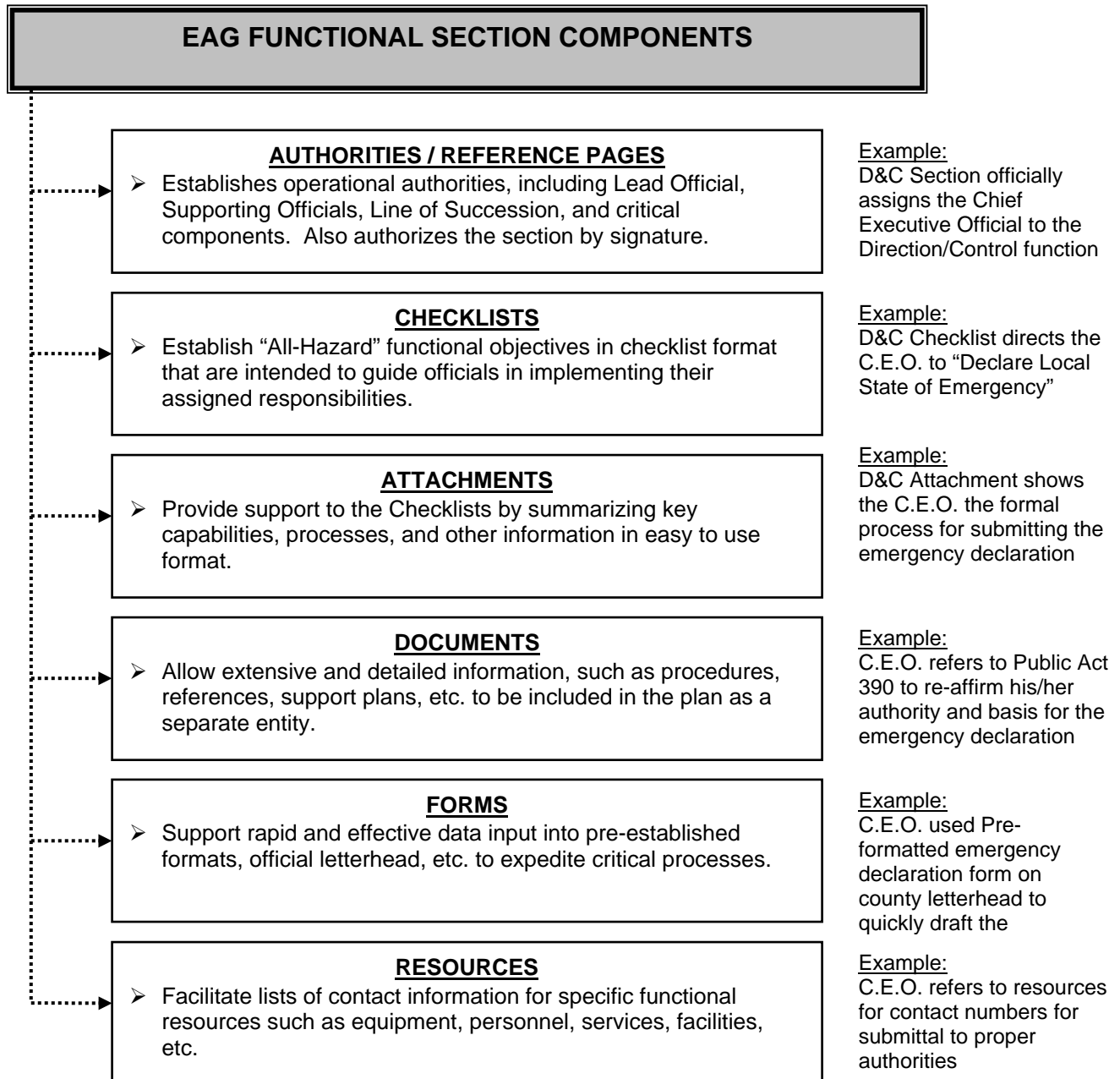
- Newaygo County Information and Technology
- Newaygo County Board of Commissioners
- Newaygo County Administration
- Newaygo County Emergency Services

Refer to the **Resource Management Section** during a response to an emergency or disaster.

EAG Section Components

Each EAG section consists of modular components, designed to support the comprehensive range of tasks, information, resources, etc. that are required in operations. Diagram ? details the primary functional components of each EAG Functional Section.

Diagram ? : EAG FUNCTIONAL SECTION COMPONENTS



ADDITIONAL COMPONENTS

National Response Framework	<i>The NRF constitutes the federal response plan and the national component of this plan</i>	Document 01
Targeted Capabilities List	<i>The TCL constitutes national, state, and local benchmarks for capability</i>	Document 02
National Incident Management System	<i>The NIMS constitutes the standard for federal, state, and local incident management</i>	Document 03
NIMS Emergency Response Field Guide	<i>The ERFG constitutes the Osceola County standard for NIMS compliant Incident Command System procedures</i>	Document 04
Michigan Emergency Management Plan	<i>The MEMP constitutes the State of Michigan Emergency Plan and the state component of this document</i>	Document 05
MI P.A. 390, The Michigan Emergency Management Act	<i>MI P.A. 390 constitutes the foundation for Michigan emergency management activities</i>	Document 06

Support System

NOAA N.O.S.O.R.R. ICS Software	<i>The NRF constitutes the federal response plan and the national component of this plan</i>	System 01
NIMS Inventory Resource Information System (IRIS)	<i>NIMS IRIS is a standardized database for resource typing</i>	System 02