



EMERGENCY OPERATIONS PLAN

**BASIC PLAN
2008**

Certification and Promulgation Page

This comprehensive emergency management plan is intended to place emphasis on integration with the National Response Plan, National Incident Management System, Michigan Emergency Management Plan, specific primary functional areas such as Oakland County Public Health Emergency Response Plans and with local community emergency operations plans or support plans.

I certify that this document and the Emergency Action Guidelines maintained herein constitute the official Emergency Operations Plan (EOP) for Oakland County and those jurisdictions listed below and is approved and current for the ensuing four years unless otherwise appropriately revised prior to the end of this period. The policies contained herein do not discriminate on the basis of race, color, national origin, religion, sex, age, handicap, or political beliefs.

Four jurisdictions within Oakland County with population over 10,000 maintain separate plans and programs. Those communities are the City of Birmingham, City of Farmington Hills, City of Southfield and Township of Bloomfield.

City of Auburn Hills *	Township of Addison	Village of Beverly Hills *
City of Berkley *	Township of Brandon *	Village of Bingham Farms
City of Bloomfield Hills	Township of Commerce *	Village of Franklin
City of Clarkston Village	Township of Groveland	Village of Holly
City of Clawson *	Township of Highland *	Village of Lake Orion
City of Farmington *	Township of Holly	Village of Leonard
City of Ferndale *	Township of Independence *	Village of Milford
City of Hazel Park *	Township of Lyon *	Village of Ortonville
City of Huntington Woods	Township of Milford*	Village of Oxford
City of Keego Harbor	Township of Novi	Village of Wolverine Lake
City of Lake Angelus	Township of Oakland *	
City of Lathrup Village	Township of Orion *	
City of Madison Heights *	Township of Oxford *	
City of Northville	Township of Rose	
City of Novi *	Township of Royal Oak	
City of Oak Park *	Township of Southfield	
City of Orchard Lake Village	Township of Springfield *	
City of Pleasant Ridge	Township of Waterford *	
City of Pontiac *	Township of West Bloomfield *	
City of Rochester *	Township of White Lake *	
City of Rochester Hills *		
City of Royal Oak *		
City of South Lyon *		
City of Sylvan Lake		
City of Troy *		
City of Walled Lake		
City of Wixom *		

*Indicates those Cities, Villages and Townships with a population of over 10,000 (2000 census data) who have elected to fall under Oakland County's Emergency Operations Plan; as allowed in Public Act 390. Several of these communities such as the City of Troy, City of Pontiac and City of Rochester Hills also maintain local emergency operation plans.

L. Brooks Patterson
Oakland County Executive

Date

Suggested Improvements: The proponent of this Emergency Operations Plan is the Oakland County Office of Emergency Response and Preparedness, 1200 N. Telegraph Road, Department 410, Pontiac, Michigan 48341-0410. Users are invited to submit comments, recommended changes, and requests for revisions.

TABLE OF CONTENTS

	<u>Page</u>
Certification & Promulgation	i
Table of Contents	ii
Record of Revisions	iv
I. Scope	1
II. Authority	1
a. Disaster Situations	1
b. Legal Authority	
c. Emergency Management System	1
d. Activation of Plan	2
e. Deactivation of Plan	3
f. Disaster Assignments	4
g. Execution of Assignments	4
h. Emergency Operations Center	4
i. Emergency Operations Center E-Team	4
III. Responsibilities	4
a. Plan Preparation and Update	4
b. Training Requirements	5
c. Supporting Documentation	5
d. General Task Assignments	5
e. Assignments and Responsibilities	6
IV. Emergency Action Guidelines <i>(These documents are available upon request)</i>	6
a. Direction and Control (DC-1)	6
b. Warning and Communications (WC-1)	6
c. PIO/Media and Communications (M-1)	7
d. Damage Assessment (DA-1)	7
e. Law Enforcement (LE-1)	8
f. Fire Services (FS-1)	8
g. Road Commission (R-1)	9
h. Drain Commission (D-1)	9
i. Public Health (PH-1)	9
j. Human Services (HS-1)	10
k. Medical Examiner (ME-1)	10
l. Emergency Medical Services (EMS-1)	11
m. Continuity of Government (COG-1)	11

V. Addendums	12
a. Addendum 1 - Emergency Management System	13
b. Addendum 2 - Emergency Response Flow Chart	14
c. Addendum 3 - EOC Organizational Chart	15
d. Addendum 4 - Disaster Function/Agency Assignment Chart	16
e. Addendum 5 - Glossary of Terms and Acronyms	17
f. Addendum 6 - Oakland County Board of Commissioner's Resolution	29

OAKLAND COUNTY EMERGENCY OPERATIONS PLAN

BASIC PLAN

I. SCOPE

- A. To provide a single comprehensive plan for Oakland County government to perform the emergency management activities of mitigation, preparedness, response, and recovery, and to describe how the County relates with local, state, and federal levels of government during emergency or disaster situations.
- B. To organize and coordinate the actions and resources of Oakland County emergency management forces and those of the municipalities included in this Plan, and to facilitate emergency operations in the event of an emergency situation or disaster.
- C. To save lives, reduce casualties, and minimize damage to property.
- D. To maintain the continuity of government.
- E. To provide procedures and policies whereby the normal day-to-day operation of local government is organized into an effective emergency management organization.
- F. To identify various departmental/agency responsibilities and tasks for emergency situations and disaster response operations.

II. AUTHORITY

A. Disaster Situations

The potential exists in Oakland County for many types of disasters and emergency situations to occur. *(Refer to the 2005 Oakland County Hazard Mitigation Plan for comprehensive threat assessment and vulnerability analysis details).* The policies and procedures contained in this Emergency Operations Plan (EOP) are used to respond to all of these situations. This Emergency Operations Plan contains guidelines for each functional area of response that may be required.

B. Legal Authority

The legal authority and basis for this Plan and emergency operations is Act 390, P.A. 1976, as amended; referred to as the Michigan Emergency Management Act of 1990. The Oakland County Board of Commissioner's Resolution #91293 (December 12, 1992) also provides legal basis for emergency management within Oakland County. Numerous local ordinances and community resolutions, included in this plan, may apply as well.

C. Emergency Management System

The emergency management forces of the County and municipalities included in this Plan are coordinated by the County Executive. The County Executive coordinates response actions to save lives and protect property and recommends population protective actions for the public to the Emergency Operations staff. All available resources are identified and mobilized as necessary. Tasks are prioritized and resources used within this priority framework.

The Emergency Response and Preparedness (ERP) Administrator is responsible for the emergency planning and operational coordination within the Emergency Operations Center.

There are four municipalities in Oakland County with a population of 10,000 or more which have elected to appoint a local Emergency Management Coordinator pursuant to Act 390, P.A. 1976, as amended, and create their own emergency management program. These Emergency Management Coordinators report directly to state government and manage their own mitigation, preparedness, response, and recovery activities. These municipalities are: City of Birmingham, Township of Bloomfield, City of Farmington Hills, and City of Southfield. However, Oakland County resources may be requested by municipalities having their own plan. Therefore, Oakland County may assist with emergencies/disasters affecting those communities.

All other municipalities have elected to be part of the County Emergency Management program. They have opted to be included in this County Emergency Operations Plan; coordinating their mitigation, preparedness, response, and recovery activities through the county coordinator. In these municipalities emergency management liaisons have been appointed. These liaisons work with the county coordinator on emergency management activities within their respective jurisdictions. The Chief Executive of each municipality, covered by this Plan, will direct their local emergency management forces in coordination with the County Executive as outlined in this document.

At the state level, the Director of the Department of Michigan State Police is the State Director of Emergency Management and Homeland Security Division (EMHSD-MSP). Emergency Management, within the Department of State Police, coordinates all mitigation, preparedness, response, and recovery activities within the state. Coordination between local emergency management programs and EMHSD-MSP is accomplished through an Emergency Management District Coordinator. The District Coordinator for Oakland County is located at the Michigan State Police Post in Northville. At the federal level, the Federal Emergency Management Agency (FEMA) coordinates all mitigation, preparedness, response, and recovery activities. FEMA coordinates through EMHSD-MSP for the delivery of assistance.

Comprehensive emergency management activities are accomplished through these recognized single points of contact channels. See Addendum 1 - The Emergency Management System.

D. Activation of Plan

1. The primary responsibility for response and recovery to an emergency/disaster situation rests with the governing body of the local political subdivision in which the emergency/disaster occurs.
2. When it has been determined by the local political subdivision that the emergency/disaster is beyond their capability or where special equipment or resources are necessary to help alleviate the effects of the emergency/disaster, assistance from the County may be requested. At this time the local Chief Elected Official should declare a Local State of Emergency for the municipality and complete the appropriate declaration form (s).
3. Activation of this Plan may be initiated by the declaration of a State of Emergency by the County Executive through the County Emergency Response and Preparedness Office, or by the County Executive upon request of the Chief Executive of a local political subdivision included in this Plan. This may include local municipalities with their own emergency management programs who request County resources or emergency action guideline activation (See Addendum 2 – Emergency Response Flow Chart).

4. The County Executive may exercise emergency power and authority as specified. Whenever a situation requires, or is likely to require, the County Executive to invoke such power and authority, he shall, as soon as reasonably expedient, convene the Board of Commissioners to perform its legislative and administrative duties as the situation demands, and shall report to that body relative to emergency activities (See Addendum 6, Miscellaneous Resolution #91293).
5. Whenever the County Executive deems a disaster is beyond the control of county, public or private agencies and that state, federal, or military assistance may be required, he may request the Governor to declare a State of Disaster. Such requests will be submitted by the County Office of Emergency Response and Preparedness to the Emergency Management and Homeland Security Division of the Michigan State Police. In such cases, the County Executive shall convene the board as soon as practical for their affirmative action (See Addendum 6, Miscellaneous Resolution #91293).
6. Upon the declaration of a State of Disaster by the Governor of Michigan or President of The United States, this Plan will be automatically activated, if not activated previously by the County Executive.
7. The Emergency Operations Center (EOC) has three different levels of activation based on the severity of the emergency or disaster:
 - a. Standby:
Begins with the first indication of a potential problem. The Emergency Management Duty Officer will monitor the situation and may respond to the EOC. Examples of conditions that may require activation at this level are tornado watches, severe thunderstorm warnings, or an intelligence report indicating possible civil unrest. The Emergency Management Duty Officer is positioned in the Communications Center to closely monitor activity and is prepared to call a partial activation at a moments notice.
 - b. Partial Activation:
Is called for when a situation is present, or is imminent, that will require a coordinated response on the part of local government. Examples of conditions that may require activation at this level are tornado touchdowns, winter storms, widespread power outages, or civil disturbances. During this time, local government agencies, utilities and social service organizations will be asked to send personnel to the EOC to coordinate activities. This level of activation indicates that local government has the capability to effectively respond to the situation without, or with little, state or federal assistance.
 - c. Full Activation:
Involves every department and agency of local government, all utilities and social service organizations. The incident causing a full activation will be catastrophic in nature and will require significant assistance from state and federal governments (See Addendum 3 – EOC Organizational Chart).

E. Deactivation of Plan

When the emergency/disaster has diminished to the point where normal day-to day resources and organization of the local government can cope with the situation, the County Executive may terminate the State of Emergency, thereby deactivating the Emergency Operations Plan, and the Emergency Operations Center. If the Governor or President has declared a State of Disaster, it shall remain in effect until terminated by them.

F. Disaster Assignments

The normal functions and organization of Oakland County government is the primary resource around which disaster operations are developed. Maximum use is made of all government, private, and volunteer agencies. Existing mutual aid agreements/memorandums of understanding may be invoked or additional workers may be recruited and trained as necessary. Appropriate emergency functions are assigned to the various government departments in-line with normal day-to-day responsibilities (See Addendum 4 – Disaster Function/Agency Assignment Chart).

G. Execution of Assignments

Each Emergency Operations Center staff member shall represent a specific function and coordinate the actions of the agency (s) performing that function from the EOC. The EOC staff maintains direct contact with emergency management forces using available means of communications. Each EOC agency manages its own operations according to normal procedures within the overall response effort. Agencies are responsible for reporting to and informing the EOC of: information on the disaster situation; response activities completed, underway, or planned; equipment and personnel resources used, needed or planned for use.

H. Emergency Operations Center

Upon activation of the Emergency Operations Plan, the primary Oakland County Emergency Operations Center may be activated by the County Executive. EOC staff from various agencies will meet at this site to conduct response/coordination activities and short-term recovery operations.

In the event that the primary EOC, located at Oakland County Emergency Response & Preparedness, cannot be utilized an alternate EOC is available.

An “on-scene” command post may also be established by local fire/police department personnel near the disaster site to provide immediate coordination of emergency management forces and incident command/Incident Management Team. The Emergency Response and Preparedness Administrator is responsible for operational coordination within the EOC and serves as Chief of Staff to the County Executive.

I. Emergency Operations Center E-Team

E-Team is a computer-based reporting system used to capture, collect, analyze and distribute emergency data to/from first responders and EOC staff and to provide reports to the State. E-Team may be initiated upon activation of the Emergency Operations Plan and the Oakland County Emergency Operations Center. If a new E-Team event is required during non-EOC activation, the request must be made to the Emergency Response & Preparedness Office.

III. RESPONSIBILITIES

A. Plan Preparation and Update

The Emergency Response and Preparedness Administrator, under the direction of the County Executive, is responsible for emergency planning and preparedness in Oakland County excluding those municipalities with their own Emergency Management Program. He/she shall request a review of the Plan by each agency/department or individual assigned responsibilities.

The County Executive will certify the Plan to be current, no less than every four years. The County Emergency Response and Preparedness Office shall make revisions to the Plan based on the results of reviews, lessons learned, training and exercises, and actual response. Revised pages will be dated and marked to show where changes have been made, and be distributed to all parties holding control copies of the Plan.

B. Training Requirements

It is the responsibility of each agency, department or individual committed to disaster or emergency response and recovery, to initially train and maintain the capability of its staff. Other agencies that would become involved through assistance requests or mutual aid agreements may also receive training. In addition, drills and exercises are also held. Drills may test the effectiveness of communications, fire response, search & rescue, notification, police services, mass casualty, etc. Lessons learned support plan updates and mitigation efforts.

C. Supporting Documentation

Each Emergency Operations Center agency/department or individual assigned responsibilities in the Basic Plan is responsible for developing standard operating procedures necessary for implementing these tasks. There is also a County Resource Manual designed to support the Plan by identifying specialized resources and obtaining them through mutual aid, memos of understanding or other methods. The Emergency Response and Preparedness Office maintains this manual and is responsible to ensure it is current.

D. General Task Assignments

Each organization included in this Emergency Operations Plan shall:

1. Participate in the development of this Plan.
2. Maintain a capability to carry out emergency assignments, including assigning auxiliary personnel as needed.
3. Provide for the delivery of emergency services including staff, equipment, and facilities.
4. Develop and maintain internal procedures to safeguard vital records, relocate essential personnel and equipment, carry out assigned tasks, alert personnel, and maintain resource inventory.
5. Ensure that the designated department liaison promptly reports to the Emergency Operations Center or other emergency coordination facility.
6. Participate in drills and exercises to test the Emergency Operations Plan and related procedures.
7. Ensure that properly trained personnel are assigned to emergency tasks.
8. Provide information to the Emergency Operations Center for use in damage assessment.
9. Establish a staging area, as necessary, to provide for the operational, logistical, and administrative support needs of response personnel at the scene.

E. Assignments and Responsibilities

The Emergency Operations Plan establishes the following emergency action guidelines (EAG). The emergency assignments and the responsibility for each area's development and implementation are outlined below. Detailed EAG's exist to supplement this Basic Plan.

IV. EMERGENCY ACTION GUIDELINES

A. Direction and Control (DC-1)

Oakland County Emergency Response and Preparedness staff is responsible for preparation and implementation of Direction and Control. The County Executive and the Emergency Response and Preparedness Administrator are responsible for the tasks assigned therein:

1. Declare a local State of Emergency.
2. Activate emergency personnel and resources; convene the Threat Assessment Team (TAT).
3. Organize, develop and maintain EOC and E-Team operations.
4. Formulate, review, and approve policy and operational guidelines.
5. Provide overall organization and coordination of disaster response and recovery, including priority allocation of resources and expenditures.
6. Maintain liaison and coordination with municipalities that are included within this emergency management jurisdiction.
7. Provide for the health and safety of persons and property, including emergency assistance to victims of the disaster.
8. Recommend protective actions based on knowledge and advice of emergency response forces, EOC operations group representatives, and recommendations of other government agencies.
9. Request additional disaster assistance, if necessary.

B. Warning/Communications (WC-1)

Oakland County Emergency Response and Preparedness and The Oakland County Sheriff are responsible for preparation and implementation of these guidelines. The tasks assigned are as follows:

1. Function as the 24-hour warning entry point, assessing information, and relaying it to key decision-makers.
2. Provide immediate public warning on a 24-hour basis.
3. Activate the Emergency Alert System (EAS) to provide warning information to the public.
4. Provide warning and notification to key officials and entities.
5. Establish emergency communications procedures and coordinate communications for EOC staff personnel and their emergency service forces.

6. Establish and maintain communications between the EOC and state government.
7. Capture, collect and distribute emergency data to responders via the E-Team.
8. Coordinate communications with local political subdivisions, private industry, commercial systems, utilities, and other parties via all possible channels of communication.
9. Establish communications at an on-scene command post, if activated.
10. Secure messengers and coordinate message flow, recording, and distribution procedures in the EOC.
11. Provide pre-incident and post-incident public awareness and education.

C. **Public Information Officer/Media and Communications (M-1)**

The Oakland County Office of Media and Communications representative is responsible for preparation and implementation of this guideline. The tasks assigned therein are as follows:

1. Establish and supervise public information for the dissemination of news releases to the media so they are coordinated and timely.
2. Develop and maintain a file of emergency public information releases to cover possible disaster contingencies.
3. Hold press briefings, issue news releases and publish news releases through E-Team based on information provided by EOC staff and other sources so they are accurate and complete.
4. Provide coordination between the news media and agencies having emergency functions.
5. Establish a system for handling public inquiry.
6. Participate in/cooperate with joint-information center activities.

D. **Damage Assessment (DA-1)**

Oakland County Emergency Response and Preparedness and Local Government Officials/Local Building Officials are responsible for preparation and implementation of this guideline. The tasks assigned are as follows:

1. Provide a systematic process of determining and appraising the nature and extent of loss, suffering, or harm resulting from a disaster.
2. Provide disaster intelligence to operational and executive heads in the EOC upon which decisions can be made in support of emergency operations.
3. Coordinate with other County departments, local communities and the State concerning development of public assistance requests.
4. Compile and prepare information for County and State reporting requirements (i.e. incident reports, situation reports, after action reports, local declarations etc).

E. **Law Enforcement (LE-1)**

The representative from the Oakland County Sheriff's Office is responsible for preparation and implementation of this guideline. The tasks assigned are as follows:

1. Assist in the notification of other law enforcement agencies and key officials via Law Enforcement Information Network (LEIN), radio frequency broadcasts, Mobile Data Computer (MDC), phone or computer.
2. Support the emergency communications system.
3. Coordinate with local law enforcement agencies to provide police services.
4. Assist in coordination of evacuation procedures; provide ingress and egress control to disaster areas with perimeters as manpower becomes available.
5. Account for safety of population.
6. Enforce curfew restrictions, security and traffic control.
7. Perform supplemental rescue and first aid.
8. Assist the Medical Examiner with mortuary services and temporary morgue security.
9. Coordinate with other emergency services operations as necessary.
10. Provide aviation support and surveillance to assist responding agencies with size-up and assessment.
11. Provide other technical and equipment support for command/control search operations and incident support.

F. **Fire Services (F-1)**

The Oakland County Fire Mutual Aid Association President or their selected representative is responsible for preparation and implementation of this guideline. The tasks assigned are as follows:

1. Support in warning the public.
2. Support the emergency communications system.
3. Provide protective action recommendations.
4. Perform rescue, first aid, and fire services.
5. Perform decontamination.
6. Implement and coordinate evacuation in cooperation with Law Enforcement; assist Law Enforcement with ingress and egress control to disaster areas if needed.
7. Publicize and enforce fire prevention and safety measures.
8. Initiates or activates the Emergency Medical System.
9. Assist the Medical Examiner with mortuary services.

G. **Road Commission (R-1)**

The Oakland County Road Commission representative is responsible for preparation and implementation of this guideline. The tasks assigned are as follows:

1. Coordinate the use of public and private engineering facilities, equipment, and supplies.
2. Perform heavy rescue operations.
3. Clear and remove debris.
4. Maintain transportation routes.
5. Provide for the emergency warehousing, distribution, and transportation of supplies, equipment, and personnel.
6. Provide traffic control materials to aid traffic movement and control ingress and egress.
7. Provide emergency power.
8. Coordinate with utility companies.
9. Coordinate engineering/safety inspections.

H. **Drain Commission (D-1)**

The Oakland County Drain Commission representative is responsible for preparation and implementation of this guideline. The tasks assigned are as follows:

1. Determine and make recommendations on damages.
2. Provide engineering expertise on drain and sewer systems.
3. Coordinate the use of public and private engineering facilities, equipment, and supplies.
4. Assist with heavy rescue operations.
5. Coordinate with the local community's public works departments to support response and recovery operations.

I. **Public Health (PH-1)**

The Oakland County Department of Health and Human Services representative is responsible for preparation and implementation of this guideline. The tasks assigned are as follows:

1. Publicize and enforce health safety measures.
2. Ensure the safety of public drinking water.
3. Coordinate environmental health/sanitation operations.
4. Direct the investigation and control of communicable diseases.

5. Assist with animal and pest control through Oakland County Animal Control and the designated Oakland County Animal Response team.
6. Monitor public health exposure to contaminants and advise on appropriate countermeasures.
7. Provide for the inspection of licensed food service establishments to ensure food product safety.
8. Establish and administer a radiological monitoring system, including monitoring, detecting, analyzing, reporting, and protective recommendations.
9. Implement universal precaution measures to protect the public health during an emergency.

J. **Human Services (HS-1)**

The Oakland Livingston Human Service Agency's representative is responsible for preparation and implementation of this guideline. The tasks assigned are as follows:

1. Coordinate all agencies providing human services (Red Cross, Salvation Army, etc.).
2. Coordinate donations management; to include the receipt and distribution of food/clothing for displaced populations and emergency workers.
3. Assist with coordinating Critical Incident Stress Management (CISM) counseling for victims, responders and EOC staff (via Oakland County Crisis Response Organization and Community Mental Health).
4. Establish and operate shelters and reception centers as appropriate; consider ways to accommodate pets; assist in the location of missing persons.
5. Assist in providing emergency transportation for public and emergency workers.
6. Coordinate the provision of services to special needs populations (those needing assistance with maintaining independence, communication, transportation, supervision, medical care, etc.).
7. Assist with management of volunteers.

K. **Medical Examiner (ME-1)**

The Oakland County Medical Examiner is responsible for preparation and implementation of this guideline. The tasks assigned are as follows:

1. Investigate and determine the cause and manner of deaths.
2. Coordinate morgue services, body identification and disposition of bodies.
3. Identify a site for morgue operations.
7. Coordinate with law enforcement to collect personal property for identification and security.

L. **Emergency Medical Services (EMS)**

The Oakland County Medical Control Board representative is responsible for preparation and implementation of this guideline. The tasks assigned are as follows.

1. Collect total figures on injured and deceased and report to the Emergency Operations Center.
2. Ensure a casualty tracking system is being utilized.
3. Assist the Medical Examiner with the handling of the deceased.
4. Report possible communicable disease exposures to the Public Health Division.
8. Coordinate with local hospital Emergency Departments and health care providers within established protocols and systems.

M. **Continuity of Government (COG-1)**

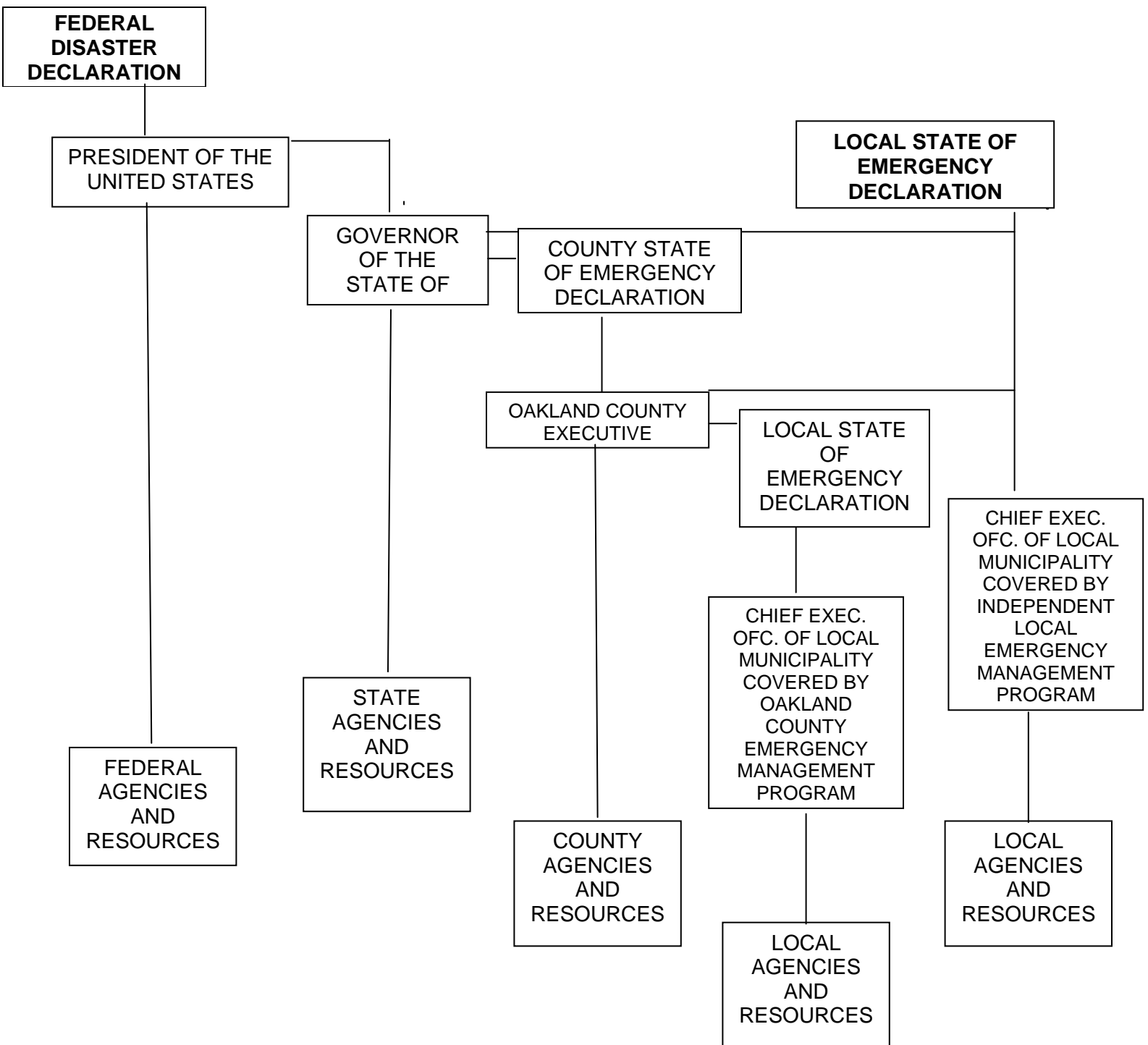
Oakland County Department of Facilities, in cooperation with the Oakland County Department of Information Technology, is responsible for preparation and implementation of this guideline. Copies of plans are maintained in the EOC. The tasks assigned are as follows:

1. Develop mechanisms for and maintain systems that support the Executive group and ensure Continuation of County Government Operations (The Facilities Emergency Preparedness and Response Plan). *Note: Individual Departments are responsible for their own Business Continuity of Operations and Recovery Plans.*
2. Maintain and support recovery of essential services, critical infrastructure, vital records and EOC during emergency or disaster situations.
3. Provide technical assistance and support to local Cities, Villages and Townships to include maintaining Courts & Law Enforcement Management Information System (CLEMIS) and utilizing Graphic Information Systems (GIS).

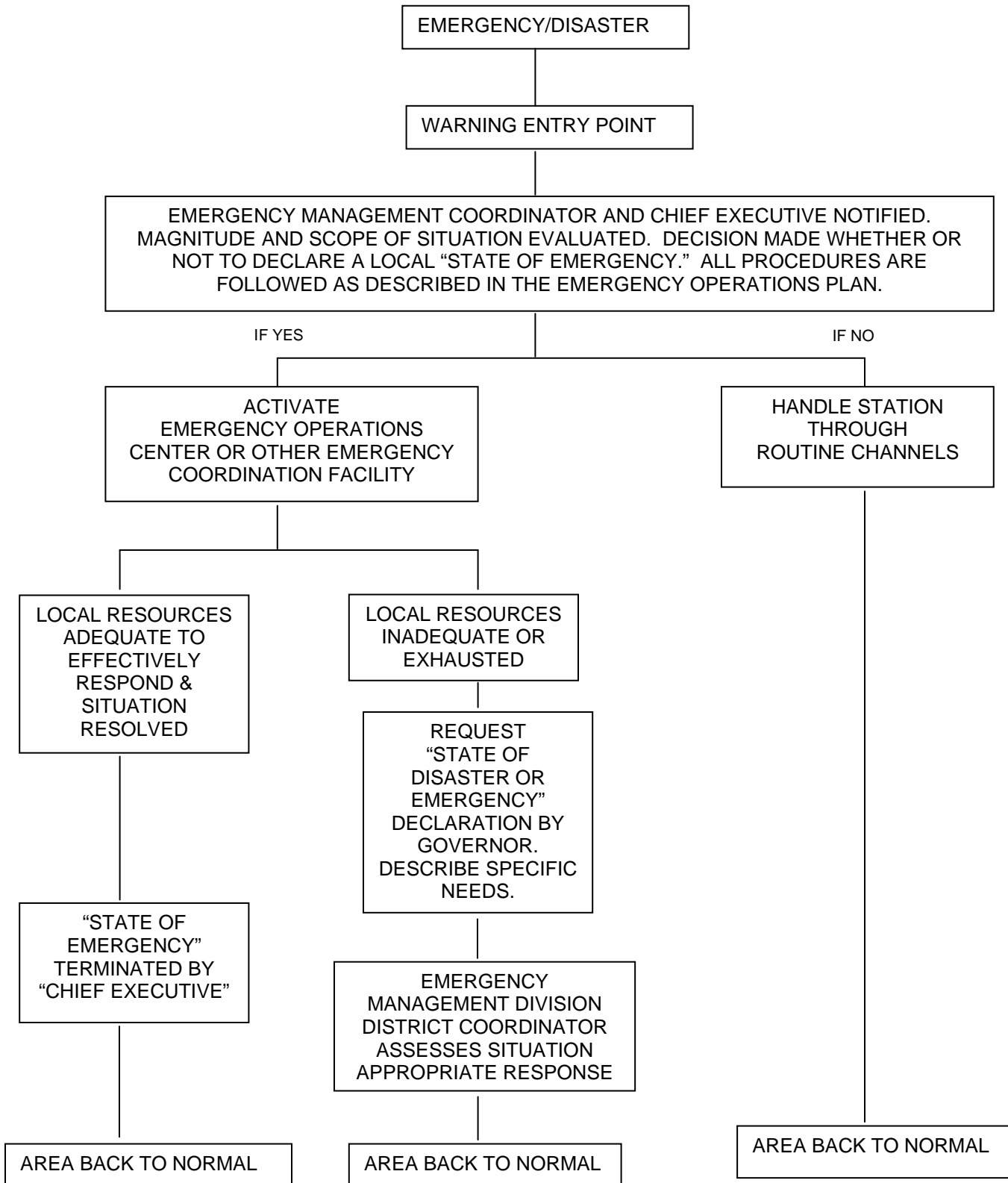
V. ADDENDUMS:

- A. Addendum 1 - Emergency Management System
- B. Addendum 2 - Emergency Response Flow Chart
- C. Addendum 3 - Emergency Operations Center Organizational Chart
- D. Addendum 4 - Emergency/Disaster Function and Agency Assignment Chart
- E. Addendum 5 - Glossary of Terms and Acronyms
- F. Addendum 6 - Oakland County Board of Commissioner's Resolution

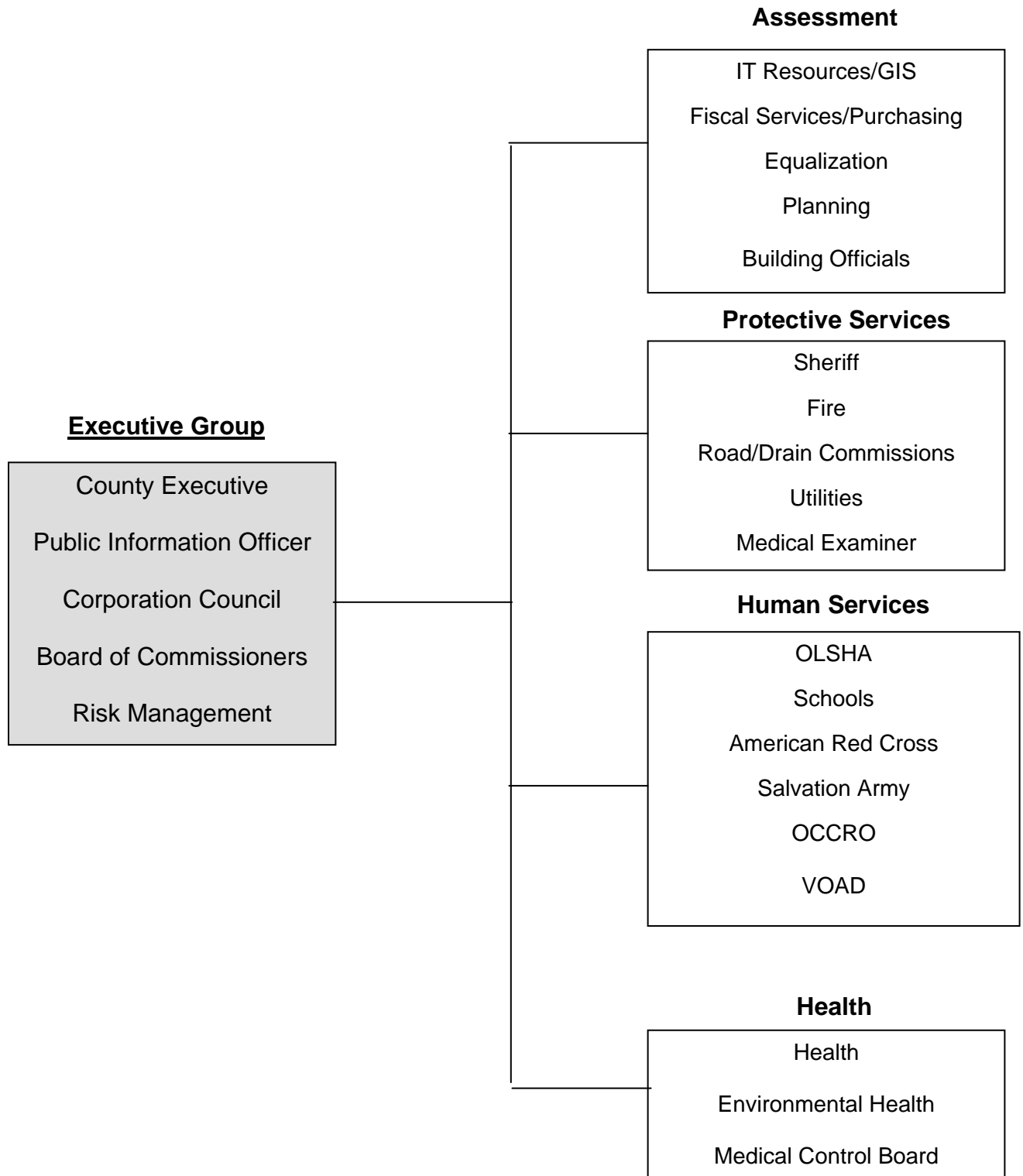
EMERGENCY MANAGEMENT SYSTEM



EMERGENCY RESPONSE FLOW CHART



EMERGENCY OPERATIONS CENTER ORGANIZATIONAL CHART



EMERGENCY/DISASTER FUNCTION AND AGENCY ASSIGNMENT CHART

<u>PLAN ANNEX</u>	A	B	C	D	E	F	G	H	I	J	K	L	M
<u>DISASTER FUNCTION</u>	DC-1	WC-1	M-1	DA-1	LE-1	FS-1	R-1	D-1	PH-1	HS-1	ME-1	EMS-1	COG-1
ANIMAL CONTROL									P				
AUXILIARY POWER							P						S
CBRNE (Terrorism)					P	P			P		S	S	
COMMUNICATIONS		P	P										
CRISIS COUNSELING										P		S	
CRITICAL SERVICES & RECORDS	S												P
DAMAGE ASSESSMENT	S			P									
DEBRIS CLEARANCE							P						
DIRECTION AND CONTROL	P												S
EMERGENCY OPS CENTER	P												
EMERGENCY MEDICAL						P						P	
EVACUATION & RE-ENTRY	P				P	P							
FIRE FIGHTING						P							
FOOD SUPPLY										P			
HEALTH AND SANITATION									P				
HEAVY RESCUE						P	P	S					
INCREASED READINESS	P												
INTERAGENCY COORDINATION	P												
LAW AND ORDER					P								
MASS CARE AND FEEDING										P			
MORTUARY SERVICE					S	S					P	S	
NUCLEAR CRISIS RELOCATE	P												
PUBLIC INFORMATION			P										
RADIOLOGICAL PROTECTION						P			P				
RESOURCE MANAGEMENT	P												
SEARCH AND RESCUE					P	P							
SECURITY & SURVEILLANCE					P								S
SHELTER										P			
TEMPORARY HOUSING										P			
TRAFFIC CONTROL					P								
TRAINING	P												
TRANSPORTATION ROUTES							P						
VOLUNTEER AGENCY COOR'D	P									P			
WARNING		P	P		P	P							
WASTE DISPOSAL								P					
WATER SUPPLY								P					

P = PRIMARY RESPONSIBILITY

S = SECONDARY RESPONSIBILITY

GLOSSARY OF TERMS and ACRONYMS

TERMS

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Disaster: An occurrence or imminent threat of widespread property damage, severe injury, or loss of life which requires resources beyond what is available through the local municipality. Disasters may include fire, flood, snow, ice, windstorm, wave action, oil spill, water contamination requiring emergency action to avert danger or damage, utility failure, hazardous peacetime radiological incident, major transportation accident, terrorist incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military or paramilitary action. Riots and other civil disorders are not within the meaning of this term unless they directly result from, and are an aggravating element of the disaster.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Action Guideline (EAG): A portion of the emergency operations plan which deals with a department or service; e.g., fire, police, assessment, etc.

Emergency Alert System (EAS): A network of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergencies as provided by the Emergency Alert System Plan.

Emergency Jurisdiction: The basic emergency planning and operational entity at the local government level established by state statute. Such jurisdictions consist of each county, plus those municipalities of 10,000 or more in population that have created separate jurisdictions from the county in which they are located by local charter or ordinance. All municipalities in a county other than those of 10,000 or more in population creating separate jurisdictions are components of the county emergency jurisdiction.

Emergency Management/Response and Preparedness Coordinator: The person appointed to coordinate emergency planning and services within Oakland County.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan (EOP): The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. Also, the plan developed and maintained by an emergency jurisdiction as a counterpart plan to the Michigan Emergency Preparedness Plan for the purpose of organizing and coordinating the emergency services forces and disaster operations of the jurisdiction. It usually consists of a basic plan with various supporting Emergency Action Guidelines or checklists for each service or function and may be called Emergency Preparedness Plan, Disaster Plan, or any similar title or description.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response and Preparedness Forces: All agencies of the County or local municipalities within the County, private and volunteer personnel, public officers and employees; and all other persons or groups of persons having duties or responsibilities under the County Emergency Operations Plan, or pursuant to lawful order or directive.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

E-Team: A computer-based reporting system used to capture, collect, analyze and distribute emergency data to/from first responders and EOC staff and to provide reports to the State.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Federal: Of or pertaining to the Federal Government of the United States of America.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

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

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States. Which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Michigan Emergency Preparedness Plan (MEPP): The plan developed and continuously maintained by the Director of the Department of State Police pursuant to Act 390, of the Public Acts of 1976, for the purposes of prevention, mitigation, relief of, or recovery from disasters. This plan consists of a basic plan, a direction and control annex, a communications annex, and an annex for each of the nineteen state departments.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups and fora that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Radiological Defense (RADEF): The organized effort, through warning, detection, and preventative and remedial measures, to minimize the effect of nuclear radiation on people and resources.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7).

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

State of Disaster: A declaration by executive order or proclamation by the Governor under the provisions of Act 390. P.A. 1976, which activates the emergency operations plans and authorizes deployment and use of any forces to which the plan or plans apply.

State of Emergency: A declaration by a Chief Executive pursuant to the local resolution which activates the disaster response and recovery aspects of the Emergency Operations Plan and authorizes the deployment and use of any emergency services forces to which the Plan applies.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command).

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

Weapon of Mass Destruction: A destructive device designed, intended or deployed to cause death or serious bodily harm through release, dissemination or impact of biological agents or weapons involving a disease organism, toxins, poisonous chemicals, high explosives, dangerous radiation or radioactivity at a level dangerous to human life.

ACRONYMS

ALS Advanced Life Support
CBRNE Chemical Biological Radiological Nuclear and Explosive
CISM Critical Incident Stress Management
CIMS Critical Incident Management System
CLEMIS Courts & Law Enforcement Management Information System
COG Continuity of Government
DOC Department Operations Center
EAG Emergency Action Guideline
EAS Emergency Alert System
EMAC Emergency Management Assistance Compact
EMHSD-MSP Emergency Management & Homeland Security Division of the Michigan State Police
EMS Emergency Medical Services
EOC Emergency Operations Center
EOP Emergency Operations Plan
FEMA Federal Emergency Management Agency
FOG Field Operations Guide
GIS Geographic Information System
HAZMAT Hazardous Material
HSPD-5 Homeland Security Presidential Directive-5
IAP Incident Action Plan
IC Incident Commander
ICP Incident Command Post
ICS Incident Command System
IC or UC Incident Command or Unified Command
IMT Incident Management Team
JIS Joint Information System
JIC Joint Information Center
LEIN Law Enforcement Information Network
LEPC Local Emergency Planning Committee
LNO Liaison Officer
MDOT Michigan Department of Transportation
MEPP Michigan Emergency Preparedness Plan
MDC Mobile Data Computer
MDEQ Michigan Department of Environmental Quality
MOU Memorandum of Understanding
NDMS National Disaster Medical System
NGO Nongovernmental Organization
NIMS National Incident Management System
NRP National Response Plan
OCCRO Oakland County Crisis Response Organization
OCDC Oakland County Drain Commission
POLREP Pollution Report
PIO Public Information Officer
PVO Private Voluntary Organizations
R&D Research and Development
RADEF Radiological Defense
RCOC Road Commission for Oakland County
RESTAT Resources Status
ROSS Resource Ordering and Status System
SDO Standards Development Organizations
SITREP Situation Report
SO Safety Officer

SOP Standard Operating Procedure

TAT Threat Assessment Team

UC Unified Command

US&R Urban Search and Rescue

Oakland County Board of Commissioner's Resolutions

- Resolution #91293- Oakland County Emergency Management Policy and Organization (December, 1991)
- Resolution #01270- Transfer Emergency Management Unit to County Executive and Create Emergency Response & Preparedness Administrator Appointed Position (October, 2001)
- Resolution #03325- Adoption of the Michigan Emergency Management Assistance Compact (March, 2003)
- Resolution #05256- Adoption of the National Incident Management System (October, 2005)
- Resolution #07119- Adoption of revised Southeast Michigan Mutual Aid Agreement (May, 2007)

Copies of the above resolutions follow in the next tab.