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CITY of NOVI CITY COUNCIL

Agenda Item C
December 8, 2014

SUBJECT: Approval of the proposed City of Novi Emergency Operations Support Plan, supporting the Oakland County Emergency Operations Plan.

SUBMITTING DEPARTMENT: Public Safety *DEM*

CITY MANAGER APPROVAL: *[Signature]*

BACKGROUND INFORMATION: *PK*

The City of Novi is authorized to direct and coordinate emergency operations plans pursuant to Section 10 of the Public Act 390 of 1976, the Emergency Management Act (MCL 30.401, et seq.). Oakland County has developed an Emergency Operations Plan that sets forth the response to any emergency (natural disaster, act of terrorism, etc.) occurring within the County. The City's Emergency Operations Support Plan is intended to supplement and support the County's operations for a disaster occurring within the City, or outside the City if called upon to aid another community in Oakland County. The Plan identifies a chain of command in the case of an emergency, and also identifies the location of the emergency operations center. It further delineates the responsibilities of the various City departments, prior to and during an emergency. The Plan has been reviewed by the City Attorney's office, and a positive recommendation from that office has been received.

RECOMMENDED ACTION: Approval of the proposed City of Novi Emergency Operations Support Plan, supporting the Oakland County Emergency Operations Plan.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Markham				

	1	2	Y	N
Council Member Mutch				
Council Member Poupard				
Council Member Wrobel				

CITY OF NOVI

COUNTY OF OAKLAND, MICHIGAN

**RESOLUTION APPROVING THE CITY OF NOVI EMERGENCY OPERATIONS SUPPORT PLAN,
SUPPORTING THE OAKLAND COUNTY EMERGENCY OPERATIONS PLAN**

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on _____, _____, at ____ o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers _____

ABSENT: Councilmembers _____

The following preamble and Resolution were offered by Councilmember _____ and supported by Councilmember _____.

WHEREAS; the City of Novi is authorized to direct and coordinate emergency operations plans pursuant to Section 10 of the Public Act 390 of 1976, the Emergency Management Act (MCL 30.401, et seq.); and

WHEREAS; Oakland County has enacted its Emergency Operations Plan for emergency operations within Oakland County; and

WHEREAS; the City of Novi desires to provide support to Oakland County in times of emergency, including, but not limited to, natural disasters, technological incidents, or hostile attacks; and

WHEREAS; a plan has been prepared by the City to provide support and assistance in the case of an emergency, whether within the boundaries of the City or elsewhere within Oakland County; and

WHEREAS; the proposed plan identifies a chain of command in the case of an emergency, identifies the location of the emergency operations center, and also delineates the responsibilities of the various City departments, prior to and during an emergency; and

WHEREAS; the plan as proposed is in compliance with the requirements of the Emergency Management Act; and

WHEREAS, the City of Novi City Council desires to adopt the City of Novi Emergency Operations Support Plan, Supporting the Oakland County Emergency Operations Plan.

NOW THEREFORE, IT IS THEREFORE RESOLVED that the proposed City of Novi Emergency Operations Support Plan, Supporting the Oakland County Emergency Operations Plan is hereby adopted.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Maryanne Cornelius, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this ____ day of _____, 2014, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

Maryanne Cornelius, City Clerk
City of Novi

MEMORANDUM



TO: DAVID E. MOLLOY
DIRECTOR OF PUBLIC SAFETY/ CHIEF OF POLICE

FROM: RAY GARBARINO
EMERGENCY MANAGEMENT COORDINATOR

SUBJECT: EMERGENCY OPERATIONS SUPPORT PLAN

DATE: NOVEMBER 26, 2014

The attached City of Novi Emergency Operations Support Plan is an updated and revised document that continues the City's option of being incorporated into the Oakland County Emergency Operations Plan. This agreement was last updated and unanimously approved by City Council on February 28, 2011. In the event of a large scale incident occurring and exceeding the City's capabilities to respond, additional resources would be requested from Oakland County.

Under the Michigan Emergency Management Act 390 of 1976, the City of Novi may appoint their own Emergency Manager and develop their own Emergency Operations Plan. While the City has appointed the Director of Public Safety/Chief of Police as the Emergency Manager, the City has elected to remain under the Oakland County Emergency Operations Plan; coordinate their mitigation, preparedness, response and recovery activities through the county coordinator. The City of Novi Emergency Manager acts as the liaison to Oakland County.

While State law allows municipalities with populations over 10,000 to maintain separate plans and programs, only the City of Birmingham, City of Farmington Hills, City of Southfield and Township of Bloomfield are state recognized programs in Oakland County. Currently, the Michigan State Police- Emergency Management and Homeland Security Division will not recognize any municipal programs that were not previously established.

As a requirement for remaining under the County plan, an Emergency Operations Support Plan is required. This document outlines how the City of Novi's response agencies will coordinate and respond while working with and through the Oakland County Emergency Operations Center (EOC) during major incidents.

The Emergency Operations Support Plan will work in unison with the City of Novi Emergency Operations Plan and compliment the Oakland County Emergency Operations plan.

Oakland County requires that all Emergency Operations Support Plans be reviewed and updated every four years. The current City of Novi, Emergency Operations Support Plan expires in February of 2015. It is my recommendation that the updated Emergency Operations Support Plan be adopted by resolution.

City of Novi Emergency Operations Support Plan



**Supporting the Oakland County
Emergency Operations Plan
December 8, 2014**

Revised 12-8-14 by R. Garbarino
Adopted by Resolution-December 8, 2014

TABLE OF CONTENTS

Promulgation	3
Plan Distribution	4
Authorities and References	4
Supporting Plans and Procedures	4
Plan Development and Maintenance	5
Record of Changes	5
Basic Plan	6
1. Purpose	6
2. Scope	6
3. Situation and Assumptions	6
4. Concept of Operations	7
5. Continuity of Government	8
6. Emergency Action Levels	9
7. National Terrorism Advisory System	10
8. Organization and Assignment of Responsibilities	10
A. Incident Manager	11
B. Director of Public Safety	11
C. Emergency Management Coordinator	12
D. Public Information Officer	12
E. Safety Officer	13
F. Operations	13
F-1 Novi Police Department	13
F-2 Novi Fire Department	14
F-3 Novi Department of Public Services	14
F-4 EMS (Contracted Private Agency)	15
F-5 911 Center & Miscellaneous Services	15
F-5a Oakland County Health Department	15
F-5b American Red Cross	16
G. Planning	16
G-1 Novi Community Development	16
G-2 City Engineers	16
G-3 City IT/GIS	16
H. Logistics	16
H-1 Services	17
H-2 Support	17
H-2a American Red Cross	17
H-2b Novi's Various Departments	17
I. Finance/Administration	18
I-1 Novi Finance Department	18
I-2 Novi Human Resources	18
9. Communications	18
Appendix A: List of Resources	19
Appendix B: Acronyms	22
Appendix C: Glossary	23
Appendix D: Format for declaring Local State of Emergency	34

PROMULGATION

December 8, 2014

To all Recipients:

Transmitted herewith is the Emergency Operations Support Plan for the City of Novi in support to the Oakland County Emergency Operations Plan. The plan provides a framework for the City of Novi to use in performing emergency functions before, during, and after a natural disaster, technological incident or a hostile attack.

This plan was adopted by the City of Novi under Resolution Approving the City of Novi Emergency Operations Support Plan dated, December 8, 2014. It supersedes all previous plans.

Robert J. Gatt, Mayor

Date

Peter E. Auger, City Manager

Date

David E. Molloy, Emergency Manager Date
Director of Public Safety – Chief of Police

PLAN DISTRIBUTION

The City of Novi Emergency Operations Support Plan is provided to all municipal departments. Non-municipal departments may contact the Novi Emergency Management Coordinator to obtain a copy of the plan. Additionally, this plan will also be provided to the Oakland County Emergency Management Program as support to the Oakland County Emergency Operations Plan.

AUTHORITY AND REFERENCES

State;

- a. Act 390 of 1976, Michigan Emergency Management Act
- b. Michigan Emergency Management Assistance Compact
- c. Michigan Emergency Management Plan, January 2006 ed.

Local;

- a. Oakland County Emergency Operations Plan
- b. NIMS Resolution, adopted June 4, 2007
- c. Local Mutual Aid agreements

SUPPORTING PLANS AND PROCEDURES

- a. City of Novi Emergency Operating Procedures
- b. Police Standard Operating Procedures
- c. Fire Standard Operating Procedures
- d. Department of Public Services Standard Operating Procedures
- e. Oakland County Emergency Action Guidelines

BASIC PLAN

1. PURPOSE

This operation plan has been developed to satisfy the requirements of the Michigan Emergency Management Act (P.A. 390, as amended), and to define the actions to be taken by the City of Novi government to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the City of Novi is part of the Oakland County Emergency Management Program. This plan is to be used in conjunction with the Oakland Emergency Operations Plan (EOP).

2. SCOPE

This operation plan is a flexible document in which changes from the content of the plan may occur due to unique nature of emergencies. Each agency that has a supported role in this plan or its elements will develop Standard Operating Procedures (SOP) which provides systematic instructions for accomplishing assigned functions.

3. SITUATION AND ASSUMPTIONS

- A. The city has a total area of 31.3 square miles (81.1 km²), of which, 30.5 square miles (78.9 km²) of it is land and 0.9 square miles (2.2 km²) of it (2.74%) is water. Walled Lake, which lies mainly within Novi, is the largest lake in the city. It also serves as the headwaters of the Middle Branch of the Rouge River. Shawood Lake lies just southwest of Walled Lake. Several smaller lakes within the city were created by gravel pit mining or as storm water retention areas. Most of the city lies within the Rouge River watershed. Some areas on the north and west side of the City are part of the Huron River watershed. The city is situated with easy access to several major freeways including I-96, I-696, I-275 and M-5.
- B. The City of Novi has one major hospital, many senior centers, assisted living facilities and nursing homes. The City continues to work with these facilities to ensure that special needs populations are included in the planning process.
- C. The community is subject to a variety of natural hazards. According to the county Hazard Vulnerability Analysis, the most likely and damaging of these include, but are not limited to: fires, flooding, storms, and tornadoes.
- D. Additionally, certain manmade hazards may impact public safety in the community. These include, but are not limited to: civil unrest, terrorism, and hazardous materials accidents
- E. Adjacent municipalities and other governments will render assistance in accordance with the provisions of intergovernmental and mutual aid support agreements in place at the time of the emergency.
- F. When municipal resources are exhausted, the Oakland Emergency Management Agency will coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance, it will call on mutual aid from adjacent counties or from the State of Michigan through the Michigan Emergency Management Assistance Compact (MEMAC). Ultimately, the State can ask other

states through the Emergency Management Assistance Compact (EMAC) or the federal government for assistance in dealing with a major disaster or emergency.

- G. The City of Novi Mayor or designee declares a local state of emergency and notifies the municipal Emergency Management Coordinator (EMC) and Oakland County Emergency Management Coordinator (EMC) of this decision.
- H. Mass care shelters will be selected with ADA compliant features such as accessible entrances, toilet facilities, showers, and alternative communication devices.
- I. The City of Novi is supported by private and volunteer organizations having the capabilities to provide manpower, equipment, and supplies to assist in the care of special needs individuals in the event of an emergency or disaster.
- J. Courts located within the City of Novi boundaries are Oakland County courts and are under the direction and control of the County. All emergency planning falls under the jurisdiction of Oakland County and Oakland County Sheriff's Office. In the event of an emergency the City of Novi would provide any mutual aid assistance requested by the County.

4. CONCEPT OF OPERATIONS

- A. The Emergency Management office is responsible for the protection of the lives and property of the citizens. It exercises primary supervision and control over the four phases of emergency management (mitigation, preparedness, response, and recovery) and activities within the municipality and in coordination with and support of Oakland County Emergency Management.
- B. The City of Novi has appointed an Emergency Management Coordinator that shall act on behalf of the elected officials. An Emergency Operation Center (EOC), located in the Training Center of Police Headquarters and has been designated by the municipality, and may be activated by the Emergency Management Coordinator or the elected officials during an emergency.
- C. This plan embraces an "all-hazards" principle: that most emergency response functions are similar, regardless of the hazard. The Emergency Management Coordinator will operate incident management activities in accordance with the NIMS to mobilize resources and personnel as needed by the emergency situation.
- D. The Emergency Management Coordinator and elected officials will develop mutual aid agreements with other municipalities within and outside of Oakland County for reciprocal emergency assistance as needed.
- E. Emergency response by the municipal government or its agents will follow procedures in support of the Oakland County Emergency Management Procedures.
- F. Public Safety agencies will respond and operate as required in accordance with the standards of the National Incident Management System (NIMS) as adopted under the City of Novi NIMS Resolution. This includes institutionalizing the Incident Command Structure (ICS) for all response disciplines at incident locations to

provide for an efficient response operation as well as establishing an efficient public information system within the structure.

- G. In coordination with Oakland County Homeland Security Division, the City of Novi will inventory and type critical assets (resources) in accordance with the NIMS National Resource Typing Initiative which allows for resources to be requested in a timely manner and provide for a level of capability. The inventory of resources will be listed in the state's critical incident management software, WEB EOC, to provide for resources to be identified by and requested from external agencies; in compliance with local and/or state mutual aid agreements.
- H. The City of Novi will coordinate and support emergency incident and management through the development and use of integrated multi-agency coordination systems, which includes maintaining connectivity capability between incident command posts (ICP), 911 Centers, and Emergency Operations Centers.
- I. City of Novi response personnel will be qualified to provide an adequate level of performance to continue the operations of the City and for public safety needs.
- J. All agencies interacting to manage incidents will utilize common terminology prescribed by the NIMS.
- K. Emergency action messages originated by City of Novi authorities and/or the Public Information Officer will be disseminated to the station designated as the Local Primary station for that jurisdiction. These messages and other emergency information will be relayed in accordance with the state EAS plan.
- L. Exercises and training opportunities will include disability issues and disability subject-matter experts in their development and execution.

5. CONTINUITY OF GOVERNMENT

This plan is an all-hazards plan concerning all types of emergency situations. It deals with the activities that occur before, during, and after the emergency operations. These activities are accomplished by dividing emergency management activities into the following phases: mitigation, preparedness, response, and recover.

- A. **Mitigation:** Mitigation activities are any actions taken to prevent or reduce the occurrence of any emergency or risk to human life and property. Examples of mitigation efforts include, but are not limited to:
 - Building Codes
 - Disaster Insurance
 - Public Education
 - Procurement and integration of equipment
 - Identifying resources
 - Training citizens
 - Land-Use Planning
 - Property Acquisition

- B. **Preparedness:** Preparedness activities are any actions taken prior to the emergency that facilitates the implementation of a coordinated response. Examples of preparedness efforts include, but are not limited to:
- Continuity of government decisions
 - Testing and maintaining equipment
 - Establishing, equipping, and maintaining the EOC
 - Developing emergency plans and procedures
 - Participation in training, drills, and exercises
 - Coordination of emergency notification methods
 - Hazard identification
- C. **Response:** Response activities are any actions taken immediately before, during or directly after an emergency to save lives, minimize damage to property, and increase effectiveness of recovery efforts. Examples of response include, but are not limited to:
- Emergency medical services
 - Police services
 - Fire and rescue services
 - Public works
 - Protective actions
 - Public Health
- D. **Recovery:** Recovery is the phase that involves restoring systems to normal conditions. Short-term recovery actions are taken to assess damage and reestablish vital life-support systems; long-term recovery actions may continue for years. Examples of recovery actions include, but are not limited to:
- Damage assessment
 - Debris clearance
 - Decontamination
 - Counseling
 - Disaster assistance
 - Temporary Housing

6. EMERGENCY ACTION LEVELS (National Weather Service)

- A. Watch – All emergency personnel placed on standby. (Conditions are favorable for severe weather)
- B. Warning – Partial activation of EOC by emergency management personnel. (Actual sighting, actually occurring).
- C. Impact – Full activation of EOC
- D. Recovery – Continued response activities as needed.

7. National Terrorism Advisory System (NTAS)

The National Terrorism Advisory System (NTAS) website (<http://www.dhs.gov/alerts>) is the authoritative source for information about the current NTAS level. It will always contain the most up-to-date information on the Advisory System status.

NTAS Alerts will only be issued when credible information is available. After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

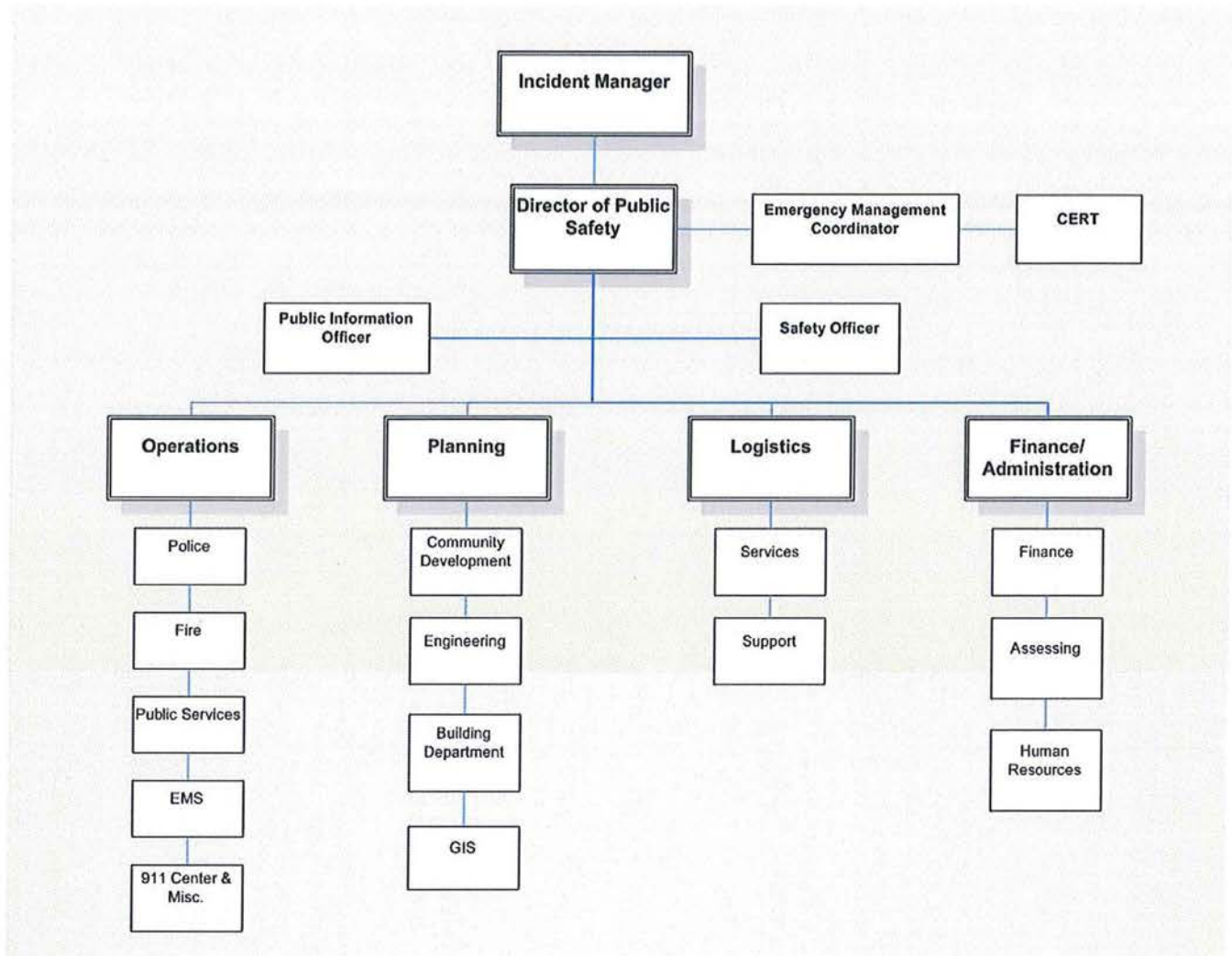
These alerts will include a clear statement that there is an imminent threat or elevated threat.

- An imminent threat warns of a credible, specific, and impending terrorist threat against the United States.
- An elevated threat warns of a credible terrorist threat against the United States.

NTAS Alerts contain a sunset provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

8. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The City of Novi incident management operations will be conducted in the city's Emergency Operation Center. Operations will be in accordance with the National Incident Management System to ensure that adequate capabilities and resources are provided under a manageable span of control for incident operation needs. The management structure will consist of the City Mayor or designee as the lead incident manager with subordinate agencies and personnel performing operational support tasks. Each agency required to provide support during emergency operations will conduct their duties to the best of their abilities which will derive from continuous training and participation in exercises. The following section provides the responsibilities and assignments that the selected agencies and personnel should address in supporting the City of Novi emergency operations. Each will be required to report to the City of Novi Emergency Operation Center located at Police Headquarter building.



A. INCIDENT MANAGER

- Ensure incident management functions are in accordance with the NIMS.
- Ensure compliance with this plan and the Oakland County Emergency Operations Plan (EOP), and any pertinent procedures and documents issued, which impact the provision of emergency services in the City of Novi.
- Provide for continuity of operations;
- Seek federal post-disaster funds, as available.
- Issue local emergency declarations and notify the municipal emergency coordinator of this action.

B. DIRECTOR OF PUBLIC SAFETY

- Directs the Police, Fire and EMS operations.
- Responsible for the Emergency Management office.
- Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;

- Ensures appropriate personnel have completed NIMS and ICS training to enhance multi-discipline and multi-jurisdictional coordination
- Ensures the City's emergency plans are up-to-date.

C. EMERGENCY MANAGEMENT COORDINATOR

- Prepares and maintains an emergency plan for the municipality subject to the direction of the elected officials; reviews and updates as required;
- Notifies officials of the nature and extent of the emergency or disaster, if known;
- Maintains coordination with the Oakland County Homeland Security Division, and provides prompt information in emergencies, as available;
- Coordinates EOC response and recovery operations;
- Coordinate information with adjacent municipalities and county;
- In coordination with Oakland County Homeland Security Division, identifies hazards and vulnerabilities that may affect the municipality;
- Identifies resource shortfalls and requests resources in accordance with the NIMS
- Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;
- Compiles damage information and cost figures for the conduct of emergency operations above normal operating costs; and
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.
- Ensures appropriate personnel have completed NIMS and ICS training to enhance multi-discipline and multi-jurisdictional coordination.
- Ensures resources are requested in accordance to NIMS standards to include the "type"
- Prepare and maintain this municipal support plan in consonance with the Oakland County EOP;
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures

D. PUBLIC INFORMATION OFFICER

Public Information is responsible for interfacing with the public and media and/or with other agencies with incident related information. The Public Information Officer (PIO) develops accurate and complete information on the incident's cause, size, and current situation for internal and external needs.

- Providing for the planning and dissemination of emergency information to the public;
- Assists in implementing procedures for the communications and warning function;
- Ensures ability to communicate between the municipality, field operations and the county EMA;
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

- Consults with local broadcasters to ensure quick and timely dissemination of public information.
- Coordinating information with neighboring municipalities and the county.

E. SAFETY OFFICER

The Safety Officer monitors incident operations relating to operational safety, including the health and safety of emergency responder personnel.

- Identify and mitigate potential hazardous situations;
- Ensure safety messages and briefings are made;
- Review the plans for safety implications;
- Recommends correction of unsafe acts or conditions;
- Attends training and workshops to maintain proficiency and currency in emergency; management and emergency response, planning, and procedures.

F. OPERATIONS

The following departments are selected to provide incident management support in their functional area to emergency operations. These departments provide support to all disaster and emergency types no matter the cause, size or location of the incident and in accordance to NIMS standards. In addition, each will develop and maintain its own Standard Operating Guidelines (SOG), to provide the steps in completing functions and tasks.

F-1 NOVI POLICE DEPARTMENT

- In cooperation with the Municipal Emergency Management Coordinator, develops and maintains procedures for the Police Services function;
- Assists in the development, review and maintenance of the City of Novi EOP;
- Responds to the City of Novi EOC, as directed;
- Coordinates security and law enforcement services; with appropriate personnel at the Oakland County Emergency Operations Center;
- Establishes security and protection of critical facilities;
- Provides traffic and access control in and around affected areas;
- Assists with emergency alerting and notification of threatened population;
- Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
- Assists in the installation of emergency signs and other traffic movement devices;
- Assists in search and rescue operations; and
- Advises elected officials and the Emergency Management Coordinator about Police Services operations.
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

F-2 NOVI FIRE DEPARTMENT

- In cooperation with the Municipal Emergency Management Coordinator, develops and maintains the Implementing Procedures for the Fire & Rescue function;
- Assists in the development, review and maintenance of the City of Novi EOP;
- Responds to the City EOC upon activation;
- Coordinates fire and search and rescue services with appropriate personnel at the County Emergency Management Agency; including assistance to regional specialty teams such as, but not limited to the Regional Response Team, MUSAR, BOMB Squad;
- Coordinates with Oakland County Homeland Security Division and the State of Michigan in the decontamination and monitoring of affected citizens and emergency workers after exposure to CBRNE hazards;
- Assumes primary responsibility for emergency alerting of the public; However, emergency sirens are controlled by the Oakland County.
- Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
- Provides for emergency shutdown of light and power;
- Provides emergency lights and power generation;
- Assists in salvage operations and debris clearance,
- Advises elected officials and the Municipal Emergency Management Coordinator about fire and rescue activities.
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

F-3 NOVI DEPARTMENT OF PUBLIC SERVICES

- Restore vital facilities and public utilities;
- Assist in rescue;
- Assist in control of vital resources;
- Assist in decontamination;
- Assist in debris removal;
- Provide traffic and access control equipment;
- Assist in establishing alternate evacuation routes; and
- Provide for damage assessment for public property and certain non-profit organizations.
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.
- Coordinate or direct the protective actions and restoration of public utilities and municipal facilities;
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.
- Ensures that Public Safety Answering Points (PSAPs) provide direct, equal access to their services for people with disabilities who use teletypewriters (TTYs).

F-4 CONTRACTED EMS IN COOPERATION WITH THE NOVI FIRE DEPARTMENT

- Contracted EMS services provided by a private EMS agency
- In cooperation with the Director, Fire and EMS Operations, develops and maintains the Implementing Procedures for the Health/Medical Services function;
- Assists in the development, review and maintenance of the EOP;
- Responds to the City of Novi EOC, upon activation;
- Coordinates emergency medical activities within the municipality, and with appropriate personnel from the Oakland County Homeland Security Division agency;
- Coordinates institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care and adult care facilities;
- Coordinates medical services as needed to support shelter operations;
- Assists in search and rescue operations;
- Assists in mortuary services;
- Assists in provisions of inoculations for the prevention of disease; and
- Advises elected officials and the Emergency Management Coordinator about Health/Medical Services activities.
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

F-5 911 CENTER & MISCELLANEOUS SERVICES

- Serve as the 24-hour contact point for emergency notification;
- Ensure agencies have sufficient communication capabilities between the EOC and command post;
- Notify departments/agencies of potential incident;
- Establish communication with Oakland County and other EOCs;
- Establish communication with the Incident Command Post;
- Activate the public warning system; in some cases, this may be asking Oakland County to activate warning sirens.

F-5a OAKLAND COUNTY HEALTH DEPARTMENT

- Assist with mortuary services;
- Assists in provisions of inoculations for the prevention of disease;
- Provide public health information and advice;
- Assist in making protective action recommendations;
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.
- Establishes tracking procedures of special needs individuals that will ensure reunification.
- Coordinates with other organizations and public safety agencies in the provision of medical support services for evacuating disabled individuals.
- Shall request an interpreter through the closest Interpreter Referral Center (IRC) when there is a need to communicate with hearing or vision impaired individuals.

- Shall assist with the re-integration of special needs individuals from shelter facilities back into an integrated setting at the earliest appropriate opportunity.

F-5b AMERICAN RED CROSS

- Provide such services as sheltering, feeding, clothing and other essential emergency needs to disaster victims;
- Provide counseling;
- Provide family assistance;
- Assists in the evacuation of special needs and disabled individuals
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

G. PLANNING

Planning is responsible for collecting, evaluating, disseminating tactical information pertaining to the incident.

G-1 Novi Community Development Department

- Collects, evaluates and provides information about the incident;
- Determines need for resources and maintains status of resources;
- Assembles information on alternative strategies;
- Coordinates with the Public Information Officer on the release of information;
- Assists in reviewing and updating the operation plan;
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures
- Assists with damage assessment

G-2 Novi Engineers

- Provide engineering assistance
- Provide maps and blueprints for City facilities and systems
- Provide subject matter expertise

G-3 Novi IT/GIS

- Support incident with IT needs
- Provide GIS mapping services

H. LOGISTICS

Logistics provides the support needs for the incident, including providing facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel.

Should City of Novi resources become exhausted, requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in

accordance with existing mutual aid agreements and understandings and the Oakland County Emergency Operations.

H-1 Services (Novi City Departments)

- Provides materials, services and facilities in support of the emergency.
- Develops procedures for rapidly ordering supplies and equipment and to track their delivery and use; and
- Provides proper record keeping of expenditures and obligations in emergency operations.
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures

H-2 Support

- There are several departments and outside agencies that provide support for emergency response

H-2a American Red Cross

- Maintain resource lists of personnel to assist in the management of mass care shelters;
- In conjunction with the American Red Cross, ensure all personnel on resource list are trained appropriately;
- Coordinate needs for mass care shelters and report to appropriate personnel at Oakland County Homeland Security Division;
- Novi will assist American Red Cross and County EM personnel in the opening and operation of mass care shelters as necessary.
- Coordinate with Local Health Department on sheltering and care needs.
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

H-2b Novi's Various Departments

- Coordinate needs for transportation in the event evacuation becomes necessary;
- In cooperation with appropriate personnel from the Oakland County Homeland Security Division, arrange evacuation transportation for residents without transportation or those with special needs;
- Establish pickup points and maintain list of individuals with transportation needs;
- Maintain an inventory of municipal transportation resources; and
- Ensures adequate supply of fuel is available for vehicle use.
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.
- Coordinate provision of equipment and supplies from public and private sources and maintain resource lists and contacts;
- In coordination with the Emergency Management Coordinator, determine the "unmet" needs for the municipality.

- Maintain records of expenditures and resources used during a disaster;
- Identify and train personnel to assist in the development of damage assessment reports;
- Make situation and damage reports to the Emergency Management Coordinator and assist in the assessment of damage by local, county or state teams.
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

I. Novi FINANCE/ADMINISTRATION

Finance/administration handles the need for financial, reimbursement (individual and agency or department), and/or administrative services to support incident management activities.

I-1 Novi Finance Department

- Maintains oversight of all financial and cost analysis activities associated with the emergency;
- Tracks costs and personnel time records;
- Coordinate with state and local mutual aid agreements to properly reimburse for expenses;

I-2 Novi Human Resources

- Maintains oversight of all personnel issues associated with the emergency;
- Maintains workers compensation records;
- Augment personnel to fill response shortfalls
- Ensures that labor contracts are maintained.

The Novi Mayor, City Manager or Designee has the authority to order any emergency purchase and/or authorize the contracting of any emergency services required.

9. COMMUNICATIONS

Existing communications systems available to each agency will be used during emergency operations. Telephones, land-line and cell phone will be considered the primary direction and control communications media. Two-way radios will be used in the direction and control of operations where the use of telephone is neither possible nor convenient. In accordance with the NIMS, common terminology will be used instead of coded language when communicating amongst agencies. A Reverse 911 system is available for notification along with the City's website to keep the public informed. In addition an emergency phone number has been setup for the public to call in.

APPENDIX A

LIST OF RESOURCES FOR
FIRE, POLICE AND PUBLIC
SERVICES

Resources as Entered into WEBEOC

	Number	
Firefighting, 12' Enclosed Confined Space Rescue Trailer	1	each
Firefighting, Auxiliary Firefighters	16	each
Firefighting, Breathing Apparatus Support - Compressor	1	each
Firefighting, Chevy Tahoe Command Vehicle	1	each
Firefighting, Dodge Ram 1500 4x4 Pick-up	1	each
Firefighting, Engine, Fire (Pumper) (Type I)	5	each
Firefighting, Fire Truck - Aerial (Ladder or Platform) (Type I)	1	each
Firefighting, Ford F250 4x4 Pick-up with Foam Unit	1	each
Firefighting, Full Time Firefighters	30	each
Firefighting, Paid-On-Call Firefighters	53	each
Firefighting, Water Tender, Firefighting (Tanker) (Type II)	1	each
Hazardous Materials Response, Western Wayne Hazardous Material Technicians	2	each
Health & Medical, Squads Non-Transporting	3	each
Health & Medical, Ambulances (Ground) (Type IV)	1	each
Information & Planning, GIS Technical Specialist	1	each
Law Enforcement & Security, Crime Scene Technician	10	each
Law Enforcement & Security, Homicide Investigator	8	each
Law Enforcement & Security, Motorcycle Unit	2	each
Law Enforcement & Security, Narcotics Dog	2	each
Law Enforcement & Security, Night Vision Device	2	each
Law Enforcement & Security, Officer/Deputy	46	each
Law Enforcement & Security, Patrol Vehicle - 4WD	2	each
Law Enforcement & Security, Patrol Vehicle - General Purpose	20	each
Law Enforcement & Security, Undercover Officer	4	each
Public Services & Engineering, Backhoe Loader (Type IV)	1	each
Public Services & Engineering, Bobcat Excavator	2	each
Public Services & Engineering, Compact Pickup Trucks	1	each
Public Services & Engineering, Dump Truck – On Road (Type III)	11	each
Public Services & Engineering, Dump Truck – On Road (Type II)	5	each
Public Services & Engineering, Ford Crown Victoria	2	each
Public Services & Engineering, Ford F-150 Pick-up or Equivalent	1	each
Public Services & Engineering, Ford F-250 Pick-up	12	each
Public Services & Engineering, Ford F-350 Pick-up	13	each
Public Services & Engineering, Ford Tractor	1	each
Public Services & Engineering, Gator	4	each
Public Services & Engineering, Generator Portable 30KW	1	Each
Public Services & Engineering, Generator (Type V)	1	each
Public Services & Engineering, GMC Sierra 2500 Pick-up	3	each
Public Services & Engineering, Gradall Ditch Machine	1	each
Public Services & Engineering, Grader	1	each
Public Services & Engineering, Kubota Tractors	2	each
Public Services & Engineering, Oshkosh Dump	1	each
Public Services & Engineering, Public Works Director (Type I)	1	each

Public Services & Engineering, Spaulding Hot Patcher	1	each
Public Services & Engineering, Stage Trailer	1	each
Public Services & Engineering, Sterling Vactor Sewer Cleaner	2	each
Public Services & Engineering, SUV's	4	each
Public Services & Engineering, Tymco Street Sweeper	1	each
Public Services & Engineering, Utility Saw	1	each
Public Works & Engineering, Wheel Loaders (Small 7 cy - 2 cy) (Type I)	2	each
Resource Management, Crisis Negotiation Team	5	each
Resource Management, E Team Support	5	each
Search & Rescue (S& R) Western Wayne Urban Search & Rescue Specialist	2	each
Volunteers & Donations, Community Emergency Response Team- CERT	220	each

APPENDIX B

ACRONYMS

ADA	American Disabilities Act
ALS	Advanced Life Support
CERT	Community Emergency Response Team
DOC	Department Operations Center
EAG	Emergency Action Guideline
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
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	Incident Command
IMT	Incident Management Team
JIS	Joint Information System
JIC	Joint Information Center
LNO	Liaison Officer
MEMAC	Michigan Emergency Management Assistance Compact
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
POLREP	Pollution Report
PIO	Public Information Officer
PSAP	Public Safety Answering Point
PVO	Private Voluntary Organizations
R&D	Research and Development
RESTAT	Resources Status
ROSS	Resource Ordering and Status System
SDO	Standards Development Organizations
SITREP	Situation Report
SO	Safety Officer
SOP	Standard Operating Procedure
TTY	Teletypewriter
UC	Unified Command
US&R	Urban Search and Rescue

APPENDIX C

GLOSSARY

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, and ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center 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.

Community Emergency Response Team: Civilian volunteers trained to assist the City during scheduled events or when an incident taxes the normal response personnel and agencies. These individuals are trained using the FEMA Citizens Corps/CERT training program.

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.

Disability: A mental or physical impairment that substantially limits one or more major life activities.

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 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: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

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 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)

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 that 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 Management Agreement Compact (MEMAC): creates an organized process and structure spelled out in advance for jurisdictions large and small across the state to render or receive assistance in times of crisis.

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, de-conflict 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 Framework: is a guide to how the Nation conducts all-hazards response. It is built upon *scalable, flexible, and adaptable coordinating structures* to align key roles and responsibilities *across the Nation*. It describes specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

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 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.

Public Safety Answering Point: An agency responsible for answering 9-1-1 calls for emergency assistance from police, fire, and ambulance services.

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.

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.)

Special Needs: Individuals who require assistance for disabilities such as medical, mental, or psychological.

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).

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).

Teletypewriter: a device that is used in conjunction with a telephone to communicate with persons who are deaf, who are hard of hearing, or who have speech impairments, by typing and reading text.

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.

APPENDIX D

Format for Declaring a Local State of Emergency

To: Emergency Manager – Oakland County Homeland Security & Disaster Planning,

On *(insert date the incident occurred)* **the City of Novi sustained widespread or severe damage, injury or loss of life or property caused by** *(describe the type of incident – e.g., tornado, flood, ice storm, etc.).* **As a result of this situation, the following conditions exist:** *(describe the impact on the community and the area affected – e.g., many homes and businesses destroyed; numerous deaths and injuries in the southern part of the city; high school severely damaged; only bridge connecting the east and west sections of the city completely destroyed; etc.).*

Therefore, as *(insert title of chief executive)* **of the City of Novi in accordance with Section 10 of 1976 PA 390, as amended, I hereby declare that a "state of emergency" exists therein, that the response and recovery aspects of the emergency operations plan have been activated, and that local resources are being utilized to the fullest possible extent.**

Authorized by: *(insert name/title of chief executive)*