SUPPORT EMERGENCY OPERATIONS PLAN

FOR

The City of Grand Blanc

I certify that this support plan is current and is the official plan for this municipality. This plan will be used in conjunction with Genesee County Emergency Action Guidelines.

The policies contained herein do not discriminate on the basis of race, color, national origin, religion, sex, age, disability or political beliefs.

Michael N. Mitchell
Chief Elected Official

6/13/05
Date

Authority: Section 19 of 1976 Public Act 390, as amended, being section 30.419 of the Michigan Compiled Laws.
SUPPORT EMERGENCY OPERATIONS PLAN

A. PURPOSE

The City of Grand Blanc has elected to be incorporated into the County of Genesee emergency management program. By becoming part of the County Emergency Management Program the City of Grand Blanc and the County of Genesee have certain responsibilities to each other. This Support Emergency Operations Plan has been developed to identify the responsibilities between the City of Grand Blanc and the County of Genesee in regard to pre-disaster emergency management activities. It also provides for City of Grand Blanc government agencies to respond to various types of emergencies or disasters that affect the community. This support plan is to be used in conjunction with the County of Genesee Emergency Operations Plan. The support plan will be maintained in accordance with standards of currentness of the County of Genesee Emergency Operations Plan. Review of this support plan shall be accomplished concurrently with the County plan.

B. EMERGENCY MANAGEMENT PROGRAM OVERSIGHT

As authorized under Act 390 and the Charter of the City of Grand Blanc, the Mayor of the City of Grand Blanc appoints the City Manager as the City of Grand Blanc Emergency Management Coordinator. The Emergency Management Coordinator acts for and at the direction of the mayor.

The City of Grand Blanc Emergency Management Coordinator shall be responsible for the oversight of the administration, planning, coordination and operation of all emergency management activity in the city. This includes directing and coordinating the development of the CITY OF GRAND BLANC SUPPORT OPERATIONS PLAN as well as acting as the designee of the mayor in the mayor’s absence. In the absence of the Mayor the descending order of succession is the Mayor Pro Tem, City Manager and Chief of Police.

C. MUNICIPAL/COUNTY DISASTER RESPONSE

Listed is a sequence of actions the City of Grand Blanc and the County will accomplish if this plan is activated.

1. The Fire Chief has been appointed as the Municipal Emergency Management Liaison, responsible for working with the County Emergency Management Coordinator on all matters pertaining to emergency management within the City of Grand Blanc. In the absence of the Fire Chief, the chain of command and lines of succession for the Fire Department shall be followed.

2. Assure that municipal emergency response agencies, elected officials and the County Emergency Management Coordinator are notified of the situation.
3. Municipal agencies assess the nature and scope of the emergency or disaster.

4. If the situation can be handled locally, do so, using the procedures in this plan.
   a. The Emergency Management Liaison advises the Mayor and/or his designees and coordinates all emergency response actions.
   b. The Mayor or his designee declares a local state of emergency and notifies the County Emergency Management Coordinator of this action.
   c. Forward the local state of emergency declaration to the County Emergency Management Office.
   d. **The Emergency Management Liaison activates the municipal Emergency Operations Center. This facility is located at Fire Station 1 located at 117 High Street.**
   e. Municipal emergency response agencies respond according to procedures found in Attachments A - I.
   f. The Mayor or his designee directs departments/agencies to respond to the situation.
   g. The Mayor or his designee issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
   h. Notify the public of the situation and appropriate actions to take.
   i. Keep County Emergency Management Coordinator informed of the situation and actions taken.

5. If municipal resources become exhausted or if special resources are required, request County assistance through the County Emergency Management Coordinator as provided for in Section D.

6. If assistance is requested, the County Emergency Management Coordinator assesses the situation and makes recommendations.

7. The County will do the following:
   a. Activate the County Emergency Operations Center.
   b. Activate the County Emergency Operations Plan.
   c. Respond with County resources as requested.
   d. Activate mutual aid agreements.
   e. Coordinate County resources with municipal resources.
   h. Assist municipality with prioritizing and allocating resources.
8. If County resources are exhausted, the County makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in Act 390, as amended. The County shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the Mayor or his designee if the situation occurs solely within the confines of the municipality.

9. If state assistance is requested, the State Police District Emergency Management Coordinator, in conjunction with the County Emergency Management Coordinator and the Municipal Emergency Management Liaison, assesses the disaster or emergency situation and recommends the personnel, services, and equipment that are required for its prevention, mitigation, or relief.

10. After completing the assessment the District State Police Emergency Management Coordinator immediately notifies the State Director of Emergency Management of the situation.

11. The State Director of Emergency Management notifies the Governor and makes recommendations.

12. If state assistance is granted, procedures will be followed as stated in the Michigan Emergency Management Plan and the County Emergency Operations Plan.

D. COUNTY/MUNICIPAL RESOURCE USE

If the City of Grand Blanc requests and receives emergency or disaster assistance from the County, in accordance with this support plan and the County Emergency Operations Plan, payment for the use of County resources shall be absorbed by the County of Genesee. Likewise, if the City of Grand Blanc provides resources to the County for emergency or disaster assistance in some other part of the County program area, payment for the use of municipal resources shall be the responsibility of the City of Grand Blanc.
E. ADDENDA

<table>
<thead>
<tr>
<th>Attachment A</th>
<th>Emergency Response Sequence Chart</th>
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<tbody>
<tr>
<td>Attachment B</td>
<td>Warning/Communications Key Actions Checklist</td>
</tr>
<tr>
<td>Attachment C</td>
<td>Public Information Key Actions Checklist</td>
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<td>Attachment D</td>
<td>Damage Assessment Key Actions Checklist</td>
</tr>
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<td>Attachment E</td>
<td>Law Enforcement Key Actions Checklist</td>
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<td>Attachment F</td>
<td>Fire Services Key Actions Checklist</td>
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<td>Attachment G</td>
<td>Public Works Key Actions Checklist</td>
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<tr>
<td>Attachment H</td>
<td>Health Services/Emergency Medical Services (EMS) Key Actions Checklist</td>
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<tr>
<td>Attachment I</td>
<td>Human Services Key Actions Checklist</td>
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EMERGENCY RESPONSE SEQUENCE CHART

1. EMERGENCY/DISASTER
2. WARNING ENTRY POINT

MUNICIPAL EMERGENCY MANAGEMENT LIASON AND MUNICIPAL CHIEF EXECUTIVE NOTIFIED. MAGNITUDE AND SCOPE OF SITUATION EVALUATED. PROCEDURES ARE FOLLOWED AS DESCRIBED IN THE SUPPORT EMERGENCY OPERATIONS PLAN. DECISION MADE WHETHER OR NOT TO DECLARE A LOCAL STATE OF EMERGENCY.

IF YES

1. NOTIFY COUNTY EMERGENCY MANAGEMENT COORDINATOR
2. FORWARD LOCAL STATE OF EMERGENCY DECLARATION TO COUNTY EMERGENCY MANAGEMENT COORDINATOR
3. ACTIVATE MUNICIPAL EMERGENCY OPERATIONS CENTER OR OTHER EMERGENCY COORDINATION FACILITY

IF NO

1. HANDLE SITUATION THROUGH ROUTINE CHANNELS

MUNICIPAL RESOURCES ADEQUATE TO EFFECTIVELY RESPOND & SITUATION RESOLVED

1. REQUEST COUNTY ASSISTANCE
2. COUNTY ACTIVATES EMERGENCY OPERATIONS CENTER OR OTHER EMERGENCY COORD. FACILITY
3. COUNTY RESOURCES ARE EXHAUSTED
4. MUNICIPAL CHIEF EXECUTIVE REQUESTS COUNTY TO REQUEST STATE OF DISASTER OR EMERGENCY DECLARATION BY GOVERNOR DESCRIBING SPECIFIC NEEDS

1. COUNTY REQUESTS STATE OF DISASTER OR EMERGENCY DECLARATION BY GOVERNOR DESCRIBES SPECIFIC NEEDS

LOCAL STATE OF EMERGENCY TERMINATED BY CHIEF EXECUTIVE

1. AREA BACK TO NORMAL

MUNICIPAL RESOURCES INADEQUATE OR EXHAUSTED

1. LOCAL STATE OF EMERGENCY TERMINATED BY CHIEF EXECUTIVE
2. AREA BACK TO NORMAL

EMERGENCY MANAGEMENT DIVISION DISTRICT COORDINATOR ASSESSES SITUATION. APPROPRIATE RESPONSE PROVIDED

1. AREA BACK TO NORMAL
WARNING/COMMUNICATIONS

KEY ACTIONS CHECKLIST

The Genesee Central Communications located at Corunna Road is responsible for warning and communications activities in the City of Grand Blanc. The following tasks represent a checklist of actions this department must consider in an emergency or disaster situation.

1. Warn the following:
   a. Municipal Chief Executive.
   c. County Emergency Management Coordinator.
   d. Municipal Emergency Operations Center representatives.
   e. Special facilities.

2. Ensure all agencies represented in the municipal Emergency Operations Center have communications both to their staff at their department offices and their staff at the disaster site by use of Genesee Central 911 radio, paging and telephone equipment.

3. Establish communications with the County Emergency Operations Center if established.

4. Establish Communications with a Command Post if established.

5. Activate public warning systems.
The City of Grand Blanc City Manager is responsible for public information activities in the City of Grand Blanc. The following tasks represent a checklist of actions this department/agency must consider in an emergency or disaster situation.

1. Function as the sole point of contact for the news media and public officials.

2. Collect information from municipal emergency response agencies located in the municipal Emergency Operations Center and other locations.

3. Prepare news releases to be disseminated to the local media.

4. Conduct press tours of disaster area(s) within the municipality.

5. Establish a Public Information Center at the Grand Blanc Fire Department located at 117 High Street.

6. If the County Emergency Management Organization is activated establish and maintain contact with the County Public Information Official.

7. If the County Emergency Operations Center is activated coordinate public information activities with the County Public Information Official.

8. Assist the County in establishing a Joint Public Information Center.

9. Assist the County with establishing a Rumor Control Center.
DAMAGE ASSESSMENT

KEY ACTIONS CHECKLIST

The City of Grand Blanc Building Inspector is responsible for damage assessment activities in the City of Grand Blanc. The following tasks represent a checklist of actions this department must consider in an emergency or disaster situation.

1. Record initial information from first responders such as law enforcement and fire services.

2. If necessary, activate the damage assessment group which consists of the following municipal departments/agencies:
   a. The Department of Public Works - responsible for public damage assessment.
   b. The Grand Blanc Building Department - responsible for individual damage assessment.
   c. City Assessor
   d. City Finance Officer

3. Provide information to the municipal Emergency Management Liaison. The Liaison will then provide assessment data to the County for preparation of a Flash Report.

4. If the situation warrants, assist the Mayor or his designee with the preparation of a local state of emergency declaration and forward to the County Emergency Management Coordinator.

5. Prepare a request for County assistance in conjunction with the municipal Emergency Management Liaison.

6. Plot damage assessment information on status boards in the municipal Emergency Operations Center.

7. Record all expenditures of municipal personnel, equipment, supplies, services, etc., and track resources being used.

8. Prepare reports for the municipal Public Information Official.

9. Collect information and forward to the County so that the County can complete the Damage and Injury Assessment form (EMD-2).
LAW ENFORCEMENT

KEY ACTIONS CHECKLIST

The City of Grand Blanc Police Department is responsible for law enforcement activities in the City of Grand Blanc. The following tasks represent a checklist of actions this department must consider in an emergency or disaster situation.

1. Warn the affected population.
2. Provide access control to affected area.
3. Perform traffic control.
4. Participate in the Weatherspotter network if the situation warrants.
5. Provide security to emergency coordination facilities, critical resources and facilities, the disaster site, and public shelters.
6. Enforce curfew restrictions in the affected area.
7. Provide emergency assistance to persons with special needs.
8. Coordinate the removal of vehicles blocking evacuation or other response activities.
9. As necessary, evacuate prisoners from the affected area.
10. Assist the medical examiner with mortuary services.
11. Coordinate urban search and rescue activities.
12. If the County Emergency Operations Center is activated establish and maintain contact with the person representing law enforcement.
FIRE SERVICES
KEY ACTIONS CHECKLIST

The Grand Blanc Fire Department is responsible for fire services activities in the City of Grand Blanc. The following tasks represent a checklist of actions this department must consider in an emergency or disaster situation.

1. Assist in warning the affected population.
2. Provide fire protection for critical facilities and resources.
3. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.
4. Perform urban search and rescue activities.
5. Assist with traffic control.
6. Assist with access control to affected areas.
7. Assist with evacuating persons with special needs.
8. Assist with debris clearance.
9. If the County Emergency Operations Center is activated establish and maintain contact with the person representing fire services.
10. Participate in Weatherspotter network if the situation warrants.
11. Assist the County with hazardous material response as capabilities permit.
PUBLIC WORKS

KEY ACTIONS CHECKLIST

The Department of Public Works is responsible for public works activities in the City of Grand Blanc. The following tasks represent a checklist of actions this department must consider in an emergency or disaster situation.

1. Maintain transportation routes.
2. If necessary, coordinate activities designed to control the flow of flood water, including sandbagging, emergency diking, and pumping operations.
3. Coordinate travel restrictions/road closures within the municipality.
4. Identify evacuation routes.
5. Provide emergency generators and lighting.
6. Assist with traffic control.
7. Assist with access control to the affected area.
8. Assist with urban search and rescue activities (i.e., persons trapped in damaged buildings or under heavy debris, etc.).
9. Assist private utilities with the shutdown of gas and electric services.
10. Assist with transportation of essential goods (i.e., food, medical supplies, etc.).
11. As necessary, establish a staging area for public works.
12. Report damage information to the Damage Assessment Group.
13. If necessary, assist with damage surveys for the federal public assistance grant program.
14. If the County Emergency Operations Center is activated establish and maintain contact with the person representing public works.
HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

KEY ACTIONS CHECKLIST

A Fire Department Battalion Chief from the Grand Blanc Fire Department will serve as the Health Services and Emergency Medical Services Liaison in the City of Grand Blanc and is responsible for health and emergency medical services activities in the City of Grand Blanc. He/she will coordinate health services activities with a representative from the County Health Department and the County Emergency Medical Services Official. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

In the absence of a Battalion Chief, the chain of command and lines of succession of the Fire Department shall be followed.

1. Evacuate nursing homes hospitals, and other medical facilities.
2. Assist with animal and pet control.
3. Assist with decontamination.
4. Coordinate emergency medical care to victims.
5. Coordinate medical transportation to victims.
6. Establish a staging area in the municipality.
7. Identify a facility to be used as a temporary morgue if necessary.

Note: Examples of a staging area include:

- Schools
- Churches
- The Seniors' Center
- The American Legion Hall
- The Masonic Temple
- Shopping Areas
- Large Businesses/Business Areas

Parking and triage space is essential.
HUMAN SERVICES

KEY ACTIONS CHECKLIST

Human Resource Director from the City of Grand Blanc will serve as the Human Services Liaison in the City of Grand Blanc and is responsible for human services activities in the City of Grand Blanc. The liaison will coordinate human services activities with a representative from the County of Genesee. The liaison will coordinate human services activities with a representative from the Department of Social Services. This person will keep the County Human Services Official informed of all human services activities performed, underway, or planned within the municipality. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

In the absence of the Human Resources Director, the Emergency Management Coordinator shall designate an individual to fulfill these responsibilities.

1. Coordinate activities of municipal agencies/departments which provide human services type services.

2. Coordinate the provision of transportation for evacuation.

3. Open and manage shelters in the municipality.

4. Set up canteen to feed emergency workers in the municipality.

5. Provide food and clothing to municipal workers and victims of disaster residing in the municipality.

6. Assist the County with establishing a Rumor Control Center.

7. Provide crisis counseling.

8. If County Emergency Operations Center is activated establish and maintain contact with the person representing Human Services. If the County Emergency Operations Center is not activated establish and maintain contact with the County Human Services Official directly at the County Department of Social Services.
DISASTER PLAN

GRAND BLANC CITY POLICE

DEPARTMENT INVENTORY
# POLICE DEPARTMENT INVENTORY

## PERSONNEL

### CHIEF'S OFFICE

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<thead>
<tr>
<th>19-1</th>
<th>Chief</th>
<th>Brian Lipe</th>
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### PATROL DIVISION

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<tr>
<th>19-2</th>
<th>Lieutenant</th>
<th>Chris Rhind</th>
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<tr>
<td>19-6</td>
<td>Sergeant</td>
<td>Marcus Rossie</td>
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<td>19-7</td>
<td>Sergeant</td>
<td>Jim Jolman</td>
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<td>19-18</td>
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<td>19-20</td>
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<td>John Graver</td>
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### DETECTIVE BUREAU

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<tr>
<th>19-22</th>
<th>Detective/SRO</th>
<th>Ryan Rouse</th>
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<tr>
<td>19-24</td>
<td>D/Sgt</td>
<td>Bryan Byarski</td>
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<td>Evidence Tech</td>
<td>Heidi Hensley</td>
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### RECORDS DIVISION

| Civilian | Martha Hill |
POLICE DEPARTMENT INVENTORY (Continued)

PERSONNEL

CHIEF’S OFFICE
Chief (1)

PATROL DIVISION
Lieutenant (1)
Sergeants (2)
Officers (10)
K-9 (1)

DETECTIVE BUREAU
Sergeant (1)
Detective/SRO (1)
Evidence Tech (1)

RECORDS DIVISION
Admin Assistant (1)

VEHICLES

Marked Patrol Cars (5)
Marked K-9 Unit (1)
Semi Marked Patrol Unit (1)
Unmarked (4)
- Marked, semi marked, and K-9 vehicles are equipped with MDCs.

RADIOS

PORTABLES - STD BLACK (25)

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**MOBILES - 05 SINGLE HEAD (13)**

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