



**CITY OF GROSSE POINTE WOODS  
DEPARTMENT OF PUBLIC SAFETY**

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**CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT**

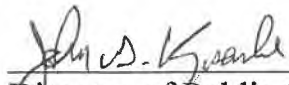
**Date:** April 28, 2026  
**To:** Susan Como, City Manager  
**From:** John G. Kosanke, Director of Public Safety  
**Subject:** Support Emergency Operations Plan

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Based on guidelines provided by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD), the Department of Public Safety would like to present an updated Support Emergency Operations Plan to be used by the City of Grosse Pointe Woods in the event of disaster or severe emergency of natural, human, wartime, technological, or terrorism origin. The existing plan has been revised to reflect the change in City Administration with our new City Manager, Susan Como, assuming the responsibilities previously held by former City Administrator Frank Schulte.

The detailed plan, which is attached, will enhance local emergency response capabilities. The plan will assist city officials to accomplish their primary responsibilities of protecting lives and property in our community. The plan describes how Grosse Pointe Woods will handle emergency situations in cooperation with the Wayne County Emergency Management Program. The plan has been reviewed and approved by City Attorney Debra Walling. It will become official when reviewed and approved by the Chief Executive Official of our municipality.

I fully recommend the adoption of this plan.

  
\_\_\_\_\_  
Director of Public Safety

Approved for Council consideration.

  
\_\_\_\_\_  
City Manager

## Grosse Pointe Woods

### SUPPORT EMERGENCY OPERATIONS PLAN

An all-hazards plan supporting the [County Emergency Operations Plan/Emergency Action Guidelines](#), for use in the event of disaster or severe emergency of natural, human, wartime, technological or terrorism origin.

May 2026

The information contained in this template, developed by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD), should be used to assist in developing a Support Emergency Operations Plan which must then be reviewed by the Local Planning Team (LPT) and modified based on the community's emergency response capabilities.

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### Promulgation Document

Officials of [Grosse Pointe Woods](#), in conjunction with County and State Emergency Management (EM) agencies, have developed this Support Emergency Operations Plan that will enhance the local emergency response capability.

This plan, when used properly and updated, will assist local government officials to accomplish their primary responsibilities of protecting lives and property in their community. This plan and its provisions will become official when it has been signed and dated below by the Chief Executive Official (CEO) of the municipality.

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Chief Executive Official  
[Grosse Pointe Woods](#)

---

Date



## Approval and Implementation

The Support Emergency Operations Plan, referred to in this document as the Support EOP, describes how [Grosse Pointe Woods](#) will handle emergency situations in cooperation with the [Wayne County](#) Emergency Management Program. The Support EOP assigns responsibilities to agencies for coordinating emergency response activities before, during, and after any type of emergency or disaster. The Support EOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate Standard Operating Procedures (SOP).

The goal of the Support EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. The Support EOP addresses emergency issues before and after an emergency, but its primary goals are to assemble, mobilize and coordinate a team of responders that can respond to any emergency, and describe response procedures in relation to the county response procedures.

The Support EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. [Grosse Pointe Woods](#) will plan, prepare and activate resources for local emergencies that affect the local area (or a specific site) and/or widespread disasters that affect the entire state and/or nation.

The Support EOP was developed by a Local Planning Team (LPT). The LPT consists of key departments covering emergency functions such as law enforcement, fire, public works, and public health. The team works to establish and monitor programs, reduce the potential for hazard events in the community through planning, review, and training, and assist the [Wayne County](#) Emergency Management Program in developing and maintaining the County EOP.

The Support EOP must be signed by the current CEO each time it is updated, with the exception of the following activities:

1. Minor updates e.g. changing system names, grammar, spelling or layout changes
2. Updates to the annexes

These activities may be updated in the plan without the CEO signature by the following individuals:

1. Emergency Management Liaison
2. Department head responsible for an annex

Homeland Security Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, the National Incident Management System (NIMS). NIMS is administered as part of the National Response Framework (NRF) which integrates the federal government into a single, all discipline, and all-hazards plan. NIMS will provide a nationwide approach that enables federal, state, tribal and local government agencies to "work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity." This Support EOP has integrated NIMS concepts, including the Incident Command System (ICS), and language to help incident management operate in accordance to the NIMS using the guidance provided by the Department of Homeland Security (DHS).

During an emergency, all response personnel will use the ICS to manage the incident and employ emergency resources at the site. The Emergency Operation Center (EOC) will coordinate additional resources when needed. This EOP will be used during community recovery after an emergency.

**This plan supersedes all previous plans.**



**Record of Distribution**

The following is a list of the individuals and facilities that have been provided a copy of the Support EOP in order to conduct the assigned tasks addressed in this plan.

<b>Title of Recipient</b>	<b>Name of Recipient</b>	<b>Agency</b>	<b>Date</b>	<b>Number of Copies</b>
Chief Executive Official	Arthur Bryant	Grosse Pointe Woods		one
<u>Legislative body, City Council; Board of Commissioners Wayne County</u>	Kenn Gafa	Grosse Pointe Woods		one
Emergency Management Coordinator	Arthur Bryant	Grosse Pointe Woods		one
<u>Grosse Pointe Woods</u> Emergency Management Liaison	John G. Kosanke	Grosse Pointe Woods		one
Communications and Warning Official	Arthur Bryant	Grosse Pointe Woods		one
Damage Assessment Official	John G. Kosanke	Grosse Pointe Woods		one
Fire Services Official	John G. Kosanke	Grosse Pointe Woods		one
Mass Care, Emergency Assistance, Housing, and Human Services Official	John G. Kosanke	Grosse Pointe Woods		one
Public Health and Medical Services Official	John G. Kosanke	Grosse Pointe Woods		one
Public Information Official	Susan Como	Grosse Pointe Woods		one
<u>Grosse Pointe Woods</u> Public Information Center	John G. Kosanke	Gross Pointe Woods		one
<u>Grosse Pointe Woods</u> Emergency Operations Center	John G. Kosanke	Grosse Pointe Woods		one



## Basic plan

### Purpose

**Grosse Pointe Woods** has elected to incorporate into the **Wayne County** Emergency Management Program. As partners in the five phases of emergency management, mitigation, preparedness, prevention, response and recovery, **Grosse Pointe Woods** and the **Wayne County** Emergency Management Program share joint responsibilities. The **Grosse Pointe Woods** Support EOP has been developed to identify these responsibilities. It is to be used in concurrence with the County EOP. In accordance with Section 19 of the Michigan Emergency Management Act (1976 PA 390, as amended), activation of this this plan at the beginning of a disaster or emergency also establishes eligibility to receive state assistance for disaster related expenses incurred during a State of Emergency or Disaster declared by the Governor, for which federal assistance is unavailable.

### Scope

The **Grosse Pointe Woods** Support EOP is an adaptable document that can be applied to all hazards. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the plan when responding to an incident. Agencies that have been assigned supporting roles in this plan have developed and will maintain SOPs that provide systematic instructions for accomplishing their assigned functions. The local government conducts additional activities, such as personnel training, participation in exercises, public information, land-use planning, etc., to support emergency preparedness, mitigation, and response efforts. To facilitate efficient emergency management operations, **Grosse Pointe Woods** continues to implement the NIMS.

### Authorities and References

- A. Authority of local officials during an emergency:
  - 1. 1976 PA 390, as amended,
  - 2. **Grosse Pointe Woods**, local Emergency Management resolution,
  - 3. **Grosse Pointe Woods**, adoption of the Support EOP,
  - 4. Executive Directive No. 2005-09, the state adoption of the NIMS,
  - 5. The Robert T. Stafford Disaster Relief and Emergency Assistance Act,
  - 6. Emergency Planning and Community Right to Know Act of 1986 (EPCRA) also known as the Superfund Amendments and Reauthorizations Act (SARA), Title III,
  - 7. Good Samaritan Law and Know Act of 1986.
  
- B. References used to develop the Support EOP:
  - 1. NIMS,
  - 2. NRF,
  - 3. Michigan Emergency Management Plan (MEMP), Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD),
  - 4. Pub 204, MSP/EMHSD.

### Plan Development and Maintenance

To ensure that this Support EOP addresses the needs of the community and is consistent with the **Wayne County** EOP, this document was developed in a cooperative, whole community effort between municipal

government, local community, and the County Emergency Management Program. The Support EOP is updated after every change of the municipal CEO or update to the County EOP. After the plan is adopted by resolution of the [City Council](#) and approved by the CEO, it is forwarded to the County Emergency Management Program. The plan will be implemented, tested through exercises in concurrence with county officials, and maintained in accordance with the standards and currentness of the [Wayne County](#) EOP.

This plan has been provided to all municipal departments, local elected officials, the County Emergency Management Program and all agencies tasked within the document. It includes this Basic Plan, which provides an overview of the municipality's preparedness and response strategies, and functional annexes that describe the actions, roles and responsibilities of participating organizations.

## Situation Overview

- B. [Grosse Pointe Woods](#) has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:
1. The mitigation of potential hazards.
  2. Identification of emergency response agencies and mechanisms that will protect life and property before, during and after an emergency.
  3. Tasking agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under "Organization and Assignment of Responsibilities."
  4. Integration with the [Wayne County](#) EOP, [Wayne County](#) hazard mitigation plan, MEMP, etc.

- C. Community profile:

[Grosse Pointe Woods](#) is located in the [N/E section](#) of [Wayne County](#). The community has a population of [16,487](#) residents. Approximately [\(10%\)](#) of residents have been recognized as individuals with Access and Functional Needs. Many of the residents that require Functional Needs Support Services (FNSS) reside in congregate care centers, while others reside in non-group homes where support is provided as needed or on-call.

- D. Hazard and threat analysis:

According to the [Wayne County Hazard Mitigation Plan/Hazard Analysis](#), communities in the county are most vulnerable to: [chlorine, petroleum](#). Areas within [Grosse Pointe Woods](#) that are especially vulnerable to these hazards are: [Grosse Pointe North, Parcels Middle School, The Rivers Complex, Sunrise Assisted Living Complex, and The Milk River Pump Station](#). Additional hazards that have been identified as unique to [Grosse Pointe Woods](#) include: [Van Elslander Cancer Center](#).

[One](#) site that contains extremely hazardous materials is located in [Grosse Pointe Woods](#). Facility owners have reported the types of hazardous materials that are stored on-site, as required by the Emergency Planning and Community Right-To-Know Act (EPCRA). Pursuant to SARA Title III requirements, off-site emergency response plans have been developed by the Local Emergency Planning Committee (LEPC) to prepare fire departments for responding to the release of the specific hazardous materials on these sites.

- E. Relationship between municipality and County Emergency Management Program:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies might exhaust the resources and capabilities of local governments. Therefore, **Grosse Pointe Woods** has chosen to incorporate into the **WayneCounty** Emergency Management Program. To coordinate emergency management related matters with the County Emergency Management Program, **Grosse Pointe Woods** has appointed the **Director of Public Safety** to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between **Grosse Pointe Woods** and county, and is the local point of contact for the County Emergency Management Coordinator (EMC).

### Planning Assumptions

- A. The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in **Grosse Pointe Woods**.
- B. Some incidents occur with enough warning that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.
- C. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with an incident. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements (MAAs)/memorandums of understanding (MOUs), and/or county, state and federal sources. When provided, these will supplement, not substitute for, relief provided by local jurisdictions.
- D. All emergency response agencies within **Grosse Pointe Woods** that have been tasked in the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services and protect the environment.
- E. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.
- F. Emergency planning is a work-in-progress; the Support EOP is consistently reviewed and updated.
- G. During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.

### Concept of Operations

- A. Activation of the Support EOP and declaration of a local state of emergency:

When a threat is perceived, the Emergency Management Liaison activates this Support EOP and the local Emergency Operations Center (EOC) to facilitate activities that ensure the safety of people, property and environment. Pursuant to 1976 PA 390, as amended, the **CEO** may declare a local state of emergency for **Grosse Pointe Woods** if circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property exist. In the absence of the **CEO**, pursuant to local legislation, the **City Manager** is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the **Chief Executive Official** to issue directives as to travel restrictions on local roads. To facilitate activities that ensure the safety of people, property and environment, a local declaration also activates this Support EOP and the municipal Emergency Operations Center (EOC). A local state of emergency shall not be continued or renewed for a period in excess of seven days except with the consent of the governing body of the municipality.

- B. The following procedures are conducted and coordinated with the county in response to an incident:

1. The Emergency Management Liaison will perceive the threat, assess the hazard and ensure that municipal emergency response agencies, elected officials and County EMC are notified of the situation.
2. Municipal agencies assess the nature and scope of the emergency or disaster.
3. If the situation can be handled locally, the following guidelines are used:
  - a. The Emergency Management Liaison advises the CEO and coordinates all local emergency response actions.
  - b. The Emergency Management Liaison activates the EOC. The EOC is located at [20025 Mack Ave Grosse Pointe Woods, Michigan 48236](#). If this location is unavailable, the alternate EOC location is [1200 Parkway Dr, Grosse Pointe Woods, Michigan 48236](#).
  - c. The CEO declares a local state of emergency. The Emergency Management Liaison notifies the County EMC and forwards the declaration to the County Emergency Management Program.
  - d. Emergency Response Agencies are notified by the Emergency Management Liaison to report to the EOC through [notification system\(s\), e.g., telephone, texting, email, etc.](#)
  - e. The CEO directs departments/agencies to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and travel restrictions on local roads.
  - f. The Emergency Management Liaison keeps the County EMC informed of the situation and actions taken.
4. If the emergency is beyond local control, municipal resources become exhausted, or special resources are needed, county assistance is requested through the County EMC.
5. If county assistance is requested, the County EMC assesses the situation and makes recommendations on the type and level of assistance. The county will also take the following steps:
  - a. Activate County EOC and EOP
  - b. Respond with county resources
  - c. Activate MAA/MOUs to supplement county resources
  - d. Notify MSP/EMHSD District Coordinator
  - e. Make available incident information to MSP/EMHSD and statewide agencies via the Michigan Critical Incident Management System (MI CIMS) online platform, by submitting and maintaining applicable MI CIMS boards and logs.
6. If county resources and capabilities are exhausted, the county requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the

municipality, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the municipal CEO.

**Organization and Assignment of Responsibilities**

A. Emergency Management Organization:

1. The Grosse Pointe Woods emergency management organization is comprised of four agencies and departments that are responsible for conducting activities in response to emergencies within the community. To facilitate an effective emergency response, these departments have been assigned to nine specific emergency functions. All agencies are responsible for implementing pre-disaster activities to prevent, mitigate and prepare for the various hazards that the community is vulnerable to. These activities include awareness training and public education, exercising, preparing Standard Operating Procedures (SOPs) and job aides, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, regulating land-use, etc.
2. The following table lists the established emergency support functions, assigned agencies, primary points of contact, and phone numbers.

Function	Agency	Primary Contact	Phone
Direction, Control , and Coordination	Grosse Pointe Woods	Arthur Bryant	313-885-2174
Communications and Warning	Grosse Pointe Woods	Arthur Bryant	313-885-2174
Damage Assessment	Grosse Pointe Woods	John G. Kosanke	313-343-2420
Fire Services	Grosse Pointe Woods	John G. Kosanke	313-343-2420
Mass Care, Emergency Assistance, Housing, and Human Services	Grosse Pointe Woods	John G. Kosanke	313-343-2420
Public Health and Medical Services	Grosse Pointe Woods	John G. Kosanke	313-343-2420
Public Information	Grosse Pointe Woods	Susan Como	313-343-2450
Public Safety	Grosse Pointe Woods	John G. Kosanke	313-343-2420 Cell 313-949-4860
Public Works	Grosse Pointe Woods	James Kowalski	313-343-2460

3. The following table lists the alternates designated to represent the emergency functions.

Agency	1 <sup>st</sup> Alternate	2 <sup>nd</sup> Alternate

Grosse Pointe Woods Public Safety Department	Keith Waszak	James Lefurgey
Public Works	Matt Crook	
City Administration	James Kowalski	

4. **Grosse Pointe Woods** maintains six fulltime departments. All departments contribute to the safety and welfare of the community. One department employs qualified emergency personnel and maintains equipment that can be used in emergency response. A list of resources available for utilization during incidents can be requested through the Emergency Management Liaison. If resource needs exceed the capabilities of the community, the CEO may activate MAA/MOUs and pre-disaster contracts, or it may become necessary to request county assistance.

B. Responsibilities:

1. The following responsibilities have been assigned to each organization that has been assigned responsibility in this plan:
  - a. Assist in the development, review and maintenance of Support EOP and County EOP.
  - b. Report to the local EOC when activated for scheduled exercises or emergencies.
  - c. Build capabilities and develop/maintain SOPs for specific functions or actions identified in the plan. Continuously review and update procedures.
  - d. Maintain a list of resources available through the departments.
  - e. Establish MAA/MOUs and contracts with other jurisdictions and organizations to supplement municipal resources.
  - f. Activate MAA/MOUs and contracts with other organizations to supplement response activities when local resources become exhausted.
  - g. Train personnel in emergency management functions and NIMS/ICS concepts.
  - h. Protect vital records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.

Grosse Pointe Woods Public Safety Department	Keith Waszak	James Lefruegy
Public Works	Matt Crook	

4. **Grosse Pointe Woods** maintains six fulltime departments. All departments contribute to the safety and welfare of the community. One department employs qualified emergency personnel and maintains equipment that can be used in emergency response. A list of resources available for utilization during incidents can be requested through the Emergency Management Liaison. If resource needs exceed the capabilities of the community, the CEO may activate MAA/MOUs and pre-disaster contracts, or it may become necessary to request county assistance.

B. Responsibilities:

1. The following responsibilities have been assigned to each organization that has been assigned responsibility in this plan:
  - a. Assist in the development, review and maintenance of Support EOP and County EOP.
  - b. Report to the local EOC when activated for scheduled exercises or emergencies.
  - c. Build capabilities and develop/maintain SOPs for specific functions or actions identified in the plan. Continuously review and update procedures.
  - d. Maintain a list of resources available through the departments.
  - e. Establish MAA/MOUs and contracts with other jurisdictions and organizations to supplement municipal resources.
  - f. Activate MAA/MOUs and contracts with other organizations to supplement response activities when local resources become exhausted.
  - g. Train personnel in emergency management functions and NIMS/ICS concepts.
  - h. Protect vital records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.

- i. Ensure compliance with this plan and the County EOP, and any pertinent procedures and documents that impact the provision of emergency services in the municipality.
2. The annexes attached to this plan further describe nine emergency support functions and their associated responsibilities in mitigation, preparedness, prevention, response and recovery. Annexes include the organizations that are responsible for carrying out the emergency functions, and assign tasks associated with each function.

## ANNEXES

The annexes attached to the Basic Plan describe all-hazard functions and include the roles and responsibilities that each responsible agency should consider during an emergency for which the Support EOP has been activated. Each annex contains: the agencies responsible for carrying out a function, their assigned tasks, and the concept of operations.

The annexes attached to this plan include the following functions:

Annex A, Direction, Control, and Coordination

Annex B, Damage Assessment

Annex C, Communications and Warning

Annex D, Fire Services

Annex E, Mass Care, Emergency Assistance, Housing, and Human Services

Annex F, Public Health and Medical Services

Annex G, Public Information

Annex H, Public Safety

Annex I, Public Works

**ANNEX A**

**DIRECTION, CONTROL, AND COORDINATION**

The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local EOC, the facilitation of incident management, response, and recovery efforts, and coordination with the County Emergency Management Program.

Direction, Control, and Coordination officials will maintain liaison and coordinate emergency management and response activities with the Direction, Control and Coordination function at the county level. This annex relates to the following annex(es) in the [Wayne GroCounty EOP/EAG: Applicable county annexes or ESFs; e.g., Direction and Control Annex, ESF#5 – Information & Planning](#)

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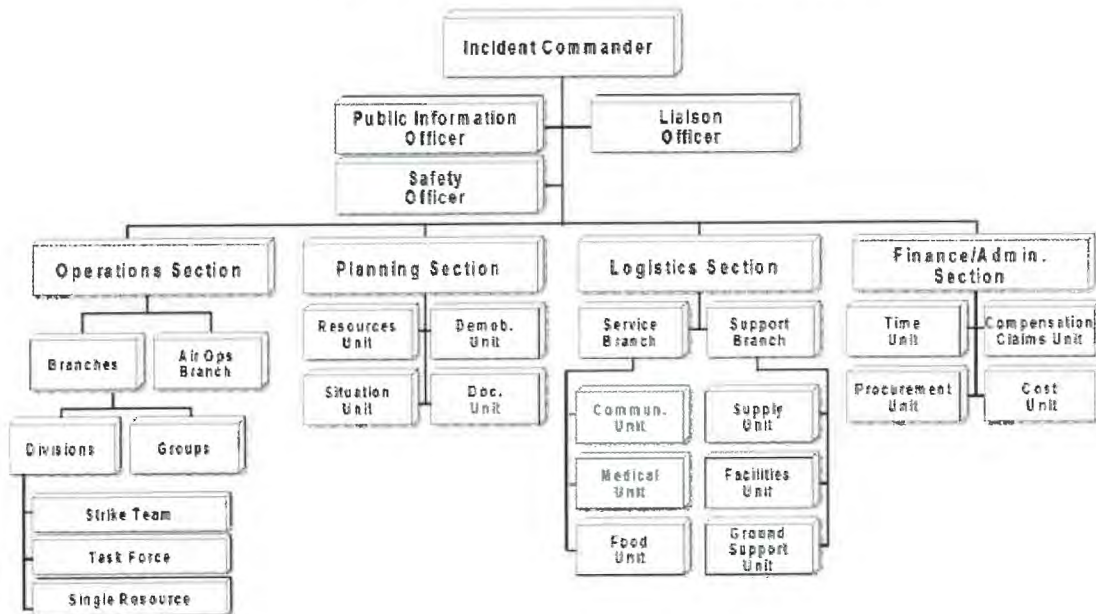
Responsible Agency: Executive Office

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**Direction, Control, and Coordination Checklist**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>EOC operations</b>
	Activate the EOC and ensure that appropriate staff is notified.
	Establish a system of coordination, such as ICS (see Figure 1), within the EOC. (Field operations at the ICP are required to utilize ICS.)
	Maintain administrative materials for the EOC, i.e., pencils, paper, maps, and status boards.
	Ensure copies of the Support EOP and EOC SOPs are available to EOC staff.
	Coordinate with law enforcement officials for EOC security.
	<b>Local authority</b>
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources.
	Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary.
	Declare a local state of emergency.
	Issue directives as to travel restrictions on municipal roads.
	Recommend appropriate protective measures to ensure the health and safety of people and property.
	<b>Assistance to other agencies</b>
	Advise the County Emergency Management Coordinator of the situation and maintain liaison with the County Emergency Management Program.
	Establish communications with and provide support to the Incident Command Post (ICP).
	Provide frequent staff briefings and ensure all groups function as planned.
	Inform legislative body of measures taken.
	Review and authorize the release of information to the public through the Public Information Officer (PIO).
	<b>Logistics</b>
	Ensure all resources are made available for response.
	Formulate specific assistance requests to adjacent jurisdictions and the county.
	Activate MAA/MOUs and contracts with other jurisdictions and organizations.
	Provide aid to other communities as provided for in MAA/MOUs.
	Ensure staff maintains logs of actions taken and financial records.

Figure 1. ICS Incident Management Structure



**DIRECTION, CONTROL, AND COORDINATION**

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Grosse Pointe Woods	Mayor

The line of succession for the CEO for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Mayor	Grosse Pointe Woods
Mayor Pro Tem	Grosse Pointe Woods
City Manager	Grosse Pointe Woods

The line of succession for the Emergency Management Liaison for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Director of Public Safety	Grosse Pointe Woods
Lieutenant	Grosse Pointe Woods

The CEO and Emergency Management Liaison are responsible for reporting or delegating an individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Direction, Control, and Coordination function.

SIGNATURE OF CHIEF EXECUTIVE OFFICIAL	DATE

SIGNATURE OF EMERGENCY MANAGEMENT LIAISON	DATE

**ANNEX B**

**COMMUNICATIONS AND WARNING**

The Communications and Warning function is responsible for alerting and notification of key officials, receiving and disseminating warning and critical emergency information to the public, and the establishment, maintenance, and coordination of communication protocols and links between the EOC and other incident facilities.

The Communications and Warning Official will maintain liaison and coordinate emergency management and response activities with the Communications and Warning functions at the county level. This annex relates to the following annex(es) in the [Wayne County EOP/EAG: Applicable county annexes or ESFs; e.g., Communications Annex and Warning Annex, ESF#2 – Communications and ESF#15 – External Affairs](#)

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Responsible Agency: [Grosse Pointe Woods Department of Public Safety 911 Dispatch Center](#)

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**Communications and Warning Checklist**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>Communication links</b>
	Ensure lines of communication have been established between all agencies represented in the local EOC, their department offices and their staff at the incident site. Available channels for establishing communications includes <a href="#">communications channels, e.g. telephone, cell phone, radios, etc.</a>
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include <a href="#">communications channels, e.g. telephone, cell phone, radios, etc.</a>
	Establish communications links with the adjacent communities and higher levels of government.
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies.
	<b>Disaster warning and information</b>
	Activate public warning systems when instructed to do so by the CEO or Emergency Management Liaison. Warning methods include <a href="#">warning methods, e.g., sirens, door-to-door notification, Nixle, etc.</a>
	Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System (NAWAS), Emergency Alert System (EAS), local weather spotters, or other verifiable means are issued in a timely manner.
	Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded.
	Notify special locations (e.g., schools, hospitals, nursing homes, major industries, institutions, and places of public assembly).
	Ensure that public warning systems provide notification to residents with Access and Functional Needs, such as the elderly, hearing impaired, non-English speakers, individuals with mobility limitations, etc.
	<b>Official notification</b>
	Ensure that all necessary officials have been notified and/or updated about the incident.
	Notify neighboring jurisdictions of impending hazard or hazardous situations when instructed to do so by the Chief Executive Official or Emergency Management Liaison.

**COMMUNICATIONS AND WARNING**

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Grosse Pointe Woods	Mayor

The line of succession for representing the Communications and Warning function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Mayor	Grosse Pointe Woods
Mayor Pro Tem	Grosse Pointe Woods
City Manager	Grosse Pointe Woods

**The Mayor** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Communications and Warning function.

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL	DATE

**ANNEX C**  
**DAMAGE ASSESSMENT**

The Damage Assessment (DA) function is concerned with the process of documenting damage from emergencies in the community. Information gathered may be used to determine the extent of damage and impact on the community resulting from an incident to justify future federal funding, declarations of emergency, and disaster proclamations. An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid.

The Damage Assessment Official will maintain liaison and coordinate emergency management and response activities with the DA function at the county level. This annex relates to the following annex(es) in the [Wayne County EOP/EAG: Applicable county annexes or ESFs; e.g., Damage Assessment Annex, ESF#5 – Informtion & Planning and ESF#14 – Long-Term Community Recovery](#)

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Responsible Agency: [Grosse Pointe Woods Building Department](#)

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**Damage Assessment Checklist**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	<b>Damage assessment</b>
	Maintain current list of DA field team members.
	Maintain damage assessment field team supplies for contingency purposes, i.e., MSP/EMHSD Pub 901 Michigan Damage Assessment Handbook, blank forms, flashlights, cameras, pencils, paper, maps, etc.
	Activate DA field teams.
	Collect both public and private damage assessment information.
	Record initial information on damages from first responders.
	Augment DA field teams, as the situation dictates.
	<b>Dissemination of DA information</b>
	Provide an initial DA to EOC staff.
	Provide and verify DA information to the CEO and, if necessary, assist in preparation of a local state of emergency declaration.
	Prominently display DA information in the EOC, including maps, situation updates and assessment data.
	Provide the PIO with current DA information for release to the public.
	Provide DA data to the Emergency Management Liaison. The Emergency Management Liaison will forward information to the County Emergency Management Program for submission in MI CIMS.
	<b>Logistics</b>
	Maintain a status list of requested resources.
	Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.

**DAMAGE ASSESSMENT**

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Grosse Pointe Woods	Building Official

The line of succession for representing the DA function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Building Official	Grosse Pointe Woods
Assessing Official	Grosse Pointe Woods

**Building Official** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the DA function.

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE

**ANNEX D**  
**FIRE SERVICES**

The Fire Services function is concerned with detecting and suppressing wild land, rural, and urban fires and any of these that result from, or occur coincidentally with, an incident response.

The Fire Services Official will maintain liaison and coordinate emergency management and response activities with the Fire Services function at the county level. This annex relates to the following annex(es) in the [Wayne County EOP/EAG: Applicable county annexes or ESFs; e.g., Fire Annex, ESF#4 – Firefighting and ESF#9 – Search and Rescue, etc.](#)

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Responsible Agency: [Grosse Pointe Woods Public Safety Department](#)

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**Fire Services Checklist**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>Response activities</b>
	Coordinate fire response and search and rescue activities with appropriate personnel at the County Emergency Management Program, including assistance to regional special teams such as Regional Response Teams, Michigan Urban Search and Rescue (MUSAR), bomb squads, etc.
	Respond to hazardous materials spills.
	Coordinate with the County EMC and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to CBRNE hazards.
	Assist in searching for bombs and explosive devices in connection with terrorism or weapons of mass destruction (WMD) events.
	<b>Assistance to other agencies</b>
	Advise EOC staff about fire and rescue activities.
	Provide communications and other logistical supplies, as needed.
	Assist with evacuations.
	Assist in damage assessment operations.
	Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized.
	Assist in salvage operations and debris clearance.

**FIRE SERVICES**

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Grosse Pointe Woods	Director of Public Safety

The line of succession for representing the Fire Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Director of Public Safety	Grosse Pointe Woods
Lieutenant	Frosse Pointe Woods

**Director of Public Safety** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Fire Services Functions.

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE

**ANNEX E**

**MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES**

This function is concerned with issues related to the provision of mass care, emergency assistance, housing, and human services to disaster survivors, including those that require FNSS, throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Mass Care, Emergency Assistance, Housing, and Human Services Official will maintain liaison and coordinate emergency management and response activities with the Mass Care functions at the county level. This annex relates to the following annex(es) in the [Wayne County EOP/EAG: Applicable county annexes or ESFs; e.g., Human Services Annex, ESF#2 – Communications and ESF#6 – Mass Care, Emergency Assistance, Housing, and Human Services](#)

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Responsible Agency: [Grosse Pointe Woods Public Safety Department](#)

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**Mass Care, Emergency Assistance, Housing, and Human Services Checklist**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>Disaster-related needs</b>
	Coordinate activities of municipal departments that provide mass care and human services.
	Coordinate with the County Emergency Management Program, the American Red Cross (ARC) and other agencies to distribute food, water, and clothing, and meet other basic needs of disaster survivors and emergency responders.
	Coordinate to provide transportation for disaster survivors and emergency responders.
	Arrange for the provision of crisis counseling to disaster survivors and emergency responders.
	Coordinate procedures for the tracking of family members and reunification of families.
	Identify and account for personal property that may be lost during a disaster.
	Coordinate with the County EOC to establish procedures for the registration and management of volunteers and donations.
	Coordinate with agencies in the community that work with individuals with access and functional needs to ensure disaster related needs are met.
	<b>Protective action</b>
	Coordinate the provision of transportation for evacuation.
	Provide staff and resources to manage open shelters.
	Coordinate care for individuals at shelters and for those who have been sheltered-in-place.
	Determine whether shelters must be opened long or short-term.
	Provide guidance/policies for the care of household pets that are brought to shelters by evacuees (only service animals are allowed into ARC shelters).
	Pre-identified shelter locations include: <a href="#">Grosse Pointe Woods Community Center, Detroit Rescue Mission; information on pre-identified shelter locations should be available from the County Emergency Management Program or ARC</a>

**MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES**

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Grosse Pointe Woods	Director of Public Safety

The line of succession for representing the Mass Care, Emergency Assistance, Housing, and Human Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Director of Public Safety	Grosse Pointe Woods
Lieutenant	Grosse Pointe Woods

**Director of Public Safety** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Mass Care, Emergency Assistance, Housing, and Human Services function.

SIGNATURE OF MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES OFFICIAL	DATE

**ANNEX F**

**PUBLIC HEALTH AND MEDICAL SERVICES**

The Public Health and Medical Services function is responsible for assessing public health and medical needs, health surveillance, and provision of medical care personnel, supplies and equipment.

The Public Health and Medical Services Official will maintain liaison and coordinate emergency management and response activities with the Public Health and Medical Services function at the county level. This annex relates to the following annex(es) in the [Wayne County EOP/EAG: Applicable county annexes or ESFs; e.g., Emergency Medical Services Annex and Public Health Annex, ESF#8 – Public Health and Medical Services](#)

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Responsible Agency: [Grosse Pointe Woods Public Safety Department](#)

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**Public Health and Medical Services Checklist**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>Patient care</b>
	Coordinate with medical providers and shelter managers to staff medical personnel at shelters.
	Identify the transportation resources and personnel needs to transport disaster survivors to temporary care centers.
	Provide transportation of patients and assist hospitals with transfer of patients.
	Ensure identification and notification of disaster survivors and emergency responders in need of crisis counseling and/or debriefing.
	Coordinate the monitoring of disaster survivors and emergency responders for exposure to chemical, radiological, or biological contaminants, and assist in their decontamination.
	<b>Public health</b>
	If necessary, identify a site for a temporary morgue. NOTE: The medical examiner is responsible for identifying the deceased. Law enforcement and EMS may provide additional support in collecting and transporting.
	Assist with animal and pet control and support the county Animal Control Unit in the quarantine and disposal of diseased animals.

**PUBLIC HEALTH AND MEDICAL SERVICES**

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Grosse Pointe Woods	Director of Public Safety

The line of succession for representing the Public Health and Medical Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Director of Public Safety	Grosse Pointe Woods
Lieutenant	Grosse Pointe Woods

**Director of Public Safety** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Health and Medical Services function.

SIGNATURE OF HEALTH AND MEDICAL OFFICIAL	DATE

**ANNEX G**

**PUBLIC INFORMATION**

The Public Information function ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information function at the county level. This annex relates to the following annex(es) in the [Wayne County EOP/EAG: Applicable county annexes or ESFs; e.g., Public Information Annex, ESF#15 – External Affairs](#)

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Responsible Agency: [Grosse Pointe Woods Executive Office](#)

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**Public Information Checklist**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	<b>Pre-disaster public education</b>
	Assist the Emergency Management Liaison in developing educational materials on the hazards facing the community and explaining what people can do to protect themselves to recover from incidents.
	Ensure that written materials are developed for non-English speaking individuals or others who require FNSS.
	<b>Disaster warning and information</b>
	Develop and release updated EAS messages based on incoming information.
	Document which EAS messages have been delivered over radio and television.
	Ensure that accurate information is disseminated describing such items as the locations of shelters, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public educational materials.
	<b>Media coordination</b>
	Establish and maintain contact with the EOC and/or the ICP.
	Prepare press releases and ensure that all press releases and official information is reviewed by <a href="#">positions that will review press releases, e.g. CEO, City Manager, etc.</a>
	Verify that information is accurate before releasing it to the media.
	Schedule media briefings.
	Establish a Public Information Center as the central point from which municipal news releases are issued at <a href="#">Grosse Pointe Woods City Hall</a>
	Assist the county in establishing a Joint Information Center (JIC; the JIC can be used by agency representatives for releasing information to the news media).
	Coordinate public information activities with the County PIO and the JIC.
	Schedule interviews between the CEO and media agencies.
	Monitor all forms of media, both traditional and social, for rumors, and address rumors as soon as possible

**PUBLIC INFORMATION**

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Grosse Pointe Woods	City Manager

The line of succession for representing the Public Information function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Susan Como	Grosse Pointe Woods

**City Manager** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Information function.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE

**ANNEX H**  
**PUBLIC SAFETY**

The Public Safety function is concerned to ensuring the safety of all citizens, maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Public Safety Official will maintain liaison and coordinate emergency management and response activities with the Public Safety function at the county level. This annex relates to the following annex(es) in the [Wayne County EOP/EAG: Applicable county annexes or ESFs; e.g., Law Enforcement Annex, ESF#13 – Public Safety and Security](#)

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Responsible Agency: [Grosse Pointe Woods Public Safety Department](#)

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**Public Safety Checklist**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	<b>Response activities</b>
	Provide security and access control at critical facilities and incident sites.
	Implement any curfews ordered by the governor or CEO.
	Enforce evacuation orders and assist in evacuations.
	Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
	Implement urban search and rescue capabilities, including animals.
	Investigate incident and provide intelligence information to county, state and federal officials.
	<b>Transportation</b>
	Secure unusable roads. (Use Fire Services and Public Works for support, if necessary).
	Identify routes that need barricades and signs. Request necessary assistance from Public Works.
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works agencies move vehicles off the road. Maintain record of where vehicles are being taken.
	Coordinate with the Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.
	<b>Assistance to other agencies</b>
	Assist Warning function in warning the public, when necessary.
	Assist the medical examiner with mortuary services.
	Assist families isolated by the effects of the disaster.

**PUBLIC SAFETY**

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT
Grosse Pointe Woods	Director of Public Safety

The line of succession for representing the Public Safety function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Director of Public Safety	Grosse Pointe Woods
Lieutenant	Grosse Pointe Woods

**Director of Public Safety** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Safety function.

SIGNATURE OF PUBLIC SAFETY OFFICIAL	DATE

**ANNEX I**

**PUBLIC WORKS**

The Public Works function is responsible for conducting pre- and post-incident assessments, ensuring critical services are met through existing contracts, providing technical assistance and engineering expertise and construction management, providing emergency repair of damaged public infrastructure and critical facilities, and the clearing of debris from public roads.

The Public Works Official will maintain liaison and coordinate emergency management and response activities with the Public Works function at the county level. This annex relates to the following annex(es) in the [Wayne County EOP/EAG: Applicable county annexes or ESFs; e.g., Public Works Annex, ESF#1 – Transportation, ESF#3 – Public Works and Engineering and ESF#12 – Energy](#)

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Responsible Agency: [Grosse Pointe Woods Public Works Department](#)

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**Public Works Checklist**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan
	<b>Response activities</b>
	Coordinate debris removal activities.
	Coordinate activities designed to control the flow of floodwater.
	<b>Damage assessment</b>
	Provide engineering expertise to inspect public structures and determine if they are safe to use.
	Provide DA information for roads, bridges, buildings, infrastructure, etc. to DA function.
	<b>Transportation</b>
	Provide barricades and signs for road closures and boundary identification (to include activating MAA/MOUs if additional barricades are needed).
	Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow.
	Notify law enforcement of the location(s) of disabled vehicles.
	Contact appropriate Michigan Department of Transportation (MDOT) and county transportation officials to request travel restrictions on state and county roads, if necessary.
	<b>Assistance to other agencies</b>
	Assist in identifying access control areas.
	Assist with urban search and rescue activities, if necessary.
	Maintain contact with local utilities to determine the extent and cause of damage and outages. Report this information and restoration schedules to EOC staff.
	Coordinate with utility companies in the restoration of essential services.
	<b>Logistics</b>
	Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the EOC staff.
	In conjunction with public health, help identify sources of potable water.
	Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations.
	Provide emergency generators and lighting.

**PUBLIC WORKS**

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT
Grosse Pointe Woods	Director of Public Works

The line of succession for representing the Public Works function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Director of Public Works	Grosse Pointe Woods
Assistant Director	Grosse Pointe Woods

**Director of Public Works** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Works function.

SIGNATURE OF PUBLIC WORKS OFFICIAL	DATE