

City Clerk

From: Mayor's Assistant
Sent: Thursday, June 11, 2026 1:05 PM
To: City Clerk
Cc: Bryce Tracy; jfriend@mack911em.org
Subject: FW: Mackinac County Sanctuary Plan
Attachments: Informational Form - Mackinac Island Community Center.pdf; Sanctuary Plan Pitch Packet.pdf

Subject: Agenda Item for Discussion and/or Approval

Good afternoon, Danielle,

I would like to propose an agenda item for discussion and potential approval at the meeting on the 24th. Justin and/or Bryce will be joining us via Zoom that day. Since we already provide this service for the Island, I believe we can extend our assistance to the County as a part of Mackinac County, ultimately serving our residents more effectively.

Council is BCC'd on this email.

Thank you,

Trista L. France

Mayor's Assistant
City of Mackinac Island
7358 Market Street
P.O. Box 455
Mackinac Island, MI 49757
assistant@cityofmi.org
(906) 847-6556 (office)
(906) 847-6430 (fax)

From: Justin Friend <JFriend@mack911em.org>
Sent: Thursday, June 11, 2026 12:33 PM
To: Mayor's Assistant <assistant@cityofmi.org>
Subject: Mackinac County Sanctuary Plan

Trista,

I'm reaching out regarding Mackinac County's Sanctuary Plan. Director Bryce Tracy and myself are updating the plan currently and are looking for your help. We would like to use Mackinac Island Community Center as a part of this plan to support the community during disasters and emergencies. While it's a low frequency event, these places are vital to

response and recovery from an event. Please find our pitch packet attached, which explains the plan and how your facility can help the community! Also attached is an Informational Form which you can fill out if you are interested in being a part of the Mackinac County Sanctuary Plan. Upon receiving the form back, Bryce and I will contact you to set up a meeting. We appreciate your time, please reach out to me if you have any questions. Thank you.

***Justin Friend, Deputy Director
Mackinac County 911 & Emergency Management***

100 S. Marley Street

St. Ignace, MI 49781

(906) 643-6731 Office

(906) 430-2431 Cell

(906) 643-7964 Fax

jfriend@mack911em.org

Informational Form

SANCTUARY PLAN - MACKINAC COUNTY 911 & EMERGENCY MANAGEMENT

This Informational Document between Mackinac County 911 & Emergency Management and the Mackinac Island Community Center. It is for the gathering and keeping of information.

Facility

Phone Number: _____.

Normal Hours of Operation: _____.

Administrative Contact

Name: _____.

Position: _____.

Email: _____.

Work Phone Number: _____.

24/7 Phone Number: _____.

Operations Contact

Name: _____.

Position: _____.

Email: _____.

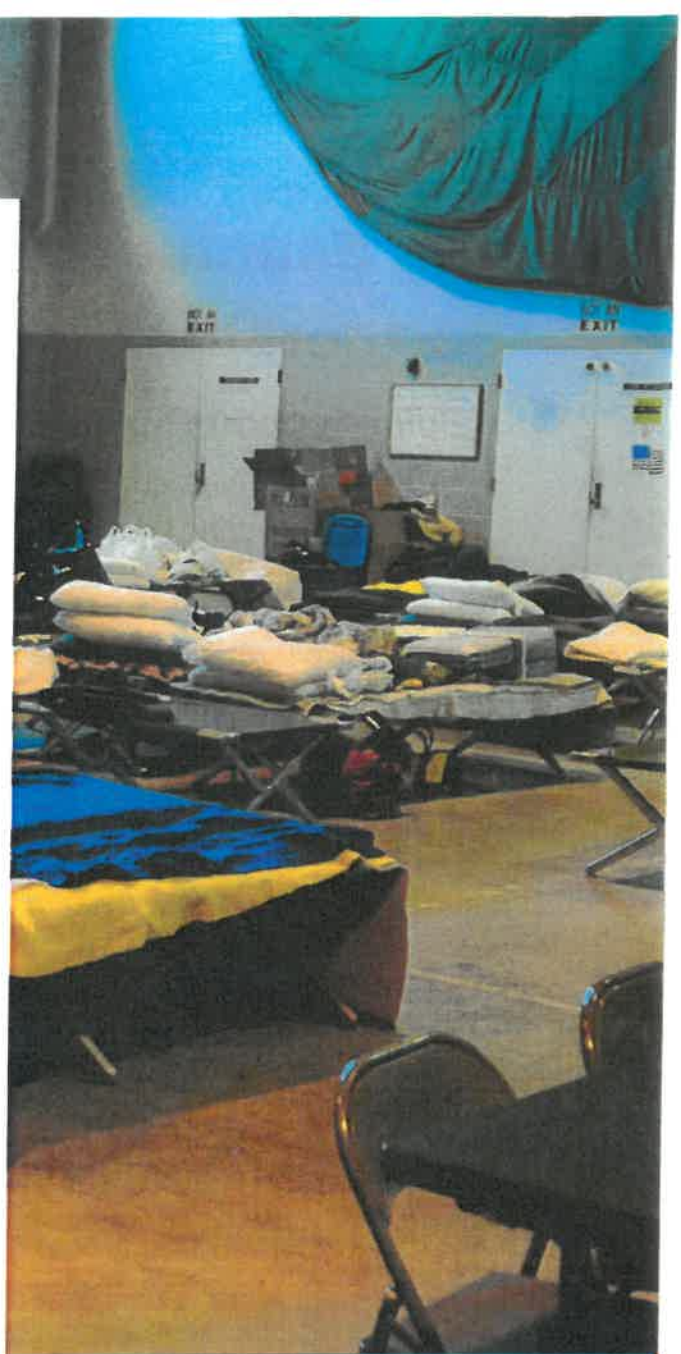
Work Phone Number: _____.

24/7 Phone Number: _____.

Sanctuary Plan Partnership

JUNE 10

Mackinac County
911 & Emergency Management



The Sanctuary Plan and Your Partnership

Helping Support Our Communities When It Matters Most

The Sanctuary Plan empowers facilities to play a vital role in community safety and resilience during emergencies and disasters. By participating, your facility can serve as a trusted space – whether as a shelter, warming center, or alternate care site – when critical needs arise. This program is designed to be flexible, supportive, and aligned with your capabilities, ensuring you can contribute in a meaningful way. Together, we can strengthen our community’s ability to respond, recover, and protect those who need it most.

“Alone we can do so little; together we can do so much” – Helen Keller

Facility Use Designations

What do these even mean?

Care Shelter – A facility that provides temporary overnight lodging and a safe environment for individuals and families experiencing an immediate housing crisis or displacement due to a disaster.

Warming/Cooling Center – A climate-controlled facility that provides short-term refuge from extreme weather conditions, providing a place to rest. This facility may offer additional essential services, such as electric charging, food, or internet access.

Point of Dispensing – A facility designated and equipped to serve as an emergency clinic for the rapid mass vaccination, dispensing of Strategic National Stockpile assets, and/or provision of medical countermeasures and services during a public health emergency.

Mass Casualty Center/Alternate Care Center – A facility used during a mass casualty incident to provide care. An Alternate Care Center provides temporary inpatient services for those not requiring advanced life support, while a Neighborhood Emergency Health Center directs non-critical patients away from Emergency Departments.

Family Reunification Center – A facility used to safely and securely reunite victims and their families, provide accurate information to the families, and offer support services at.

Volunteer Reception Center – A central point to manage spontaneous volunteers during a disaster. Volunteers would be credentialed and background checked, assigned tasks, and coordinated with responding agencies.

Liability

Clear Guidelines. Confident Participation.

1. Who Pays for Emergency Related Damages?

If a building or equipment gets damaged because it was used during an emergency response, the costs can be compiled and submitted Mackinac County 911 & Emergency Management to try to get reimbursed through disaster relief programs.

2. When an Agency is responsible:

If the primary agency using the facility causes damage or harm, that agency is responsible for it unless the law already protects them from liability.

3. When the Facility is Responsible:

If the facility itself causes damage or harm, then the facility is responsible unless legal immunity protects them.

Your Role in the Sanctuary Plan

What would I need to do?

There are a few responsibilities the facility takes on in its role as a partner, both during pre-emergency operations and during the emergency or disaster.

During everyday operations, these are very limited and rely on 2 main points. The first of these is having 2 points of contact; an administrative point of contact who will be the primary contact and has authority over the building, and an operations point of contact who is responsible for on-site logistics, facility systems, and assisting responsible agencies with normal building operations. The second facility responsibility is to allow relevant parties building access during normal business hours or as coordinated with the points of contact for the purpose of developing and maintaining relevant plans.

In the event of an emergency, the primary responsibility of the facility is to permit the use of the facility and equipment at the request of partners in coordination with Mackinac County 911 & Emergency Management. With this, the facility understands and agrees to modify or suspend normal operations on its own initiative or at the request of Mackinac County 911 & Emergency Management and affiliated partners.

Other Partner Responsibilities

What's Everyone Else Doing?

There are 3 main agencies outlined in the plan: these being LMAS District Health Department (LMAS DHD), Mackinac Straits Health System (Hospital), and Mackinac County 911 & Emergency Management.

LMAS DHD and the Hospital have very similar responsibilities based on the nature and scale of the emergency or disaster. Both agencies are responsible for having a point of contact, maintaining accountability for supplies and equipment used, coordinating extra security, and providing clean-up of areas used. They differ slightly in how they assist the facility secure reimbursement; where LMAS DHD works directly with the facility to assist, the Hospital works with Mackinac 911 & Emergency Management to secure funds from FEMA or other emergency funding sources. Both agencies provide different personnel as well, where the hospital focuses on providing credentialed and licensed personnel as well as volunteers, LMAS DHD focuses on providing training for paid and volunteer personnel.

Mackinac County 911 & Emergency Management primarily works as a coordinating and supporting agency. They act as a liaison between State and Federal emergency management agencies and the agency providing the service during response and recovery. If needed, 911 & Emergency Management coordinates acquisition and allocation of State and Federal resources provided to the county. The 911 & Emergency Management Office also provides support as outlined in the Emergency Operations Plan. Pre-response, they work with agencies and the facility to develop and maintain appropriate plans.

All of these agencies are responsible to give as much notice as possible to the facility when there is a need to use it and will try to work around current established events where possible.