

**CHARTER TOWNSHIP OF WHITE LAKE**

**RESOLUTION TO APPROVE  
EMERGENCY OPERATIONS SUPPORT PLAN  
IN SUPPORT OF THE OAKLAND COUNTY EMERGENCY OPERATIONS PLAN**

**RESOLUTION NO. 23-037**

At a regular meeting of the Township Board of the Charter Township of White Lake, Oakland County, Michigan, held in the Township Hall, 7525 Highland Road, White Lake, Michigan, on the 17<sup>th</sup> day of October, 2023 at 7:00 p.m.

PRESENT:

ABSENT:

The following preamble and resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_

WHEREAS, the Charter Township of White Lake, Michigan (hereinafter called Township) elected to be incorporated into the Oakland County Emergency Management Program, and that by becoming part of the Oakland County Emergency Management Program, the Township and Oakland County (hereinafter called County) have certain responsibilities to each other.

WHEREAS, this Emergency Operations Support Plan has been developed to identify the responsibilities between the Township and County in regards to emergency management activities.

WHEREAS, the plan provides a framework for the Township to use in performing emergency functions before, during, and after a natural disaster, hostile attack, technological incident or other emergency.

WHEREAS, this support plan is to be used in concurrence with Oakland County's Emergency Operations Plan as it is a supporting document.

WHEREAS, the support plan will be maintained in accordance with the current standards of the Oakland County Emergency Operations Plan. Review of this plan shall be accomplished every four years.

NOW THEREFORE, the Charter Township of White Lake Board hereby adopts this Emergency Operations Support Plan, in support to the Oakland County Emergency Operations Plan.

A vote on the foregoing resolution was taken and was as follows:

ADOPTED:

YEAS:

NAYS:

ABSENT:

STATE OF MICHIGAN )

)

COUNTY OF OAKLAND )

)

I, Anthony L. Noble, Township Clerk of the Township of White Lake, hereby certify this to be a true and complete copy of Resolution No. 23-037, duly adopted at a regular meeting of the Township Board held on the 17<sup>th</sup> day of October, 2023.

---

Anthony L. Noble  
White Lake Township Clerk

# **SUPPORT EMERGENCY OPERATIONS PLAN GUIDE**

**A GUIDE TO ASSIST MUNICIPALITIES INCORPORATED INTO THE COUNTY  
EMERGENCY MANAGEMENT PROGRAM TO DEVELOP A SUPPORT EMERGENCY  
OPERATIONS PLAN.**

## TABLE OF CONTENTS

Introduction to the Guide .....	1
Purpose .....	1
Scope .....	1
Maintenance .....	1
Developing the Plan .....	1
Plan requirements .....	1
Plan format .....	2
Planning process .....	2-4
Emergency Management Resolution .....	4
Sample Local Support Emergency Operations Plan.....	5

## **INTRODUCTION TO THE GUIDE**

### **I. Purpose**

This document is designed to serve as a guide for municipalities with a population of 10,000 residents or above that have elected to incorporate into the County Emergency Management Program and need to develop a Support Emergency Operations Plan (EOP) following the Administrative Rules for Section 19, 1976 PA 390, as amended. In accordance with these rules, the Support EOP shall be consistent with the County Emergency Operations Plan and will become part of the county plan.

The preparation of a Support EOP will increase emergency preparedness through the definition of the responsibilities of local departments and agencies. The plan assigns tasks that need to be accomplished when an incident occurs, and describes how local and county emergency management efforts are related. Maintaining a current Support EOP also establishes eligibility to receive Section 19 funding in accordance with Section 19 of 1976 PA 390, as amended. If federal assistance does not become available after the Governor has declared a State of Disaster or Emergency, affected counties and municipalities can be eligible to receive state assistance up to \$100,000 or 10% of their operating budget, whichever is less, to cover certain disaster related expenses. To be eligible for Section 19 funding, municipalities with a population of 10,000 and above that do not maintain an independent emergency management program must develop and submit a Support EOP to the county, and implement that plan in a timely manner at the beginning of the incident.

### **II. Scope**

This document provides basic guidance and a template for the development of a Support EOP. The template (Attachment B) contains general information that can be adapted to any municipality. The annexes specify how the municipality will carry out common emergency support functions.

Also included with this document is a sample Emergency Management Resolution (Attachment B) that appoints the County Emergency Management Coordinator as the Emergency Management Coordinator of the municipality, and outlines how emergency management efforts on the local level are organized in relation to the County Emergency Management Program.

If either template is used, it should be reviewed and adjusted to the specific needs of each municipality. Municipalities that do not utilize the templates can develop individual plans or resolutions. Other available guiding materials for the development of EOPs include MSP/EMSHD Pub 201 (Local Planning Workbook) and FEMA Comprehensive Preparedness Guide 101.

### **III. Maintenance**

Pub 204 has been developed by MSP/EMHSD and is maintained to ensure compliance with current national planning standards and relevant state laws pertaining to emergency planning. This document was last updated in August 2015 and supersedes the October 2011 version. It will be updated every four years.

## **DEVELOPING THE PLAN**

All stakeholders that are involved in the community response to emergencies and disasters should be involved in the development of the Support EOP. The County Emergency Management Program should work with the municipality to ensure that the plan is compatible with the County Emergency Operations Plan. A standardized planning approach can be used for the development of the Support EOP.

### **I. Plan requirements**

The Administrative Rules for Section 19 of 1976 PA 390, as amended, establish four requirements for the development of Support EOPs. In accordance with these requirements, Support EOPs shall:

1. **Describe the relationship between the County Emergency Management Program and the municipality:**

The plan should state that the municipality has chosen to incorporate into the county program, coordinates emergency management related matters with the county program, and has assigned the County Emergency Management Coordinator as the responsible Emergency Management Coordinator for the municipality.

2. **Identify the municipality's response procedures in relation to the county response procedures:**

The plan should establish annexes that describe common tasks that need to be accomplished when responding to an emergency or disaster, and assign responsibility for these tasks to municipal departments and other local agencies. The annexes should identify the responsible agencies on the local level that coordinate and share information with at the county level, and clarify joint responsibilities. Annexes in the Support EOP should also identify which annex or annexes they relate to in the County EOP.

3. **Be maintained in accordance with the standards and currentness of the county plan, be consistent with the county plan:**

The efforts described in local and county plans should be consistent and complement each other. To maintain the Support EOP in currentness with the County EOP, updates to the local plan are necessary whenever the county plan is updated. When the County EOP is updated, the Support EOP should be revised to ensure that it is still compatible with the county plan.

4. **Contain the signature of the Chief Executive Official (CEO) of the municipality, be forwarded to the county:**

After a new Support EOP has been developed or an existing plan has been updated, the signature of the CEO (Mayor, Township Supervisor) needs to be obtained. If a change of the CEO occurs, the plan needs to be reviewed and the signature of the new official obtained. After the plan is signed, a copy must be forwarded to the County Emergency Management Program, where it should be filed with the County EOP.

## II. Plan format

The plan should consist of a Basic Plan section and functional annexes.

The Basic Plan defines the purpose of the plan, provides a community profile, identifies hazards and community vulnerabilities, and describes the relationship between municipality and the County Emergency Management Program.

The annexes identify specific emergency management and response tasks that need to be accomplished before, during and after an incident, and assign responsibility for carrying out these tasks to local agencies. Annexes should be organized by emergency response functions or tasked agencies and can be written in narrative or bulleted style. While municipalities are not required to mirror the format used in the county plan, this can be beneficial. The template included with this document uses a bulleted "Emergency Action Guidelines" format for its annexes.

## III. Planning process

The following seven step planning process also utilized in County EOP development should be used to develop a Support EOP. For additional information on the process steps, please refer to MSP/EMSHD Pub 201 (Local Planning Workbook).

1. **Form a collaborative planning team:**

The planning team is the group of individuals responsible for designing, developing, and implementing the Support EOP. It should include representatives from all agencies that are committed to participate in emergency response activities within the municipality. Other stakeholders that should be engaged in

the planning process include representation from the municipality's executive office, the County Emergency Management Program, agencies that can provide insight into necessary accommodations for groups or individuals requiring Functional Needs Support Services (FNSS), schools, etc.

**2. Identify hazards and assess risks:**

The hazard analysis is the foundation upon which the municipality's emergency planning efforts should be built. It identifies conditions or situations that have the potential to cause harm to people or property in the community. The hazard analysis process involves four steps.

Step 1: A profile of the community is developed (demographic and economic make-up, geography and land-use, key facilities, etc.).

Step 2: The development of a community profile is followed by the hazard identification, which should start with a review of the County Hazard Analysis or Hazard Mitigation Plan. Local resources should then be used to identify further hazards that are unique to the community and might not have been included in county documents.

Step 3: The assessment of risks explores how likely it is that a risk will manifest itself in an incident, how often this might occur, where it might occur, and what the severity of impact would be. Hazards should be ranked based on the expected frequency of occurrence and severity of impact.

Step 4: The vulnerability determination examines how susceptible citizens, property, infrastructure and critical systems are to the identified hazards.

**3. Determine Goals and Objectives:**

Developing clear goals and objectives will help the municipality to identify problems, issues and opportunities. Establishing goals outlines the vision of what the community wants to achieve. Goals can be pursued in the long-term, but need to be achievable. Objectives are specific and measurable strategies to achieve these goals. Often, multiple objectives will need to be established to support one goal.

**4. Plan Development:**

This step describes the conceptualization of the plan, which includes the generation and comparison of alternate strategies to achieve the established goals and objectives. This involves two tasks: Developing and analyzing courses of actions to be conducted during an incident, and identifying the resources that determine the capability of the municipality to take these actions. Developing actions allows planners to depict how an operation unfolds by building and working through a portrait of a potential event, including key decision points and participant activities. This helps to identify actions that occur and resources that will be required throughout the progression of an event.

After identifying potential strategies to achieve established goals, an important sub-step in the conceptualization of the plan is the evaluation of actions to ensure that the actions that are selected to be included in the plan are feasible. It is critical to determine if required resources are available or easily obtainable during an incident, and if actions are compliant with laws and regulations, such as local ordinances and resolutions, legal authorities, law enforcement standards, and Governor's orders and directives.

**5. Plan Preparation, Review and Approval:**

When writing the plan, a simple format should be used. The finished plan must be compatible with the County EOP. This can be achieved by including references to the county plan, utilizing a similar format, or organizing annexes after similar emergency response functions. Feedback should be solicited from all stakeholders that are tasked within the plan, the County Emergency Management Program, and local elected officials. After the review process, necessary adjustments should be implemented. The municipality should adopt the plan by resolution, obtain the signature of the CEO, and forward a signed copy of the plan to the County Emergency Management Program.

**6. Plan implementation and update:**

The last step is to implement, maintain and update the plan. Plan updates are required after change of the CEO or when the County EOP has been updated. Plan reviews should also be considered after plan activations (during incidents or exercises), changes in operational resources, and changes in the community and/or hazard profile of the municipality. Lessons learned from actual events and exercises are essential to the evaluation of a plan's effectiveness, and help to determine if the plan is:

- Adequate: The concept of operations identifies and addresses critical tasks effectively.
- Feasible: Critical tasks can be accomplished timely and with available resources.
- Acceptable: The needs and demand driven by an event are met, actions meet the expectation of local officials and the public, and are consistent with law.
- Complete: The plan includes all necessary tasks, steps and required capabilities to reach an identified desired end state.
- Compliant: The plan complies with guidance and doctrine to the highest extent possible.

FEMA Comprehensive Preparedness Guide 101 established adequacy, feasibility, acceptability, completeness and compliance as criteria that allow planners and decision makers to determine the efficiency and effectiveness of their plans.

## **EMERGENCY MANAGEMENT RESOLUTION**

In addition to the development of a Support EOP, it is recommended that municipalities adopt a local Emergency Management Resolution (if they have not already done so). The Emergency Management Resolution should appoint the County Emergency Management Coordinator as the Emergency Management Coordinator responsible for the municipality, describe the local emergency management organization and its relationship to the County Emergency Management Program, and provide a means for the local legislative body to exercise the authority vested in them by 1976 PA 390, as amended. Attachment A provides a sample Emergency Management Resolution.





## **White Lake Township**

### **EMERGENCY OPERATIONS SUPPORT PLAN**

An all-hazards plan supporting the Oakland County Emergency Operations Plan, for use in the event of disaster or severe emergency of natural, human, wartime, technological or terrorism origin.

**September 20, 2023**

#### **Document Scope:**

The Emergency Operations Support Plan (EOP) describes how White Lake Township will manage and provide support functions during emergency situations in cooperation with the Oakland County Emergency Management and Homeland Security Program. This plan also provides guidance on the requirements for State assistance.

The annex profiles the functions, roles, and responsibilities of the organization in the event the EOP is activated.

## TABLE OF CONTENTS

Definitions .....	i
Promulgation Document .....	ii
Approval and Implementation .....	ii
Record of Revisions .....	iii
Record of Distribution .....	iv

### Basic Plan:

Purpose .....	1
Scope .....	1
Authorities and References .....	1
Plan Development and Maintenance .....	1
Situation Overview .....	2
Planning Assumptions .....	3
Concept of Operations .....	3
Organization and Assignment of Responsibilities .....	5

### Annexes:

Overview .....	8
Annex A, Direction, Control, and Coordination .....	9
Annex B, Communications and Warning .....	12
Annex C, Damage Assessment .....	14
Annex D, Fire Services .....	16
Annex E, Mass Care, Emergency Assistance, Housing, and Human Services .....	18
Annex F, Public Health and Medical Services .....	20
Annex G, Public Information .....	22
Annex H, Public Safety .....	24
Annex I, Public Works .....	26
Appendix A, Debris Management Guidelines .....	28

## **Definitions**

**CEO** – Chief Executive Officer (Township Supervisor)

**SOP** – Standard Operating Procedure

**EOP** – Emergency Operation Plan

**EMC** – County Emergency Management Coordinator

**EOC** – Emergency Operation Center

**SEMCOG** – Southeast Michigan Council of Governments

**MEMP** – Michigan Emergency Management Plan

**MSP/EMSHD** – Michigan State Police, Emergency Management and Homeland Security Division

**NIMS** – National Incident Management System

**ICS** – Incident Command System

**ICS 204** – A report the details assignments at division and group levels

**HSPD** – Homeland Security Presidential Directive

**DHS** – Department of Homeland Security

**EPCRA** – Emergency Planning and Community Right to Know

**SARA Title III** – Superfund Amendments and Reauthorization Act (also known as EPCRA)

**NFR** – National Response Framework

**FNSS** – Functional Needs Support Services

**MAA** – Mutual Aid Agreement

**MOU** – Memorandums of Understanding

## Promulgation Document

Officials of White Lake Township, 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.

## Approval and Implementation

The Support Emergency Operations Plan, referred to in this document as the Support EOP, describes how White Lake Township will handle emergency situations in cooperation with the Oakland 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. White Lake Township 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 assisting Oakland County 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, when used properly and updated, will assist local government officials with accomplishing 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.

---

Chief Executive Official  
White Lake Township Supervisor Rik Kowall

---

Date

**This plan supersedes all previous plans.**

**Record of Revisions**

The following is a list of revisions made to the Support EOP. This chart tracks the date that changes were made, reason for the changes, updated pages, and who made the revision.

Date	Reason for Revision	Page Numbers	Revised By

## 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	Rik Kowall	White Lake Twp. Supervisor		1
Township Clerk Township Treasurer Township Trustee Township Trustee Township Trustee Township Trustee	Anthony Noble Mike Roman Mike Powell Andrea Voorheis Scott Ruggles Liz Smith	White Lake Township Board of Trustees		1 Each
Oakland Emergency Management Coordinator	Tom Hardesty	Oakland County		1
White Lake Township Emergency Management Liaison – Fire Chief Community Development Director Police Chief	John Holland Sean O'Neil Dan Keller	White Lake Township Fre, Police, Community Development		1 Each
Communications and Warning Official	Police Chief Dan Keller	White Lake Twp. Police Department	-	-
Damage Assessment Officials Assessing Director Building Official Community Development Director	Dave Hieber Nick Spencer Sean O'Neil	White Lake Township		1 Each
Fire Services Official Fire Chief Fire Marshal	Fire Chief John Holland FM Jason Hanifen	White Lake Township Fire Department		1
Mass Care, Emergency Assistance, Housing, and Human Services Official	Director Sean O'Neil	Community Development	-	-
Public Health and Medical Services Official Fire Chief	Fire Chief John Holland	White Lake Township Fire Department	-	-
Public Information Official Supervisor	Rik Kowall	White Lake Township Supervisor	-	-
White Lake Public Information Center	Rik Kowall	White Lake Township	-	-
Emergency Operations Center Community Development Fire, Police	Director Sean O'Neil Police Chief Dan Keller Fire Department Designees	White Lake Township		1
Public Safety	Police Chief Dan Keller	White Lake Twp. Police Department	-	-
Public Works Director	Director Aaron Potter	White Lake Township		1

## **Basic plan**

### **Purpose**

White Lake Township has elected to incorporate into the Oakland County Emergency Management Program. As partners in the five phases of emergency management, mitigation, preparedness, prevention, response and recovery, White Lake Township and the County Emergency Management Program share joint responsibilities. The White Lake Township 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 White Lake Township 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, White Lake Township continues to implement the NIMS.

### **Authorities and References**

#### **A. Authority of local officials during an emergency:**

1. 1976 PA 390, as amended
2. White Lake Township, local Emergency Management resolution
3. White Lake Township, 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

#### **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/EMSHD)
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 Oakland 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 when changes to the County EOP create inconsistencies. After the plan is adopted by resolution of the White Lake Township Board of Trustees and approved by the CEO (White Lake Township Supervisor Rik Kowall) 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 Oakland 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**

- A. White Lake Township has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:

5. The mitigation of potential hazards.
6. Identification of emergency response agencies and mechanisms that will protect life and property before, during and after an emergency.
7. 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."
8. Integration with the Oakland County EOP, Oakland County Hazard Mitigation Plan, MEMP, etc.

- B. Community profile:

White Lake Township, is located in the mid-western area of Oakland County. The community has a population of 30,950 (2020 Census profile) residents. The percentage of residents recognized as individuals with Access and Functional Needs within the boundaries of White Lake Township cannot be determined at this time. The US Census report was reviewed, and a profile meeting this definition was not located. However, the report did reveal that Oakland County Michigan is showing 11.2% of residents with unspecified disabilities. 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.

- C. Hazard and threat analysis:

According to the Oakland County Hazard Mitigation Plan, communities in the county are most vulnerable to: Natural Disasters including but not limited to Fires, Flooding, Storms, and Tornados. Areas within White Lake Township that are especially vulnerable to these hazards are: the Township infrastructure water distribution/treatment plants that include -, the National Weather Service Center, Lake Level Control Structures within the boundaries of White Lake Township, Areas of the Township are exposed to Air Traffic (approach and departure) out of the Oakland Airport, and the Huron Valley High, Middle and Elementary School Campus. Additional hazards that have been identified as unique to White Lake Township include: Chlorine Sulfate/Gas stored at the village Acres Water Treatment Plant, Whiting Oil and Gas Plant located at 600 Young Rd. as well as any White Lake Township Sara Title III reporters.

Eleven (11) sites have been identified to contain extremely hazardous materials located in White Lake Township as per- the State of Michigan Tier II Manager Program. 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.

- D. 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, White Lake Township has chosen to incorporate into the Oakland County Emergency Management Program. To coordinate emergency management related matters with the County Emergency Management Program, White Lake Township has appointed the Fire Chief to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between White Lake Township 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 White Lake Township.
- 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 White Lake Township 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 Township Supervisor Rik Kowall may declare a local state of emergency for White Lake Township 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 Township Supervisor Rik Kowall, pursuant to local legislation, the Township Clerk Anthony Noble is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the White Lake Township Supervisor Rik Kowall (or in his absence, the elected Township Clerk) 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 7525 Highland Road (White Lake Township Offices). If this location is unavailable, the alternate EOC location is 11005 Elizabeth Lake Road (White Lake Township Library).
  - 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 the White Lake Township Police Dispatch Center (via-two-way radio), Phone Service, Text Messaging, and or Email.
  - 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 may 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/EMSHD District Coordinator
  - e. Make available incident information to MSP/EMSHD 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 White Lake Township emergency management organization is comprised of Seven (7) 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 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	White Lake Township Supervisor's office	Rik Kowall	(248) 830-1575
	White Lake Township Fire	Fire Chief John Holland	(248) 701-7162
	White Lake Township Police	Police Chief Dan Keller	(248) 698-4400
	White Lake Township Community development	Director Sean O'Neil	(248) 978-3672
Communications and Warning	White Lake Township Police	Police Chief Dan Keller	(248) 698-4400
Damage Assessment	White Lake Township Community Development	Nick Spencer	(248) 935-4358
	White Lake Township Assessing	Dave Hieber	(248) 431-4953
	White Lake Township Community Development	Sean O'Neil	(248) 978-3672
Fire Services	White Lake Township Fire	Fire Chief John Holland	(248) 701-7162
Mass Care, Emergency Assistance, Housing, and Human Services	White Lake Township Community Development	Director Sean O'Neil	(248) 978-3672
Public Health and Medical Services	White Lake Township Fire	Fire Chief John Holland	(248) 701-7162
Public Information	White Lake Township Supervisor's Office	Supervisor Rik Kowall	(248) 830-1575
Public Safety	White Lake Township Police	Police Chief Dan Keller	(248) 698-4400
Public Works	White Lake Township DPS	Director Aaron Potter	(248) 505-8528

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

Agency	1 <sup>st</sup> Alternate	2 <sup>nd</sup> Alternate
White Lake Township Supervisor	Clerk Anthony Noble (248) 459-3703	Deputy Supervisor Patrica Pergament (248) 346-0210
White Lake Township Fire	Fire Marshal Jason Hanifen (248) 343-3747	On-Duty Shift Commander (248) 698-1980
White Lake Township Police	Lieutenant Matt Ivory (248) 698-4400	Lieutenant Jeff Way (248) 698-4400
White Lake Township Assessing	Johnnie Lindsey (248) 765-2312	-
White Lake Township Community Development (Building)	Sherri Barber (248) 459-9287	-
White Lake DPS	Supervisor Rik Kowall (248) 830-1575	-
White Lake Township Community Development	Justin Quagliata (248) 505-7820	-

4. White Lake Township maintains Two (2) fulltime 24/7 departments (Police and Fire). All departments contribute to the safety and welfare of the community. Each 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. It is our intention to train personnel identified within this plan in emergency management functions, NIMS/ICS concepts, and damage assessment.

- 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 (Fire Chief, Twp. Supervisor, Police Chief, Community Development Director)

Annex B, Damage Assessment (Building Official, Assessing Director, Community Development Director)

Annex C, Communications and Warning (Police Department)

Annex D, Fire Services (Fire Chief)

Annex E, Mass Care, Emergency Assistance, Housing, and Human Services (Community Development Director)

Annex F, Public Health and Medical Services (Fire Chief)

Annex G, Public Information (Supervisor's Office)

Annex H, Public Safety (Police Chief)

Annex I, Public Works (Includes Appendix A – Debris Management Guidelines) (DPS Director)

## 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 Oakland County EOP: ESF#5 - Emergency Management/Information & Planning, ESF#7 - Logistics and Resource Support.

---

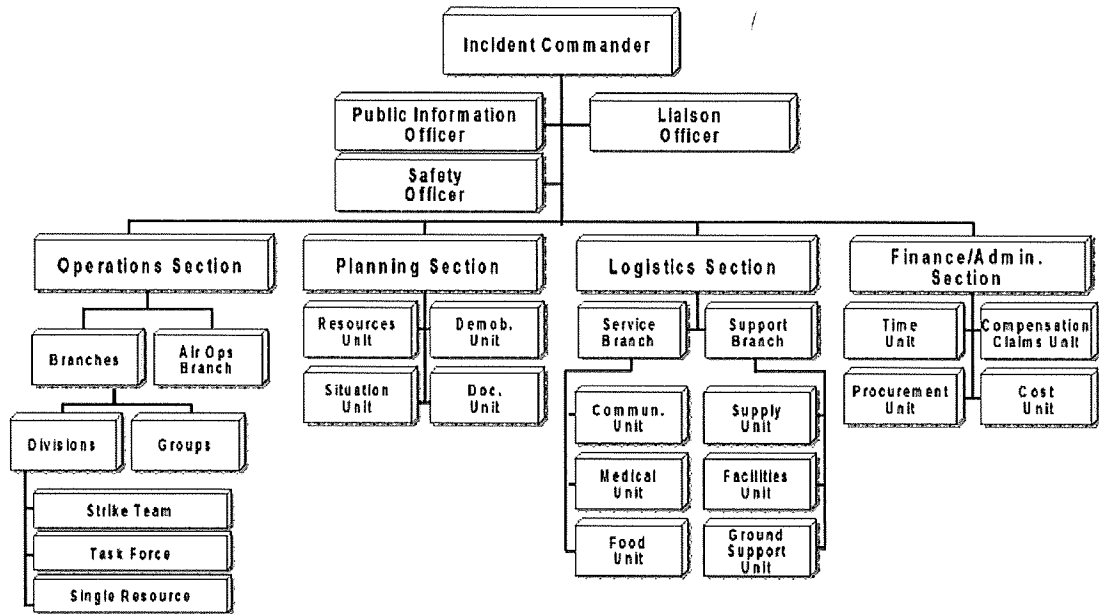
Responsible Agency: **White Lake Township Fire**

---

#### 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 and notify the County
	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
White Lake Township Fire	Fire Chief John Holland
White Lake Township	Supervisor Rik Kowall
White Lake Township Police	Police Chief Dan Keller
White Lake Township	Community Development Director Sean O'Neil

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
White Lake Township Fire Marshal	Fire Department
White Lake Township Shift Commander	Fire Department
White Lake Township Police Command	Police Department

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
Fire Chief John Holland	White Lake Township Fire Department
Township Supervisor Rik Kowall	White Lake Township

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 Oakland County EOP: ESF#2 – Communications and Supporting Technologies, ESF#15 – External Affairs and Public Information.

---

Responsible Agency: **White Lake Township Police**

---

#### 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 <b><u>(communications channels, telephone, cell phone, radios, pagers, etc.)</u></b>
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include <b><u>(communications channels, telephone, cell phone, radios, pagers, etc.)</u></b>
	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 <b><u>(warning methods, e.g., social media, door-to-door notification, reverse 911, etc.)</u></b>
	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
White Lake Township Police	Police Chief Dan Keller

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

TITLE	AGENCY
Police lieutenant Matt ivory	White Lake Township Police
Police Lieutenant Jeff Way	White Lake Township Police
On-Duty Command	White Lake Township Police

White Lake Township Police 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 Oakland County EOP: ESF#5 - Emergency Management/Information Planning, ESF#14 – Recovery.

---

Responsible Agency: **White Lake Township Community Development (Building Department)**

---

#### 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/EMSHD 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; MICIMS damage assessment data should be entered within 72 hours of incident onset.
	<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
White Lake Township Community Development	Building Official Nick Spencer
White Lake Township Assessing Department	Director Dave Hieber
White Lake Township Community Development	Director Sean O'Neil

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

TITLE	AGENCY
Sherri Barber - Building Department Specialist	White Lake Township (Building)
Johnnie Lindsey - Assessor	White Lake Township (Assessing)
Justin Quagliata – Assistant Planner	White Lake Township (Community Development)

White Lake Township 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 Oakland County EOP: ESF#4 – Firefighting, ESF#9 – Search & Rescue, ESF#10 – Hazardous Materials.

---

Responsible Agency: **White Lake Township Fire Department**

---

#### 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 Task Force One (MI-TF1) Urban Search and Rescue, MABAS 3201, MABAS 3202, 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
White Lake Township Fire Department	Fire Chief John Holland

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

TITLE	AGENCY
Fire Marshal Jason Hanifen	White Lake Township Fire Department
On-Duty Shift Commander	White Lake Township Fire Department

White Lake Township Fire Chief John Holland 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 Functional Needs Support Services, 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 Oakland County EOP: ESF#2 – Communications and Supporting Technologies, ESF#6 – Mass Care, Shelter and Human Services, ESF#17 – Animal Care.

---

Responsible Agency: **White Lake Township Community Development**

---

#### 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. Alternate Transport Consideration – Western Oakland County Transportation Authority (248) 887-4979.
	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 minimum staff and resources to manage open shelters until such time that the American Red Cross arrived to assume this role.
	Coordinate care for individuals at shelters and for those who have been sheltered-in-place. Example – Refilling of Home Oxygen.
	Determine whether shelters must be opened long or short-term.
	Provide guidance for the care of household pets that are brought to shelters by evacuees (only service animals are allowed into ARC shelters).
	Pre-identified shelter and evacuation /relocation facility locations include: Shelters – Lakeland High School (1630 Bogie Lake Road), White Lake Township Dublin Senior Center (685 Union Lake Road). Evacuation/relocation – White Lake Township Dublin Senior Center (685 Union Lake Road), White Lake Township Community Hall (7500 Highland Road this location has no back-up generator), White Lake Township Library (11005 Elizabeth Lake Road). Family reunification will be the alternate EOC unless otherwise specified.

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



The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
White Lake Township Community Development Director	Sean O'Neil

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
Police Chief Dan Keller or Designee	White Lake Township Police Department
Fire Chief John Holland or Designee	White Lake Township Fire Department
Building Official Nick Spencer or Designee	White Lake Township Community Development

White Lake Township community Development Director Sean O'Neil 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 Oakland County EOP: ESF#8 – Public Health and Medical, ESF#17 – Animal Care.

---

Responsible Agency: **White Lake Township Fire Department**

---

#### 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. Utilize Mutual Aid Departments, as well as Private EMS (STAR EMS, Superior Ambulance, MedStar, Community EMS, Huron Valley Ambulance are examples).
	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 deceased/diseased animals.

## PUBLIC HEALTH AND MEDICAL SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
White Lake Township Fire Department	Fire Chief John Holland

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
On-Duty Shift Commander	White Lake Township Fire Department

White Lake Township Fire Chief John Holland 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 Oakland County EOP: ESF#15 – External Affairs and Public Information.

---

Responsible Agency: **White Lake Township Supervisor's Office**

---

#### 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/social media are developed for non-English speaking individuals or others who require FNSS.
	<b>Disaster warning and information</b>
	Coordinate with the County to develop and release updated EAS messages based on incoming information.
	Coordinate with the County to 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 White Lake Township Supervisor Rik Kowall.
	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 White Lake Township offices (7525 Highland Rd). The White Lake Township Library would be as alternate location (11005 Elizabeth Lake Road).
	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
White Lake Township Supervisor's Office	Supervisor Rik Kowall

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

TITLE	AGENCY
Township Clerk Anthony Noble	White Lake Township Clerk's Office
Deputy Supervisor Patricia Pergament	White Lake Township Supervisor's Office

White Lake Township Supervisor Rik Kowall 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 with 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 Oakland County EOP: ESF#13 – Public Safety and Security/Law Enforcement, ESF#17 – Animal Care, ESF#18 – Military/Defense Support to Civil Authorities.

---

Responsible Agency: **White Lake Township Police Department**

---

#### 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
White Lake Township Police Department	Police Chief Dan Keller

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

TITLE	AGENCY
Lieutenant Matt Ivory	White Lake Township Police Department
On-Duty Command	White Lake Township Police Department

White Lake Township Police Chief Dan Keller 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 Oakland County EOP: ESF#1 – Transportation/Transportation Infrastructure, ESF#3 – Public Works and Engineering and ESF#12 – Energy and Energy Infrastructure.

---

Responsible Agency: **White Lake Township Department of Public Services (DPS)**

---

#### 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 (see Appendix A for Debris Management Guidelines)
	Coordinate activities designed to control the flow of floodwater. Maintain Township water supply facilities (Priority)
	<b>Damage assessment</b>
	Assist with damage assessment as requested by the damage assessment team.
	.
	<b>Transportation</b>
	Assist with barricade and sign placement for road closures and boundary identification (Request assistance from the Oakland County Road Commission as needed).
	Determine alternate routes for traffic as needed.
	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>
	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>
	In conjunction with public health, help identify sources of potable water.
	.
	Assist the EOC with essential needs



## PUBLIC WORKS

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT
White Lake Township DPS	Director Aaron Potter

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

TITLE	AGENCY
Township Supervisor Rik Kowall	White Lake Township Supervisor's Office

DPS Director Aaron Potter 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

## APPENDIX A

### Debris Management Guidelines

The White Lake Township's contracted trash removal service is responsible for debris management activities under the direction of the DPS Director, and Supervisor's Office. The following guidelines represent a checklist of actions that agency officials must consider for providing effective debris management.

#### Guidelines:

*Debris Clearance – Occurs in the first 24-72 hours and generally focuses on clearing roadways for emergency vehicles & rescue operations to have unobstructed routes to critical facilities*

- a. Maintain detailed record keeping (critical for possible reimbursement)
  - i. Document all expenses and time involved in the debris removal process
- b. Coordinate with public utilities and waste haulers
- c. Consider how to handle access to private property
  - i. Right-of-entry, hold-harmless agreements
- d. Consider health & safety concerns (obtain detailed safety plans from contractors)
- e. Obtain any necessary permits and/or waivers

*Debris Removal – The management and disposal of accumulated debris after life-safety has been addressed*

- f. Consider the following steps in the debris management process:
  - i. Removal
  - ii. Transportation/hauling routes
  - iii. Temporary storage/staging site selection & management
    - 1. Consider water tables, affected populations, terrain
  - iv. Monitoring/load tickets/weights & measures
  - v. Sorting/Processing
  - vi. Recycling of applicable materials
  - vii. Reduction (Chipping, grinding, burning)
  - viii. Final disposition/landfill or other

#### When Trash Removal Providers are Individually Contracted by Residents:

- a. If the jurisdiction does not provide trash removal services to residents under normal circumstances, after a large emergency, if the private company is unable or unwilling to remove the debris, it will become the responsibility of the local jurisdiction to ensure health and safety to their residents.
- b. Contact local private companies to see what, if any, services they will provide their contracted residents with debris removal caused by an emergency.
- c. Track all costs associated with the debris removal.
- d. Contact DPW (if applicable) to determine what equipment is owned by the jurisdiction and if any can be used for this purpose.
- e. Contact neighboring communities who provide trash removal on a daily basis. If they were unaffected by the disaster, see if they can provide some assistance for equipment, temporary storage locations and/or transport to landfill.

- f. Identify a location (possibly parking lot) that can be used for temporary storage site of garbage.
- g. Request guidance from DEQ on permits and licenses.
- h. Contact landfill to set-up contract, rates and drop off schedule.
- i. Set hours and map out pick-up locations of affected areas. Send out public messages regarding the services available and process.
- j. Consider requiring residents to drop off debris to one identified site. The jurisdiction won't need the trucks, staff or logistics for curb side removal but will have to load semi-trucks and take to landfill.

#### Needs (Citizen)

- 
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_
  7. \_\_\_\_\_
  8. \_\_\_\_\_
  9. \_\_\_\_\_
  10. \_\_\_\_\_

#### Resources

- 
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_
  7. \_\_\_\_\_
  8. \_\_\_\_\_
  9. \_\_\_\_\_
  10. \_\_\_\_\_

#### Notes/Comments: