



Benzie County
Office of
Emergency Management

ANNUAL REPORT
FOR CALENDAR YEAR 2013

A handwritten signature in black ink that reads "Frank Post".

Frank Post
Emergency Management Coordinator

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COMMENTARY

First, I wish to thank the Benzie County Board of Commissioners for the faith and confidence they have placed in me to fulfill the duties and responsibilities of Emergency Management Coordinator for Benzie County. For me, the past year has been both exciting and challenging.

Under the Emergency Management system, there is a significant amount of cooperation that is required in order to respond to the various problems that we may have in the communities. In all of my dealings with the various emergency services in the county, the leaders of those emergency services have been more than willing to assist in every way possible at an emergency event. Many of the emergency services in Benzie County have been blessed with individuals in leadership positions who give of themselves with little or no compensation.

Initially, one of my main goals was to bring much of the Emergency Management paperwork requirements in compliance. I began with a process of updating many of the written agreements and creating written agreements where none existed. I also began updating operating procedures for the various disciplines through Emergency Action Guidelines, Continuity of Government and Continuity of Operations Planning. Also, working through the Local Planning Team and Local Emergency Planning Committee, brought several training programs to the local emergency services.

Another of my major undertakings was the updating of the “Off Site Response Plans” for the Bulletin 9 and SARA Title III Sites in Benzie County. My goal was to have all these plans updated and in the hands of all of the emergency services by the middle of 2014. We are well on track to meeting that goal.

We were very fortunate this year relative to the grant funds we received. This year through the Office of Emergency Management we were able to secure over \$130,000 in grant funding for various local and county projects. Two of the major project areas where we received funding were in Continuity of Government and Communications. In Continuity of Government Project Area, we were able to secure approximately \$39,000 in funds for fixed site emergency power generators for both Homestead Township and Thompsonville Village so that these communities could provide continuous operation of emergency services, government services and limited sheltering for their residents. We also approved funding to expand the capability of the existing generator at the Benzie County Sheriff’s Office to cover the entire facility.

With regard to the Communications Project Area we secured approximately \$34,700 for various communications initiatives. One of the projects was the outfitting of ambulance units with in vehicle computer capability. This streamlined the dispatch to ambulance communication and expanded that communication well beyond the borders of Benzie County. The second was significantly improving the radio communications from the Emergency Management COM Van by adding additional VHF and 800 MHz radios. The third communications project was adding additional 800 MHz radios to the Sheriff’s Office inventory as well as the replacement of non-compliant VHF radios. This communications equipment vastly improved the radio communications network at the county level.



STATUTORY REQUIREMENTS

Pursuant to Rule 30.409 of P.A. 390, of 1976, as amended each county must appoint an emergency management coordinator. Further, a county or a municipality that has appointed an emergency management coordinator may, in accordance to Rule 30.410 of P.A. 390, of 1976, as amended, establish through local legislation, an emergency management program that creates an emergency management organization to provide for disaster mitigation, preparedness, response, and recovery activities.

The status of an emergency management program permits the county or municipality to receive state and federal assistance for purposes such as reimbursement for disaster response, hazard mitigation, and emergency preparedness activities. It is recommended that emergency management programs maintain their status and abide by state and federal statutes in order to support and provide an emergency management capability for their communities.

AUTHORITY

The reference to both State of Michigan or federal emergency management regulations from which the standard is applicable to and their provisions that are cited with the standards in this document are:

- Robert T. Stafford, Disaster Relief and Emergency Assistance Act, as amended – for the provision of federal preparedness and disaster assistance.
- Michigan Emergency Management Act P.A. 390 of 1976, as amended – for the appointment of a local emergency management coordinator; establishment of a local emergency management program; and provision of state assistance to counties and municipalities upon the declaration of a state of disaster or emergency.
- Disaster Mitigation Act of 2000 – for the provision of hazard mitigation assistance.
- Homeland Security Act of 2002, authorizing the Homeland Security Presidential Directive/HSPD-5 – for the provision of federal preparedness assistance, through the adoption of the National Incident Management System. [Governor’s Executive Directive 2005-9 requires adoption of the National Incident Management System for the provision of federal preparedness assistance (through the State) to subgrantees].
- Federal Civil Defense Act of 1950

ROLE AND RESPONSIBILITY

Many of the items identified below require a significant “Maintenance of Effort” to assure when the plan or activity, identified below, is completed; typically it must be reviewed at some point in the near future to assure it is current and relevant. As an example, our Emergency Actions Guidelines (EAG’s) are required to be reviewed on a bi-annual basis.

STATUTORY REQUIREMENTS CONTINUED:

Emergency Management Coordinator coordinates all matters pertaining to emergency management in the jurisdiction, including mitigation preparedness, response, and recovery. They also develop the following plans, through a planning process involving stakeholders that addresses all hazards and provides for regular review and revision of plans:

- Emergency Operations Plan,
- Resource Guides
- Communications Plan,
- Recovery Plan,
- Continuity of Operations Plan
- Continuity of Government Plan, and
- Hazardous Mitigation Plan

The Emergency Management Coordinator is also responsible for;

- Acting as a single point of contact to serve as the coordinator for implementing the incident management system from Benzie County to the State of Michigan.
- Ensuring all personnel, with an emergency response role, receive training on its incident management system, MI CIMS, NIMS, and all other relevant training.
- Ensuring that procedures are developed to address coordination of activities with all personnel with an emergency response role.
- Identify resource needs and shortfalls which are identified through a comprehensive assessment.
- Developing a management process allowing for acceptance and distribution of donation of goods and materials, services, personnel, financial resources and facilities either solicited and/or unsolicited.
- Developing and maintaining a plan to disseminate emergency alerts and warnings to the public potentially impacted by an actual or impending emergency and to communicate reliably with the population within its jurisdiction.
- Maintaining a primary and alternate facility capable of coordinating and supporting sustained response and recovery operations consistent with the Emergency Management Program's risk assessment.
- A documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel as well as the plans, policies, procedures, equipment, and facilities of the Emergency Management Program.
- Maintaining a documented plan and procedures for its Public Information function.
- Providing for information and education to the public concerning threats to life, safety, and property.
- A significant amount of grant writing and administration as the primary representative to the Region 7 Homeland Security Program.



GOALS AND PERFORMANCE OBJECTIVES

At the beginning of 2013 I was sharing the position and was not involved in establishing the performance goals for Emergency Management. These would be typically set during budget deliberations prior to October 2012 for the 2013 year. In 2013 I did set some ambitious goals that I have been working toward for the 2014 calendar year that was started in 2013. My plan is continue with updating documents and plans identified below and to begin or complete significant programs started this year. These include, but are not limited to;

Completion of EMPG Required Training and Pursue Professional Emergency Management (PEM) status.

As required by the Emergency Management Program Grant, I intend to complete the online training. I also intend to begin the training required to receive a PEM certification. PEM is a series of online and classroom training programs that address the many issues relative to Emergency Management. This program typically requires 2 years to complete and I would propose starting in the FY 2013/14 year.

Creation of a Citizens Emergency Response Team (CERT)

It is my understanding that Benzie County had a CERT program at one time but it is no longer active. I am proposing the program be revived since it is an extremely valuable resource to the community in the time of disaster or some other emergency. They can be utilized in a support role to other emergency services, thus freeing up other highly trained personnel for more pressing duties.

Completion of all SARA Title III Offsite Response Plans

SARA Title III Offsite Response Plans are plans that are put in place to deal with companies with significant quantities of dangerous or Extremely Hazardous Substances (EHS). Benzie County is lucky to only have approximately 15 locations that are Tier II and SARA Title III sites, however, planning requirements are extremely time consuming and tedious. These plans have not been updated since 2008 and require significant revision. Again, as with many other documents, they require an annual review and updating.

Completion of Continuity of Operations Plans of all County Departments

This year we began the creation of "Continuity of Operations Plans" (COOP). These plans are required by FEMA if and when, we were to have a significant disaster that might affect these county departments. If they are not in place, we could jeopardize any assistance to recover from that event. The departments that we have not yet completed are;

- County Administrator
- Sheriff's Office and Jail Operations
- Animal Control
- Register of Deeds
- Prosecutor's Office

GOALS AND PERFORMANCE OBJECTIVES CONTINUED:

Over the past year I developed and distributed a template for the development of Continuity of Government Plan for each of the departments the county operates. They are intended to provide an organizational and operational framework to ensure the continuation of Constitutional and legal governance within Benzie County, subsequent to a catastrophic disaster, emergency, or other incident. This plan addresses all three branches (Executive, Judicial, and Legislative) of Benzie County government, in accordance with standards and guidelines prescribed by the federal Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) and set forth in relevant provisions of the Michigan Constitution of 1963 (e.g., Article III, Section 2, Separation of Powers of Government; Article IV, Section 39, Continuity of Government in Emergencies; Article VII, Local Government; etc.), relevant Michigan statutes and the Michigan Continuity of Government Plan (MCOGP).

As of December 31st we have completed COG plans for;

- Central Dispatch
- County Clerk
- County Treasurer
- Emergency Medical Services

Identification of Location for a Permanent “Emergency Operations Center” (EOC)

It is my intention to begin the development of plans and specifications for a more permanent Emergency Operations Center. Hopefully we could set up a temporary location until such time we can come to agreement for a more permanent location.

Hazardous Mitigation Plan Updating

The Northwest Michigan Council of Governments representative Michael Woods and I met with the Benzie County Planning Commission on December 17th 2013 regarding their role in the updating of the Hazardous Mitigation Plan in the county.



EMERGENCY ACTION GUIDELINE (EAG) UPDATES

A requirement to maintain our eligibility for EMPG funding is that we make a concerted effort to keep our Emergency Action Guidelines (EAG) up to date. Below is the Revision Listing for all of the EAG's, their original dates and revision dates. I highlighted in **BOLD/RED** those EAG's that were updated in 2013

	Section	Responsible Agency or Official	Original Dates and Revisions
	General Coordination	Benzie County - Emergency Management Director	Original Date:08/28/03 Revision Date: 12/27/12
	Certification	Benzie County Board of Commissioners Chief Elected Official	Original Date:08/28/03 Revision Date:01/05/07 Revision Date: 12/27/12
	Direction and Control	Benzie County - Emergency Management Coordinator	Original Date:08/28/03 Revision Date:07/16/10 Revision Date: 01/29/13
Annexes			
1	Warning	Benzie County - 911 Director	Original Date:08/28/03 Revision Date:12/01/06 Revision Date: 08/27/12
2	Communications	Benzie County - 911 Director	Original Date:08/28/03 Revision Date: 08/30/11 Revision Date: 08/27/12
3	Damage Assessment	Benzie County - Equalization Director	Original Date:08/28/03 Revision Date:07/09/09 Revision Date: 06/10/13
4	Public Information	Benzie County - County Administrator	Original Date:08/28/03 Revision Date:10/15/07
5	Law Enforcement	Benzie County - Sheriff	Original Date: 08/28/03 Revision Date: 08/30/11
6	Fire Services	Benzonia Township Fire Chief	Original Date: 08/28/03 Revision Date: 12/15/04 Revision Date: 07/22/13
7	Public Health	Benzie-Leelanau Counties District Health Department	Original Date:08/28/03 Revision Date:10/02/03
8	Public Works	Benzie County Road Commission Manager	Original Date:08/28/03 Revision Date:02/05/07 Revision Date: 12/19/12
9	Human Services	Benzie County - DHS Director	Original Date:8/28/03 Revision Date:03/10/06
10	Emergency Medical Services	Benzie County - EMS Director	Original Date:08/28/03 Revision Date:01/14/11 Revision Date: 01/29/13



TRAINING AND EXERCISES

Below are some of the training activities that Emergency Management was involved in or responsible for putting on in Benzie County over the past year.

Web EOC Training Frankfort High School

In February of 2013 we conducted the first of two (2) Web EOC training sessions at Frankfort High School. Web EOC is a software program that is internet based and essential to transmit information relative to disaster response. There were approximately 15 attendees including HAM Radio, Benzie County Government, Sheriff's Office, Equalization, Paul Oliver Hospital, Department of Human Services, Health Department, to name a few. We had a second training session in March 2013 at Benzie County Central High School.

Web EOC Monthly Drills

After we completed the training we began a series of monthly drills to keep up the participants skills. This is intended to keep skills on use of the complex software up.

Regional Exercise Scheduled

On April 23rd, 24th, and 25th of 2013 there was a Joint Functional Exercise held. The exercise scenario is a "Flu Pandemic" with sporadic civil unrest throughout the region. Each county Emergency Operation Center (EOC) was OPEN with the required number of disciplines activated for the exercise. On April 23rd 2013 the following units were included:

- The Counties of Emmet, Cheboygan, Presque Isle, Montmorency, and Alpena;
- The hospitals involved are McLaren North, McLaren Cheboygan Campus, Alpena, Rogers City Rehab;
- The Medical Control Authorities include Northern and Northeast MCA's;
- And the Public Health Medical Control Authorities include North West Public Health and District #4 Health Department.

On April 24th 2013 the following units were included:

- The Counties of Charlevoix, Antrim, Otsego, Roscommon, and Crawford;
- The hospitals involved are Charlevoix, Otsego, Grayling Mercy;
- The Medical Control Authorities include Charlevoix, Otsego, North Central;
- And the Public Health Medical Control Authorities include North West Public Health and Central Michigan.

And finally on April 25 the following units (including us) were involved;

- The Counties of Leelanau, Benzie, Manistee, Wexford, Grand Traverse, Missaukee and, Kalkaska;
- The hospitals involved are Paul Oliver, West Shore, Cadillac Mercy, Munson and Kalkaska
- The Medical Control Authorities include Northwest and Manistee;

TRAINING AND EXERCISES CONTINUED:

- And the Public Health Medical Control Authorities include Benzie-Leelanau, Grand Traverse, and District #10 Health Department.

The Region 7 Exercise at Benzie County on April 25th, 2013 and began at 9:00am and concluded at 12:00noon. I wish to thank the participants in the exercise that included:

- County Chair – Don Tanner
- Dispatch Director – Ron Berns
- Sheriff – Ted Schendel
- Fire Representative – John Hanmer
- Health Department – Tom Fountain
- EMS – Craig Johnson
- Emergency Management – Frank Post
- County Administrator – Chris Olson
- Administrative Assistant – Maridee Cutler
- Hospital Representative – Donna Clarke
- Law Enforcement – Keith Redder
- ARES/RACES – Bill Parris
- Controller – Randy Lawton

Pipeline Safety Training

Director Ron Berns and I attended Pipeline Safety Training at Holiday Inn West in Traverse City. The training is open to all emergency services who may respond to petroleum pipeline emergencies and covers, identification, response, contacts, etc.

Wildland Fire in the Wildland/Urban Interface

I attended, and received certification, in Wildland Fire in the Wildland/Urban Interface. This training was provided by the United States Forest Service and included 16 hours of instruction in firefighting strategies when Wildland fires encroach on homes and businesses.

National Weather Service Spotter Training

In March 2013, I sponsored NWS Spotter Training. We had 17 people attend including US Coast Guard, members of the Amateur Radio and myself. The training was put on by the Weather Service Gaylord Office by one of their meteorologists and lasted approximately 2 hours.

Frankfort Community Schools Staff Training

In April 2013, I was part of a presentation put on by Chief Ranger Michael Stansberry of the National Park Service regarding Public Safety Response to an Active School Shooter. Also representing Benzie County were Dispatch Director Ron Berns and several of his staff and Sheriff Ted Schendel. Chief Ranger Stansberry is a trained Emergency Response Team member and graciously offered to talk to the local schools in light of the Connecticut School shootings, as well as other prior school shootings. The discussions and a PowerPoint presentation lasted for approximately 45 minutes and, in my opinion, were received very well by school staff. Its primary emphasis of the discussion was what teachers and administrators would expect if public safety resources were to respond to a shooting incident. There was also discussion on some ways that teachers and administrators may want to consider as their response.

TRAINING AND EXERCISES CONTINUED:

This meeting was intended to be informational and create a future between public safety officials and the education community.

Homeland Security Conference 4/30/13 to 5/2/13

The Sheriff and I spent 3 days in Grand Rapids at the Great Lakes Homeland Conference. I attended several sessions that included:

- Proactive School Security and Emergency Preparedness Planning
- Social Media in Emergency Management and Disaster Response
- School Evacuation and Reunification
- Public Safety Broadband
- Public Alerting and IPAWS in Michigan

The information was excellent and I plan on incorporating much of what was learned into our Emergency Response Plans.

Training Requirements for the EM Position

As part of Benzie Counties obligations under the 2013 Emergency Management Performance Grant (EMPG) the following are the required online courses of study. By September 2013 I had completed all of the required on line courses which included;

Course Number	Name of Training
IS-100.b	Introduction to Incident Command System
IS-200.b	ICS for Single Resources and Initial Action Incidents
IS-700.a	National Incident Management System, an Introduction
IS-800.b	National Response Framework, an Introduction
IS-139	Exercise Design
IS-230.a	Fundamentals of Emergency Management
IS-235.a	Emergency Planning
IS-240.a	Leadership and Influence
IS-241.a	Decision Making and Problem Solving
IS-242.a	Effective Communication
IS-244.a	Developing and Managing Volunteers

Decontamination Training at Frankfort Fire Department

On June 13th 2013, I attended 8 hours of training on chemical decontamination procedures. The Instructors were from Michigan State University and the training focused on pre-hospital Decon. While some of the training was table top, much was hands on decontamination techniques. The equipment used is assigned to Frankfort Fire Department by Paul Oliver Hospital.

Mass Causality Incident Exercise

I was involved in a Virtual Table Top Exercise (VTTX) on June 26th 2013 to complete our exercise obligations for this grant year. The VTTX is a pre-packaged set of exercise materials that allowed

TRAINING AND EXERCISES CONTINUED:

participating communities to share real-time mass casualty incident related preparation, response and recovery concerns, and solutions with all participants providing a unique environment for learning lessons and sharing information.

Hodenpyl Dam Failure Exercise

On Saturday August 10th 2013, I participated in the Hodenpyl Dam Failure exercise. In preparation for the Functional Exercise an Orientation/Training Session was held on July 20th 2013. The exercise was intended to test an evacuation response plan for a failure or potential failure of Hodenpyl and/or Tippy Dams.

In-Service Training - Michigan Agricultural Accident Rescue System Operations Course

On Friday August 16th, Saturday August 17th and Sunday August 18th, I participated in the Agricultural Accident Rescue System Operational Course sponsored by Benzie County EMS. The class taught rescue techniques from farm implements. It also taught coordination between disciplines such as police, fire and EMS. It was an excellent program and well worth the cost.

Attendance at AuxCOMM Conference

I attended an AuxCOMM Conference at the Great Wolf Lodge in Traverse City on Wednesday, August 21st and Thursday, August 22nd, 2013. The conference was sponsored by the Michigan State Police Emergency Management Division to discuss the uses of amateur radio resources in emergencies.

Winter Weather Spotter Training

With one of the most active winter weather seasons in the United States, residents of Northern Michigan have to be prepared for changeable and sometimes severe winter weather. Michigan is one of the few states in the country which experience lake effect snow. I scheduled Winter Weather Spotter Training in the Board of Commissioners Chambers on October 16th, 2013 from 6:00pm to 7:30pm. The training was conducted by a meteorologist from the National Weather Service, Gaylord Office.

WebEOC Train the Trainer December 12th, 2013

On December 12th, I attended Web EOC Train the Trainer in Lansing. Web EOC is a computer application utilized by all Michigan Emergency Management Operations to manage emergencies. WebEOC promotes situational awareness, connecting your organization's data sources into a common operating picture that's configurable and easy to use. The Train the Trainer status will allow me to put on Web EOC Training for new users as well as refresher classes for established users.

Computer Aided Management of Emergency Operations (CAMEO) December 20th to December 22nd 2013

CAMEO is a system of software applications used to plan for and respond to chemical emergencies. Developed by EPA and the National Oceanic and Atmospheric Administration to assist front-line chemical emergency planners and responders, CAMEO can access, store, and evaluate information critical for developing emergency plans. I use the CAMEO Program to map and model evacuation areas in the event of chemical spills for our SARA Title III Sites.



LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

The Emergency Planning and Community Right-to-Know Act (EPCRA) was passed by Congress in 1986. EPCRA was included as Title III of the Superfund Amendments and Reauthorization Act (SARA) and is sometimes referred to as SARA Title III. EPCRA provides for the collection and availability of information regarding the use, storage, production, and release of hazardous chemicals to the public and emergency responders in your communities. The law promotes a working relationship among government at all levels, business and community leaders, environmental and other public interest organizations, and individual citizens to improve hazard communications and emergency planning.

Michigan SERC has specified that each county in the state will form a Local Emergency Planning Committee (LEPC). In addition, certain cities are also allowed to maintain their own LEPC. As such, there are ninety-one (91) LEPC's in Michigan.

This committee's mission is to develop, collect, research and prepare hazardous material plans that are required by the SARA Title III Act (Superfund Amendments and Reauthorization Act) for dangerous chemicals of different amounts that are located in Benzie County. The committee also prepares and educates the public and emergency responders to this information. The Local Emergency Planning Committee reviews the "Off Site Response Plans" and updates information, photographs and mapping of these sites. Benzie County is one of the few counties that are up-to-date on their site plans.

Many of the plans had not been updated since 2006. Below are listed the facilities that require Off Site Emergency Response Planning and those in ***BOLD/ITALICS*** have been updated.

SARA Title III Off Site Response Plans

- *AT&T - M27755*
- *AT&T - M27705*
- Call, Royal Farm
- Crystal View Orchards
- Century Tel (Lake Ann)
- ***Graceland Fruit Inc. (Main St.)***
- ***Graceland Fruit Inc. (Forrester Rd.)***
- Laubach, James E. Farm
- Mead, Jon Farm
- ***Platte River State Fish Hatchery***
- Smeltzer Orchard Company
- Sorenson Farm

BULLETIN NO. 9 SITES Fire Fighter Right to Know/HAZWOPER

- *Amerigas*
- Colfax 29 Jordon Development
- ***Ferrellgas***
- Frankfort Cold Storage
- ***Magna-International***
- MichCon
- State Colfax 1-36 HD-1 Savoy Energy
- ***Tri Gas Distributing***
- Wallaker CPF Presidium Energy

The Benzie County LEPC meets on a quarterly basis in conjunction with the responsibilities of the Local Planning Team (LPT).

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) CONTINUED:

Computer Aided Management of Emergency Operations (CAMEO) Training

From December 20th to December 22nd 2013 I attended training on the use of CAMEO for Off Site Response Planning. I use the CAMEO Program to map and model evacuation areas in the event of chemical spills for our SARA Title III Sites. CAMEO is a system of software applications used to plan for and respond to chemical emergencies. Developed by EPA and the National Oceanic and Atmospheric Administration to assist front-line chemical emergency planners and responders, CAMEO can access, store, and evaluate information critical for developing emergency plans.



LOCAL PLANNING TEAM (LPT)

Local Planning Teams (LPT), by definition, consists of representatives from each of the emergency response disciplines including;

- Emergency Management,
- Fire Services,
- Law Enforcement,
- Emergency Medical Services,
- Hazardous Materials,
- Public Health,
- Health Care,
- Public Works,
- Government Administration,
- Public Safety Communications and
- Cyber Security.

Local Planning Teams identify capability shortfalls in the five solution areas of planning, organization, equipment, training, and exercises. The specific goals associated with this initiative are to:

1. Promote enhanced coordination between emergency response agencies;
2. Promote standardization and interoperability throughout the jurisdiction;
3. Foster innovative approaches to meeting homeland security needs; and
4. Direct the effective use of the jurisdiction's homeland security funding.

LPT Core Functions

Core LPT functions support working towards having a “balanced” and appropriate set of homeland security projects for the jurisdiction. The LPT should assess six dimensions for each homeland security project. These six dimensions include:

1. **Existence** - Are resources and services available to the jurisdiction's first responder agencies? If not, how does the project support the availability? For example, do all first responders have availability to personal protective equipment?
2. **Adequacy** - Are current resources adequate and in sufficient supply to meet first responder needs? If not, what needs to be obtained (equipment, planning, training, drills)?
3. **Accessibility** - How obtainable are resources and services to those first response agencies most in need? Can it be accomplished with the funding and eligible activities identified under the grant?
4. **Efficiency/Duplication** - How reasonable are resource costs and are there possible ways to streamline services to avoid duplication?
5. **Equity** - How available are resources and services to those in need “without bias”?
6. **Effectiveness/Quality** - How successful are the resources and services in addressing first responder needs?

LOCAL PLANNING TEAM (LPT) CONTINUED:

These core functions assist in setting priorities within the homeland security planning process. Local planning teams have great flexibility in designing a planning process that meets their needs. Local planning teams are able to choose resources and services to include in their analysis, as well as to determine which solution areas to consider in their planning process, the level of importance given to each solution area, and the allocation of funding to address each solution area. Some of the other projects that the LPT worked on included, but is not limited to;

Alternate Care Center (ACC) MOU's

I worked with several of our local community resources and have obtained signed Memorandums of Understanding (MOU's) for Alternate Care Centers at Benzie Bus and Frankfort Middle/Senior High School to both the school, Benzie Bus and Paul Oliver Hospital. Alternate Care Centers (ACC) are similar to Military MASH Units and can be set up almost anywhere. We were looking for ACC locations in case there is a requirement to evacuate Paul Oliver Hospital or a large nursing home. They can also be set up in or near a mass casualty incident and more efficiently provide medical treatment, stabilizing and triage patients prior to sending those patients to area hospitals.

Memorandum's of Understanding for Sheltering and Alternate Care Center (ACC)

Work was completed and the MOU's for sheltering and an ACC in Frankfort - Elberta Schools (Middle/Senior High School) has been approved and signed by the school authorities. This was originally submitted to them for consideration in December 2012. The agreement for the Alternate Care Center (ACC) was also signed by the authorities of Paul Oliver Hospital. Memorandum of Understanding – Potential Sheltering Sites include;

- Frankfort Middle/Senior High School
- Frankfort Elementary School
- Benzie Bus
- Fresh Winds Christian Community
- Benzie County Central High School
- Benzie County Central Middle School
- Lake Ann Elementary School
- Platte River Elementary School
- Crystal Lake Elementary School

Long Term Care Facility Emergency Preparedness Requirements

On August 29th 2013, I met with the staff of Paul Oliver Memorial Hospital to assist them in developing compliance documents for an upcoming inspection for LTC Compliance. This program requires that the LTC facility develop or review their;

- Emergency Preparedness Plans
- Conduct a Facility Hazard Assessment
- Create an Evacuation Plan
- Communication Infrastructure Contingency

LOCAL PLANNING TEAM (LPT) CONTINUED:

- Develop a Shelter-In-Place Plan
- Create an Annual Review Process of all the aforementioned plans.

There was very good information development and expect to be involved in review of the first draft in the next year.

Maples Meeting Regarding Sheltering

Commissioner Reineer and I met with the Maples Staff regarding utilizing The Maples as a sheltering site in the event of power outages or displaced individuals. There were concerns as to the role The Maples staff was required to fill including, feeding individuals, providing medical care, security, etc. 2012 when The Maples provided sheltering, there was some confusion as to they would provide and what the Red Cross would be responsible for. This was just the beginning of dialogue and I expect some future meeting on their role.

Water Source Mapping Project

As a part of an After Action Review of a Fatal House Fire in the Lake Ann Area the recommendations that came out of that review was the identification of water sources for structure fire water supply operations.

I met with Tom Longenbach from Equalization and he supplied me with some large township maps to distribute to the counties fire departments. The fire departments would then mark the water sources and return the maps that we would then use to create a computerized map layer that would identify those locations.



GRANT FUNDED PROJECTS

2013 was exciting and extremely busy for grant projects in Emergency Management. All of the grants (below) totaled approximately \$130,500 and benefited Benzie County Emergency Services at both the county and local levels. I was extremely busy drafting, presenting and implementing grant applications for Benzie County in 2013. All grant projects that are funded through Region 7 are required to be approved by the Local Planning Team. Below is a synopsis of the initiatives that were funded 2013.

Com Van Radio Upgrade Project & Shore Power Wiring Project **(\$7,179)**

This project included replacement of 3 radios that could not be narrow banded, added two (2) 800 MHz radios and the reprogramming of a third radio.

EMS MCT Project **(\$15,600)**

We installed Mobile Computer Terminals in each ambulance and one intercept vehicle that Benzie County owns that will operate on the same platform that is currently used by the Benzie County Sheriff's Office. There is direct connectivity with the ambulances by use of AIR CARDS that use of the nationwide cellular network. Calls for service received through Benzie County Central Dispatch are dispatched through the Computer Aided Dispatch (CAD) computer network which will not only inform the ambulance personnel of the type of response, but the location (on a separate mapping system) and route recommendation. This will eliminate delayed responses due to address confusion.

Emergency Operations Center Computerization Project **(\$14,659)**

We purchased four (4) new laptop computers for disciplines in the EOC. We currently have no dedicated EOC computers or software and have had to rely on borrowed equipment to run EOC Operations. The laptop computers will have the newest software applications, allowing users to access numerous formats of information. It was found in recent snow events where partial activation of the EOC was required; we had to adapt some computers that were borrowed from the Sheriff's Office. It took several hours for the units to be adapted for use in the EOC which cut down on efficient operations.

Additionally, we installed "wireless routers" to provide connectivity of the laptop computers with the internet and each other. Further, for displaying of information for analysis, we purchased a "PowerPoint" Projector that would be connected to a laptop.

Thompsonville FD Generator Grant Application **(\$18,400)** (2011 HSGP Residual Application)

I have written and submitted a grant application for the Thompsonville Fire Department for the purchase of an emergency power backup generator. The purchase and installation of an emergency generator will benefit the southeastern of the county enabling them to provide emergency shelter, power, and maintain emergency services including fire and EMS services for this area.

GRANT FUNDED PROJECTS CONTINUED:

Homestead Township FD Generator Grant Application

(2011 HSGP Residual Application)

(\$18,200)

I also wrote and submitted a grant application for the Homestead Township Fire Department for the purchase of an emergency power backup generator. As the Township shares the same building with the fire department and State Police, the purchase and installation of an emergency generator will benefit all three units; enabling them to provide emergency shelter, power, and maintain emergency services in the community.

Government Center Generator System Improvements Application

Changed to Emergency Operations Center at the Government Center

(2011 HSGP Application)

(\$12,000)

Originally this request was written to have an electrical engineer work with an electrical contractor to develop a solution whereby we maximize the capability of our existing generator. This subsequently changed to outfit an Emergency Operations Center in the Government Center.

Benzie County Sheriff's Office Radio Upgrade Continuation Grant Application

(2011/12 LETPP/LETPA)

(\$39,298 of which \$12,000 was approved)

I wrote and submitted an application for the Benzie County Sheriff's Office to complete the communications strategy they have adopted to have a communications capability on both the 800 MHz frequencies and VHF frequencies.

Originally this was written to purchase six (6) Motorola APX7000 digital portable radios, five (5) Motorola XTL 1500 digital mobile radios and two (2) Motorola PM400 mobile radios to replace 2 VHF radios that could not be narrow banded. The portable radios were not approved and the award was reduced to \$12,000.

Benzie County Sheriff's Office Generator System Improvements Grant Application

(2011/12 LETPP/LETPA)

(\$3,000)

The existing generator was installed under a grant when the facility was originally built. The restrictions of the grant were such that much of the building was not allowed to be wired into the generator because it was not considered "essential". However, this limitation has hampered the Benzie County Sheriff's Office's ability to maintain operations in the event of power outages. We have had the generator and related equipment evaluated by a licensed electrician that has determined that more circuits could be moved to the generator with the addition of electrical panels and rewiring of the facility.

Emergency Management Program Grant (EMPG)

(2012/13 EMPG) Including prior years (below)

(\$27,784)

A percentage of my wages and benefits are funded by an Emergency Management Program Grant (EMPG). Over the last few years that has been approximately 38% of those wages and benefits that is approximately \$24,600 in 2013.

GRANT FUNDED PROJECTS CONTINUED:

We received addition Emergency Management Program Grant funds from the prior year’s grant periods. That included;

2010 EMPG Grant	\$613.00
2011 EMPG Grant	<u>\$2,571.00</u>
Total Funds	\$3,184.00

Hazardous Materials Emergency Preparedness Planning Program (HMEP-PP)
(2013 HMEP-PP) **(\$1,600)**

We also received funding through FEMA to help support our efforts to update and keep current “Off Site Emergency Response Plans” that are required under SARA Title III “Community Right to Know”. We were also working with local fire departments to develop their plans under “Firefighter Right to Know’ to develop their plans for response to events at locations that store, use, transport or sale hazardous substances that are at or above reporting quantities.

AFG Grant Submitted

I worked with Benzie County Emergency Medical Services (EMS) in drafting an Assistance to Firefighter Grant for the purchase of Automatic CPR machines. I had worked on the application off and on for the last 30 days. The grant application period closed on December 6th 2013, at 5:00pm. The application included two (2) machines for Benzie County EMS and one (1) machine each for Thompsonville Ambulance and Almira Township Fire Department. Our acquisition strategy was to outfit all Basic and Advanced Life Support Ambulance with the technology. The Application was for approximately \$61,000 of which we had a 5% match requirement which equaled approximately \$3,050.



PUBLIC INFORMATION SYSTEMS UPDATING

In order to get information out to the public, I looked at the various mediums available to me. The first was updating the information on the Benzie County Web Site.

Updates to the Emergency Management Pages of the Benzie County Web Site

I made some additions, corrections and changes to the Emergency Management Pages of the web site. I expect to stay more current on information contained on it and make it a bit fresher. The new information includes information on:

- The Four Phases in Emergency Management
- The Radio Amateur Civil Emergency Service (RACES)
- What Is the National Incident Management System (NIMS)?
- Links to “Local Training Materials” that detail the training requirements for NIMS

Web site information relative to Emergency Management can be viewed at

http://www.benzieco.net/dept_emergency_mgmt.htm

**BENZIE COUNTY, MICHIGAN
COUNTY GOVERNMENT**

**EMERGENCY MANAGEMENT
DEPARTMENT**

Contact Information **Location / Address**
 Phone 231-852-4597 444 Cass Plaza
 Fax 231-852-4588 Bigsby, MI 49817

Personnel
 David Day - Emergency Management Coordinator

Services Offered

- Mutual Emergency Operations Plan
- Periodic Hazardous Material Response Exercises
- Operation of the Emergency Operations Center
- Documented records and efforts during response and recovery

Description

The role of Benzie County Emergency Management is to protect the lives and property of citizens before a disaster strikes through preparation, training and mitigation, and to reduce losses following after a disaster strikes through prompt and efficient coordination of the County's response and recovery efforts utilizing the resources and assistance of Federal, state, local agencies and voluntary relief organizations.

The Four Phases in Emergency Management:

- 1. Mitigation** — This is a sustained activity and requires a model of understanding of reducing the long-term risk of property damage and loss of life from hazards and their effects. This phase includes any activities that prevent and emergency, reduce the chance of an emergency happening or reduce the effects of non-catastrophic hazards. It is more active in effect an emergency or disaster. Examples include: zoning and building codes development, fire codes, fire analysis to determine where best to place facilities, or emergency planning, enforcing the public works to reduce loss and aging.
- 2. Preparedness** — Activities, establishing authority and responsibility for emergency actions and having the resources available to support them. This includes developing written response plans, assessing facilities and equipment, installing warning systems, training of staff and organizing the Emergency Operations Center (EOC) for operation during an emergency. A key element to developing plans that take the many aspects of a jurisdiction, consistent to emergency management.
- 3. Response** — This is the activation of care life and property. This may include warning, protecting or sheltering the public, search and rescue, providing medical treatment, maintaining the law, removing damage or restoring help from outside the jurisdiction of localities.
- 4. Recovery** — This is the effort to restore the infrastructure and the social and economic life of a community back to normal after the disaster. Short term it includes bringing power, telephone etc. back into service, restoring social needs of individuals and the community as a whole. Long term goals are restoring economic activity and rebuilding community facilities and housing.

Public Safety Information Line (PSI) 800-4547

The Radio Amateur Civil Emergency Service (RACES)

Formed in 1962, PSI is a public service provided by a licensed (volunteer) communication group within government agencies in times of emergency/need. During periods of RACES operations, certified repeat personnel are called upon to perform many tasks for the government agencies they serve. Although the exact nature of each emergency will be different, the common thread is communication.

The Federal Communications Commission (FCC) is responsible for the regulation of RACES operations. RACES is administered by a local, county, or state level defense agency responsible for disaster services. The local defense agency is typically an emergency services or emergency management organization, sometimes a radio amateur agency such as the RACES is a function of the agency's Auxiliary Communications Service (ACS), National Radio Relay Institute, FCC Emergency Communications Service, ECS (Emergency Communications Service), ARPC (Amateur Radio Public Safety Corps), etc.

RACES Message 800-4547 on the last Saturday of each month at Six Thirty: Thirty: Noon on a Social.

What is the National Incident Management System (NIMS)?

The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of disasters, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and limit the disruption of society.

NIMS was developed under the National Emergency Framework (NEF). NIMS provides the template for the management of incidents, which the ICS provides the structure and mechanisms for operational-level policy for incident management.

Documents

- Benzie County, General Plan, Michigan Dept. #7389 RIF 00000001: 1.7 mB
- Local Training Materials:
 - [National Response Plan](#)
 - [NIMS Links](#)

Related Web Links

- [Federal Emergency Management Administration \(FEMA\)](#)
- [FEMA 4600-2-04](#)
- [FEMA Training Resources for ICS](#)
- [State of Michigan Emergency Management](#)

PUBLIC INFORMATION SYSTEMS UPDATING CONTINUED:

Development of Emergency Management Facebook Page

As a part of our strategy of getting out information to the public, I developed a Facebook page for Emergency Management.



On the Facebook page I have posted information regarding the building collapse in Beulah, bridge closure on M-22, weather warning information, and other things of interest. Some of the more interesting items I posted included the Ice Caves in Leelanau County, EMS training sponsored by Benzie County EMS. The Facebook Page is located at <https://www.facebook.com/BenzieOEM>



CITIZENS EMERGENCY RESPONSE TEAM (CERT) PROGRAM DEVELOPMENT

I began the development of a Citizens Emergency Response Team (CERT) based on some of the After Action Review discussions.



The CERT Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community.

As a part of the development of the CERT Program, I attended the Michigan Citizens Corps Conference in Traverse City on December 4th and 5th 2013. There was a significant amount of information on Citizens Emergency Response Teams (CERT) set up and sustainment of the program. They also covered liability, structure of the organization, identifying the program goals that CERT will meet and the resources available to conduct the program in your area.

They also had breakout sessions regarding gaining approval from appointed and elected officials to use CERT as a means to prepare citizens to care for themselves during a disaster when services may not be adequate. This is an excellent opportunity for the government to be proactive in working with its constituency. Identify and recruit potential participants. Natural for CERT are community groups, business and industry workers and local government workers.

CERT Organizational Meeting

On December 6th 2013, I we had an organizational meeting for our CERT Program. We had approximately 15 people attend and 4 calls from individuals that were interested but could not attend the meeting. Larry Gibson of the Bear Lake CERT program and his wife gave about a 45 minute presentation on the CERT concept and the duties and responsibilities of CERT members. Upon conclusion of the meeting we handed out applications.



REAL WORLD EVENTS IN 2013

After Action Review of ICE Storm of December 20 and 21, 2012

On February 20th, 2013 at 3:00pm an AAR was conducted for the Snow/Ice Storm that occurred on December 20th through the 22nd of 2012. The participants in the review included:

- Frank Post Emergency Management
- Don Tanner Board of Commissioners
- Brad Schaub Road Commission
- Chuck Towersey Fresh Winds Christian Church
- David Hanchett RACES
- David Tucker Undersheriff
- Ted Schendel Sheriff
- Ron Berns Central Dispatch
- Craig Johnson EMS

We discussed the actions taken in response to a major winter storm affected the western Great Lakes region Wednesday evening through Thursday night, Dec 19th and 20th 2012. There was an excellent exchange of information and the recommendations were implemented.

Minor Flooding Problems

I responded to a call from the County Drain Commissioner Christine Anderson regarding an ice damming problem causing water backup. The area in question is on Memory Lane, near Elberta. It appears that the ditch on the south side of Memory Lane is funneling snowmelt runoff to a tube under Memory Lane that continues to drain north toward M-22. This runoff is crossing on the west side a property on Memory Lane. I was advised that there is a drainage easement at this location based on information provided by the County Drain Commissioner.

With the assistance of Frankfort FD and the Benzie County Road Commission we were able to remove the ice damming and prevent flooding into the property owners, garage and walk out basement.



Flooding and Evacuation

On Wednesday April 9th, 2013 after significant rain mixed with snow and melting snow, there was a significant rise in the water level of the Crystal Lake Outlet that flooded a home on M-115 just west

REAL WORLD EVENTS CONTINUED:

of Benzonia. I met with the elderly homeowner and with the assistance of Frankfort Fire Department she was evacuated. There was approximately 12” of water in the home and because of the electrical hazard I contacted Consumers Energy to cut power to the home. Frankfort Fire also shut off gas to the residence to avoid an explosion hazard.

Shortly after we went over onto Mollineaux Rd. to determine the extent of flooding. Standing water was observed around some of the homes near the Crystal Lake Outlet but it had not reached the homes foundations yet.

Later in the afternoon I received an alert from the USGS Platte River Gage located at the Upper Platte River and US 31. The alert indicated that there had been an 18' rise in the Platte River in the last few hours. I contacted Homestead Fire Dept. Fire Chief Frank Walterhouse and met him on Riverside Dr. to assess the river and flooding potential. No homes were affected at the present time; however, he and his staff will monitor the water levels. In the event of a rise of another 12" there will be an impact on at least 2 homes.

Because we were a part of the original events of flooding we were included as one of the areas for disaster consideration. All damage was to privately owned property and originally reported at 4696 Frankfort Highway, Benzonia. After the disaster declaration was released to the media I also received calls from individuals with water in their basements and they included;

- 20672 Rhodes Road, Interlochen
- 20718 Rhodes Road, Interlochen
- 7193 Demerly Road, Benzonia
- 3200 Wallaker Road, Benzonia
- 3637 Wallaker Road, Benzonia
- 2840 Benzie Highway, Benzonia
- 7487 Cadillac Highway, Benzonia

It became apparent to FEMA that Benzie County did not have enough sustained damage to warrant Property Damage Assessment to sustain a disaster declaration.

Ice Damming on the Upper Platte River

On Tuesday January 22nd and again on Thursday January 24th 2013, ice jams on the Upper Platte River at US31 and Indian Trails Rd. we're causing flooding concerns for up to 24 homes and cottages along the river. The Sheriff's Office Rescue Boat was brought in on both days to break up the ice and hopefully lower the water levels. On Tuesday the water levels lowered by 2 feet after the ice was broken up. Below are the readings that we reacted to and the results of utilizing the rescue boat as an ice breaker were dramatic.

Flash Flood Warning

On August 27th 2013 at around 3:00 PM a flash flood warning was issued for northern Benzie County from until 9:30 PM EDT

REAL WORLD EVENTS CONTINUED:

Upon receipt of the warning, I checked with dispatch regarding any reported problems. They indicated there were none; however, I notified the County Chair and toured the affected area to see if there were any washouts or any other flood related damage.

Missing Person Search

On October 15th 2013 an 83 year old individual was reported missing after he failed to return from a walk. The initial search was conducted by Sheriff Deputies and K-9 units from Benzie County and Michigan State Police. Later it was expanded to include several other agencies, volunteer groups and individual volunteers. There were approximately 100 persons involved in the search effort. The search effort was spearheaded by Benzie County EMS and Sheriff's Office and included assistance from (list compiled from the accountability sign in sheet);

- Coast Guard Search and Rescue Air Assets
- Inland Township Fire Department
- Almira Township Fire Department
- Wexford County SAR Team
- Michigan Department of Corrections ERT Team
- Homestead Township Fire Department
- Benzonia Township Fire Department
- Selma Township Fire Department (Wexford County)
- Leelanau County Sheriff's Office
- Michigan State Police (Troopers, Air Assets and K-9)
- Benzie County Central Dispatch
- Frankfort Fire Department
- Family Members of the Missing Person
- Benzie County ATV Club
- Thompsonville Fire Department
- Cadillac Police Department (K-9 Unit)
- Platte River Association
- Fresh Winds Christian Community

All too often these search efforts end in tragedy, HOWEVER, in this case the individual was found and in good health. He was transported to Munson Medical Center for evaluation only. We thank all those that stepped forward and took time to assist in this effort. We especially wish to express our thanks to WESCO for the donation of doughnuts, Fresh Winds Christian Community for a fabulous lunch and the Platte River Association for opening their facility for use as a staging location.

An After Action Review was conducted on October 17, 2013 at the Government Center to discuss what went well and what didn't go so well.