

PROCEDURE MANUAL

09-03



MICHIGAN STATE POLICE

Disaster Response

Purpose: This manual outlines the responsibilities of the Michigan State Police in the event of a disaster, provides direction on the response to disasters, and details reporting through the Michigan Critical Incident Management System (MI CIMS).

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Table of Contents

Disaster Response

Section 1: Disaster Response	2
1.1 Emergency Management Plan	2
1.2 Responsibilities	2
1.3 Incident Reporting	2
1.4 Requests for State Assistance and Governor's Declaration of an Emergency or Disaster from Local Government	3
1.5 Initial Response	3
1.6 Emergency Management and Homeland Security Division Responsibilities	4
1.7 MI CIMS Damage Assessment Report – Local Responsibilities	4
1.8 MI CIMS Damage Assessment Report – Department Responsibilities	5
Section 2: Post Disaster Field Kits	5
Section 3: Disaster Area Passes	6
3.1 Issuing Responsibility	6
3.2 Description of Passes	6
3.3 Emergency Personnel	7
3.4 Exception	7
Section 4: MI CIMS Incident Creation Format	7
4.1 Instructions	7
4.2 Example LEIN Screen	8
Section 5: MI CIMS Damage Assessment Format	8
5.1 Instructions	8
5.2 Example LEIN Screen	8

Definitions:

Disaster: An occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or human-made cause, including, but not limited to fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots or civil disorders.

Emergency: Any occasion or instance in which the governor determines state assistance is needed to supplement local efforts and capabilities to save lives, protect property and the public health and safety, or to lessen or avert the threat of a catastrophe in any part of the state.

Section 1: Disaster Response

1.1 Emergency Management Plan

- a. The “Emergency Management Act,” [PA 390 of 1976](#), (MCL 30.401-30.420) as amended, establishes responsibilities and response procedures to be implemented during time of disaster.
- b. The MEMP is developed in compliance with Act 390 to coordinate state assistance in the event of a disaster or emergency. An executive order or proclamation of a state of disaster or emergency by the Governor shall implement the response and recovery aspects of the plan, authorize the deployment and use of any resources to which the plan applies, and authorize the use or distribution of supplies, equipment, materials, or facilities assembled or stockpiled pursuant to the Act. Absent a Governor’s state of disaster or emergency declaration, department resources shall be deployed and utilized, as required by incident circumstances and/or at the request of the Director, to meet the department’s established responsibilities in the plan.

1.2 Responsibilities

- a. The Director is responsible for implementing the orders and directives of the Governor in the event of a disaster or emergency. The Director has delegated this responsibility to the commander of the Emergency Management and Homeland Security Division (EMHSD).
- b. The EMHSD shall coordinate federal, state, tribal, county, and municipal disaster prevention, mitigation, preparedness, response, relief, and recovery operations within the state.
- c. The EMHSD shall advise the Governor of the nature, scope, magnitude, actual or anticipated impacts, and expected duration of the disaster or emergency, and shall determine the personnel services and equipment which will be required for prevention, mitigation, response, relief, or recovery.
- d. Members shall be familiar with [PA 390 of 1976](#), (MCL 30.401 - 30.420), as amended, and the MEMP which outlines general and specific department responsibilities and those of other state departments.

1.3 Incident Reporting

- a. Posts shall report actual or developing disasters or emergencies of major proportions to district headquarters, the Operations Section, and the EMHSD district coordinator via LEIN or telephone as soon as possible.
- b. Michigan Critical Incident Management System (MI CIMS) Software
 - i. MI CIMS is web-based, proprietary information management software used by the EMHSD to integrate critical incident management, event management, and homeland security functions statewide, including integration with Geographic Information System applications in the State Emergency Operations Center (SEOC).
 - ii. The EMHSD has obtained an enterprise license for MI CIMS that allows it to provide MI CIMS access to all state, local, and tribal emergency management agencies, and numerous other response entities in Michigan. This statewide integration effort allows all authorized users to easily and quickly communicate with the SEOC and each other during disaster, emergencies, or other incidents.

- iii. Posts shall coordinate with the affected local emergency management coordinator or the EMHSD district coordinator to create and/or update an incident within the MI CIMS, and/or add to information related to a disaster, emergency, or incident.
 - iv. Posts shall not duplicate information already submitted by the affected local emergency management coordinator or the EMHSD district coordinator. Rather, posts should update via an Activity Log to MI CIMS with new or additional information, as appropriate.
- c. The information shall be submitted by LEIN or telephone, as appropriate, in accordance with the format prescribed in Section 4 of this manual.
 - i. The MI CIMS “Incident Creation” format can be entered into LEIN using the reporting screen F Blank Form.
 - ii. If use of the LEIN system will delay an initial message, the report may be made by telephone. A follow up message shall be sent via LEIN or other means of communication as soon as possible.

1.4 Requests for State Assistance and Governor’s Declaration of an Emergency or Disaster from Local Government

- a. The MEMP and [PA 390 of 1976](#), as amended, set forth the procedures to be followed when local governments request state assistance.
- b. Requests for state assistance shall be made by the affected county or municipality through the EMHSD district coordinator.
 - i. Posts receiving such requests shall forward the request and appropriate incident information to the EMHSD District Coordinator and the Operations Section.
 - ii. Posts shall coordinate with the affected local emergency management coordinator or the EMHSD district coordinator to create and/or update an incident within the MI CIMS and/or add to information related to the disaster, emergency, or incident that prompted the request for state assistance.
- c. Once a request is received, the EMHSD district coordinator, or their representative, working in conjunction with local government officials, shall assess the nature and scope of the disaster, emergency, or incident and make appropriate recommendations through channels to the EMHSD commander.
- d. The EMHSD shall formulate final recommendations regarding the request and forward them to the Governor.
- e. Upon receipt of the recommendations, the Governor may declare a State of Disaster or State of Emergency. Doing so automatically implements the MEMP and makes available appropriate personnel, equipment, supplies, and resources of state government to aid the affected local jurisdictions in responding to and/or recovering from the damage and impacts caused by the disaster, emergency, or incident specified in the Governor’s declaration.

1.5 Initial Response

- a. Post Initial Response

Post personnel and resources are considered part of the local community and shall be committed to immediate response to a disaster or emergency that is impacting the local post area.

- i. Post commanders shall maintain a post disaster field kit as described in Section 2 of this manual.
 - ii. In time of disaster, an identification system shall be established to allow necessary individuals access to the area as described in Section 2 of this manual.
- b. Operations Section Initial Response

Upon receiving the report of a disaster or emergency, the Operations Section shall:

- i. Notify the Director, commanders of the Field Operations and Field Support bureaus, and the EMHSD duty officer.
 - ii. Notify the other state departments as instructed by command personnel.
 - iii. If appropriate, notify and keep weather and news services advised of road blockages, alternate routes, and other necessary information.
 - iv. Activate the department's mobilization plan, if authorized.
 - v. Provide necessary coordination to keep the affected district commanders advised of the total scope of the problem and action taken.

1.6 Emergency Management and Homeland Security Division Responsibilities

- a. The EMHSD commander is the Deputy State Director of Emergency Management and Homeland Security and acts on behalf of the Director and the Governor in carrying out disaster or emergency responsibilities.
- b. The commander of the EMHSD shall:
 - i. Coordinate emergency management and homeland security activities of state, federal, tribal, county, and municipal governments.
 - ii. Manage the SEOC and other necessary field coordination facilities to provide state assistance to the affected area.
 - iii. Provide the Governor's Office with damage assessment information, evaluate requests for state assistance and, if appropriate, request that the Governor declare a State of Emergency or State of Disaster.

1.7 MI CIMS Damage Assessment Report – Local Responsibilities

- a. In addition to creating an incident within the MI CIMS and reporting impact information on the MI CIMS "EM Program Status" board, county and municipal emergency management program jurisdictions are required to report public and private damage assessment figures within three to seven days following the disaster or emergency.
- b. Unless otherwise specified, the damage assessment information is assembled by local officials using the MI CIMS "Damage Assessment" board and submitted to the EMHSD district coordinator and the EMHSD for review.

- c. If the MI CIMS is inoperable or not accessible/available, the MI CIMS “Damage Assessment” board may also be reported via one of the designated back-up submittal methods described in EMHSD Publication 901, Michigan Damage Assessment Handbook.

1.8 MI CIMS Damage Assessment Report – Department Responsibilities

- a. Damage and impact information relating specifically to MSP facilities affected by the disaster or emergency must be reported by the affected post to the MSP emergency management coordinator as soon as this information becomes available, within 72 hours of the occurrence of the disaster or emergency. If incident conditions do not allow for final information to be submitted within three days, an initial report should be made to the MSP emergency management coordinator, and final information should be submitted no longer than seven days following the disaster or emergency.
- b. The MSP emergency management coordinator will compile all damage assessment reports from all affected posts and report the damage and impact information using the MI CIMS “Damage Assessment” board within 72 hours of the occurrence of the disaster or emergency. If incident conditions do not allow for submittal of final assessment information within three days, then an initial report must be submitted within three days and the final assessment report submitted within seven days following the disaster or emergency.
- c. If the MI CIMS is inoperable or not accessible/available, the MSP emergency management coordinator shall use the back-up MI CIMS “Damage Assessment” board format which can be entered into LEIN using the reporting screen F Blank Form, following the example in Section 5 of this manual.
 - i. Instructions for completing this form are contained in EMHSD Publication 901, Michigan Damage Assessment Handbook.
 - ii. This form shall be forwarded to the EMHSD as soon as possible, but in no case longer than seven days following the disaster or emergency.
 - iii. If the use of the LEIN system will delay an initial message, the report may be made by telephone. A follow-up message shall be sent via LEIN or other means of communication as soon as possible.
- d. The damage and impact information must also be reported by the post to the Grants and Community Services Division, through channels, as soon as the information becomes available, for repairs and/or other appropriate follow-up actions. After-hours notification is to be directed to MSP Operations Section.

Section 2: Post Disaster Field Kits

The post disaster filed kit should have the following items:

- a. Disaster Area Passes
 - i. Blue – Media, UD-042
 - ii. Pink – Resident, UD-042A
 - iii. Yellow – Disaster Worker, UD-042B

- b. Triage Tags
- c. Uniform Division Daily Reports, UD-002
- d. Maps of counties in the district
- e. Writing implements and paper

Quantities of these forms shall be determined by the post commander based on perceived needs.

Section 3: Disaster Area Passes

In the event of a disaster or emergency, an identification system may be needed to restrict access to an affected area. This section establishes guidelines to be followed when disaster area passes are issued. If an identification system is deemed necessary, the local jurisdiction may provide them, or MSP passes as referenced within this section under 3.2 and located in the Field Kits.

3.1 Issuing Responsibility

- a. The incident commander or their designee shall issue passes to those individuals who have a legitimate reason to be in the disaster area and shall also determine the length of time for which a pass is valid.
- b. The reverse side of the pass shall be completely filled out either electronically or by hand by the issuing officer.
- c. The issuing officer shall maintain a chronological and alphabetical record of the name and address of each person issued a pass.
- d. The issuing officer may deny the issuance of disaster area passes if the disaster area is considered a crime scene and/or is determined to be unsafe due to contamination, extensive debris, or other condition which could lead to serious injury. The issuing officer will report the reasons for denial of access through channels to the district commander, as well as the anticipated period of time the disaster area will remain closed to non-emergency personnel.

3.2 Description of Passes

- a. Media – Blue, UD-042
 - i. This pass shall be issued only to members of the press, radio/television personnel, news photographers, or related employment.
 - ii. Public Affairs shall provide liaison with press media on the issuance of the press passes.
- b. Resident – Pink, UD-042A
 - i. This pass shall be issued to survivors of a disaster area who must have access to the area to retrieve personal property, take care of their damaged/affected dwelling (or business establishment) and its contents, care for pets/animals left in the disaster area, or perform other legitimate functions in the disaster area related to the protection of affected individuals, animals, or property.
- c. Disaster Workers – Yellow, UD-042C

- i. This pass is issued to disaster or volunteer workers who are not members of established and recognized disaster relief groups or organizations.
- d. Vehicle Identification Pass
 - i. Vehicles authorized to be in the disaster area shall be identified by placing a disaster pass in the lower-left (driver's side) corner of the windshield that corresponds to the pass issued to the driver by the field commander or their designee.
 - ii. Utility, emergency, and other distinctively marked vehicles usually do not require this vehicle pass when involved in disaster recovery work.
 - iii. The issuing officer shall record each vehicle pass along with the driver's pass.

3.3 Emergency Personnel

- a. Emergency personnel shall be given access to any disaster area without being issued special passes, as long as their uniforms and vehicles and/or personal identification make them easily identified as emergency personnel and they have an identified mission or assignment in the disaster area.
- b. Emergency personnel include:
 - i. Law enforcement personnel
 - ii. Fire personnel
 - iii. Medical Personnel
 - iv. Emergency relief organization personnel such as those from the Red Cross and Salvation Army
 - v. Uniformed military personnel
 - vi. Utility workers
 - vii. Damage assessment teams (federal, state, tribal, local), including the Michigan Rapid Impact Assessment Team

3.4 Exception

Enforcement personnel shall honor passes issued by another police agency assigned to the disaster area.

Section 4: MI CIMS Incident Creation Format

4.1 Instructions

- a. This information shall be forwarded immediately by LEIN or telephone, as appropriate to the district headquarters, the EMHSD district coordinator, and the Operations Section.
- b. If the usage of the LEIN system will delay an initial message, the report may be made by telephone.
- c. A follow up message shall be sent via LEIN or other communication means as soon as possible.

- d. If applicable, the member making the report shall coordinate with the affected local emergency management coordinator, the EMHSD district coordinator to create and/or update an incident within the MI CIMS, and/or add to information related to a disaster, emergency, or incident.

4.2 Example LEIN Screen

INCIDENT CREATION BOARD

1. Incident Type: Exercise/Training Incident Planning
2. Incident Date/Time:
3. Incident Location:
4. Incident Category (What Happened):
5. Incident Name (YYYY-MM-DD-Incident Location-Incident Category):
6. Incident Summary:
7. Agency:
8. Incident Address:
9. Point of Contact:
10. Contact Number:
11. Potential Issues – Life Safety:
12. Potential Issues – Incident Stabilization:
13. Potential Issues – Property Preservation:

Submitted by Name and Email:

Provide Updates to this Information as Necessary

Section 5: MI CIMS Damage Assessment Format

5.1 Instructions

- a. This information shall be forwarded immediately by LEIN to the appropriate EMHSD district coordinator and the EMHSD office in Dimondale.
- b. If using the LEIN will delay the information, telephone, email, or facsimile shall be used.
- c. Update the information as necessary.

5.2 Example LEIN Screen

DAMAGE ASSESSMENT BOARD

1. EM Program:
2. Region:
3. Prepared By: Name / Title
4. Telephone Number:
5. Facsimile Number:
6. Email Address:
- 7a. Single Family Homes Destroyed:
- 7b. Single Family Homes with Major Damage:
- 7c. Single Family Homes with Minor Damage:
- 7d. Single Family Homes Affected:
- 7e. Single Family Homes Inaccessible:
- 7f. Estimated Dollar Loss for Lines 7a-7e:

- 7g. Estimated Insurance Coverage Percent for Line 7f:
- 8a. Multi-Family Homes Destroyed:
- 8b. Multi-Family Homes with Major Damage:
- 8c. Multi-Family Homes with Minor Damage:
- 8d. Multi-Family Homes Affected:
- 8e. Multi-Family Homes Inaccessible:
- 8f. Estimated Dollar Loss for Lines 8a-8e:
- 8g. Estimated Insurance Coverage Percent for Line 8f:
- 9a. Mobile Homes Destroyed:
- 9b. Mobile Homes with Major Damage:
- 9c. Mobile Homes with Minor Damage:
- 9d. Mobile Homes Affected:
- 9e. Mobile Homes Inaccessible:
- 9f. Estimated Dollar Loss for Lines 9a-9e:
- 9g. Estimated Insurance Coverage Percent for Line 9f:
- 10a. Business / Industry Destroyed:
- 10b. Business / Industry with Major Damage:
- 10c. Business / Industry with Minor Damage:
- 10d. Business / Industry Affected:
- 10e. Business / Industry Inaccessible:
- 10f. Estimated Dollar Loss for Lines 10a-10e:
- 10g. Estimated Insurance Coverage Percent for Line 10f:
- 11a. Non-Profit Organizations Destroyed:
- 11b. Non-Profit Organizations with Major Damage:
- 11c. Non-Profit Organizations with Minor Damage:
- 11d. Non-Profit Organizations Affected:
- 11e. Non-Profit Organizations Inaccessible:
- 11f. Estimated Dollar Loss for Lines 11a-11e:
- 11g. Estimated Insurance Coverage Percent for Line 11f:
- 12a. Number of Category A (Debris Removal) Sites:
- 12b. Estimated Dollar Loss for Line 12a:
- 12c. Estimated Insurance Coverage Percent for Line 12b:
- 13a. Number of Category B (Emergency Protective Measures) Sites:
- 13b. Estimated Dollar Loss for Line 13a:
- 13c. Estimated Insurance Coverage Percent for Line 13b:
- 14a. Number of Category C (Roads and Bridges) Federal Aid Sites:
- 14b. Estimated Dollar Loss for Line 14a:
- 14c. Estimated Insurance Coverage Percent for Line 14b:
- 15a. Number of Category C (Roads and Bridges) Non-Federal Aid Sites:
- 15b. Estimated Dollar Loss for Line 15a:
- 15c. Estimated Insurance Coverage Percent for Line 15b:
- 16a. Number of Category D (Water Control Facilities) Sites:
- 16b. Estimated Dollar Loss for Line 16a:
- 16c. Estimated Insurance Coverage Percent for Line 16b:
- 17a. Number of Category E (Public Buildings and Equipment) Sites:
- 17b. Estimated Dollar Loss for Line 17a:
- 17c. Estimated Insurance Coverage Percent for Line 17b:

- 18a. Number of Category F (Public Utilities) Sites:
- 18b. Estimated Dollar Loss for Line 17a:
- 18c. Estimated Insurance Coverage Percent for Line 17b:
- 19a. Number of Category G (Parks and Recreation Facilities) Sites:
- 19b. Estimated Dollar Loss for Line 18a:
- 19c. Estimated Insurance Coverage Percent for Line 18b:
- 20. Unresolved or Emerging Public Health, Safety, or Welfare Threats:
- 21. Impacts on Essential Public Services and Facilities:
- 22. List (by location) of Roads and Bridges Closed as a Result of the Disaster:
- 23. Impacts on Specific Groups within the Community:
- 24. Socio-Economic Impacts on the Community:
- 25. Cities, Townships, Villages Affected (for counties only):
- 26. Other Impacts (specify):
- 27. Comments:

Submitted by (name / title):

Phone Number:

Provide Updates to this Information as Necessary

PLACE CURSOR HERE AND TURN OFF FORMS MODE BEFORE SENDING

Review Responsibility: EMHSD

Accreditation Standards: CALEA