

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES STUDY SESSION**

Tuesday, February 21, 2017
7:00 PM



CALL TO ORDER at _____ P.M.

ROLL CALL: Kurt Heise_____, Mark Clinton_____, Chuck Curmi _____,
Bob Doroshewitz _____, Jerry Vorva _____, Jack Dempsey _____, Gary Heitman _____

PLEDGE OF ALLEGIANCE

A. APPROVAL OF AGENDA

Study Session - Tuesday, February 21, 2017

B. PUBLIC COMMENTS AND QUESTIONS

C. DISCUSSION RIGHT OF WAY AGREEMENTS/METRO ACT

Attorney Kevin Bennett

D. POND AND LANDSCAPING CONTRACTS DISCUSSION – Mark Lewis

E. WAYNE COUNTY ASSESSING PRESENTATION – Doug Shaw, WCA

F. EMERGENCY MANAGEMENT ORDINANCE – Fire Chief Phillips

G. ADDITIONAL CAMERA EXPENSE-TOWN HALL – Clerk Vorva

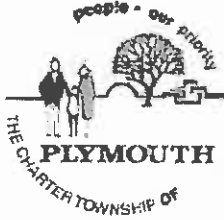
H. SUPERVISOR AND TRUSTEE COMMENTS

I. PUBLIC COMMENTS AND QUESTIONS

J. ADJOURNMENT

PLEASE TAKE NOTE: The Charter Township of Plymouth will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at all Township Meetings, to individuals with disabilities at the Meetings/Hearings upon two weeks notice to the Charter Township of Plymouth by writing or calling the following: Human Resource Office, 9955 N Haggerty Road, Plymouth, MI 48170. Phone number (734) 354-3202 TDD units: 1-800-649-3777 (Michigan Relay Services)

**THE PUBLIC IS INVITED AND ENCOURAGED TO ATTEND
ALL MEETINGS OF THE CHARTER TOWNSHIP OF
PLYMOUTH BOARD OF TRUSTEES**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: February 7th Study Session for the February 14, 2017 meeting

ITEM: Agreement for Weed and algae control for Plymouth Township Park Pond and Township Hall Pond.

PRESENTER: Mark Lewis

OTHER INDIVIDUALS IN ATTENDANCE: None anticipated.

BACKGROUND: To prevent weeds and algae from overtaking the ponds it is necessary to treat ponds yearly. Michigan Department of Environmental Quality (MDEQ) has an Aquatic Nuisance Control Permit requirement before any application can take place during any given year. On August 17, 2015 the MDEQ launched a new information system called MIWaters. The Township has used different firms in the past to treat the water.

ACTION REQUESTED: Approve the low bidder. The request for bids was sent to 15 Aquatic firms. We received three quotes back:

- | | |
|------------------------------------|---------|
| 1. Aqua-Weed Control Inc. | \$4,200 |
| 2. Bluewater Aquatics | \$3,590 |
| 3. PLM Lake & Land Management Corp | \$1,650 |

BUDGET/ACCOUNT NUMBER: 101-691-931-000 Park
101-265-776-000 Township Hall and Grounds

RECOMMENDATION: As an incentive to establish a multiple year agreement PLM will treat the pond at the same price structure as 2017 for 2018. The remaining three years (2019, 2020 and 2021) will have cost increases of 3% per year or less. If total chemical cost increases 10% from the previous year a new agreement will have to be mutually acceptable or agreed upon. If the DEQ or other regulatory agencies significantly change the approved treatment procedures, either party may terminate the agreement upon giving ninety (90) days advance written notice. Please see their attached proposal for all the terms.

Based on the reasonable price and the ability to terminate the agreement entering into this agreement would add consistent professional care of the pond environment.

PROPOSED MOTION: I move to approve the attached agreement with PLM Lake & Land Management Corp. and allow the Township Supervisor and Clerk to sign.

ATTACHMENTS: Copy of bid proposal.



January 18, 2017

Charter Township of Plymouth
Attn: Mark Lewis
9955 N. Haggerty Road
Plymouth, MI 48170-4673

RE: Quote for weed & algae control on Plymouth Township Park Pond and Township Hall Pond.

PLM Lake & Land Management will provide a professional aquatic program for the control of weeds and/or algae for **Plymouth Township Park and Hall Ponds for the 2017 thru 2021 seasons.**

This treatment program is intended to address nuisance weed and algae growth from Mid-April thru mid-September as needed according to the DEQ permit conditions. DEQ permit will be secured by PLM Lake & Land Management Corp prior to any treatments taking place.

Treatment program:

Products to be applied: Restrictive products such as Reward, Aquathol K, Hydrothol 191, Renovate, Clipper, Sonar, Glyphosate and nonrestrictive products such as Nautique, copper sulfate, chelated copper and shade.

Mid-April/May: Survey of ponds to determine when the initial weed and algae treatment should be performed.

May-September: Algae and spots weed treatments will be performed on an as needed basis. Emergent (Cattails) treatments will be performed if requested.

October: Review of treatment during the 2017 season, modify future treatment plans if necessary and obtain permits for the 2018 season.

Total cost of management services 2017: \$1,650.00

Optional-Water Quality Program:

The water quality program consists of two samples, occurring in the spring, and late summer each season. Parameter such as secchi disc, pH, D.O., conductivity, alkalinity and nutrient sampling of total nitrogen and total phosphorus give us the ability to monitor lake trends more efficiently. This information will enable us to include the trophic status of your lake. The program also tests your water for Fecal bacteria (E. Coli), in mid-summer which can determine the condition of your lake and if the water is safe for swimming. If testing results indicate there is an immediate problem, Plymouth Township will be notified immediately. Reports will be issued annually in the fall.

Contract Period:

Multiple Year Treatment Program: As an incentive to establish a multiple year agreement we will treat your lake or pond at the same price structure as 2017 for 2018! The remaining three years (2019, 2020 and 2021) will have cost increases of (3%) three percent per year or less. If total chemical cost increases 10% from the previous year a new agreement will have to be mutually acceptable. If during the life of the contract the DEQ or other regulatory agencies significantly change the approved treatment procedures, either party may terminate this agreement upon giving ninety (90) days advance written notice thereof.

PO Box 132 · Caledonia, Michigan 49316
phone 616.891.1294 · fax 616.891.0371
www.plmcorp.net

One Year Treatment Program: Pricing is based on the type and the amount of vegetation or algae present at the time of treatment, as well as, the products applied. Unlike the multiple year program, an agreeable price structure is not contracted into a one-year program. Therefore, an increase in the cost of products, labor, or changes made by the DEQ or other regulatory agencies may have a drastic effect on the pricing for following years.

Permit Fee:

PLM Lake & Land Management is responsible for completing and submitting aquatic nuisance permit applications.

Posting of Treatment Areas:

Posting of shoreline treatment areas is the responsibility of PLM Lake & Land Management and will be conducted according to MIDEQ regulations. Signs will be attached to thick barked trees, posts or other suitable fixtures already on site. If homeowners wish to have signs posted in designated areas or on specific fixtures they must notify PLM Lake & Land Management, providing lake address, location of property, and where the signs are to be posted. Pictures are the most informative way to relay this information. Notification of alternate posting must be made at least 14 days prior to treatment and additional fees may apply. The removal of posting signs after the restrictions have expired is the responsibility of the homeowner.

Notification of Treatments:

It is your responsibility to notify each resident within **100 feet** of the treatment area **at least seven days** in advance, **but no more than forty-five days** prior to the first treatment date, that products will be applied to the lake. This notification requirement **must** be administered to each and every property owner within 100 feet of any treatment area. PLM Lake & Land Management will provide a tentative treatment schedule and the **Notice** of proposed products to be used during the spring of each year. We will also notify resident within 100 feet of the treatment areas on the day of treatment.


Invoicing and Payments:

PLM Lake & Land Management will submit an invoice following the initial treatment that will include the following information; lake and/or pond(s) treated, date of treatment and type of treatment or acres treated. Monies will be due net forty-five (45) days.

Liability Issues:

We are responsible for workman's compensation and liability insurance for the duration of the contracted period. PLM Lake & Land Management is not responsible for fish loss due to low oxygen levels caused during warm water conditions.

Please sign, check multiple or one-year program and return one copy of this proposal as our contract. For further clarification or modifications please contact.


Jason Broekstra, Biologist
Vice President of Michigan Operations
PLM Lake & Land Management Corp
Jasonb@plmcorp.net
616-891-1294 x2000

For Plymouth Township
Multiple Year Program: _____
One Year Program: _____

Print Name Date

Signature



**CHARTER TOWNSHIP OF PLYMOUTH
REQUEST FOR BOARD ACTION**

MEETING DATE: February 21st Study Session for the February 28, 2017 meeting

ITEM: Agreement for renewal of landscape maintenance and turf fertilization services

PRESENTER: Mark Lewis

OTHER INDIVIDUALS IN ATTENDANCE: None anticipated.

BACKGROUND: To maintain properties in good condition the proposed fertilization and maintenance services are necessary. Serene Landscape Group has performed this service for the past few years.

ACTION REQUESTED: Approve Serene Landscape Group to perform services as indicated for each of the ten Township properties listed in the proposal.

BUDGET/ACCOUNT NUMBER: 101-691-931-000 Parks
101-265-776-000 Township Hall and Grounds

RECOMMENDATION: As an incentive to establish a multiple year agreement Serene Landscape Group is looking for a two-year agreement.

Based on the quality of work performed in the past and the ability to terminate the agreement per the terms listed with a fourteen day written notice entering into this agreement would add consistent professional care of Township grounds.

PROPOSED MOTION: I move to approve the attached agreement with Serene Landscape Group and allow the Township Supervisor and Clerk to sign.

ATTACHMENTS: Copy of bid proposal.



www.serenesurroundings.com

December 20, 2016

2017-2018 RENEWAL PROPOSAL

Contract No. - 14508

PLYMOUTH TOWNSHIP
9955 N. Haggerty Rd.
Plymouth, MI 48170

Contract Summary: Renewal of Landscape Maintenance & Turf Fertilization Services

This Contract is between Serene Landscape Group and, Plymouth Township ("Customer"). The Contract is subject to the terms and conditions set forth below and the service definitions attached.

The individual details for each of the ten township properties are listed below. The total of these services detailed in this agreement are not to exceed \$33,674 per year.

This agreement is in effect beginning 03/01/2017 and ending 12/31/2018. (Two-year agreement)

BRENTWOOD PARK

Pricing Summary

INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
TURF FERTILIZATION ROUND 1	1	\$70.00	\$70.00
TURF FERTILIZATION ROUND 2	1	\$70.00	\$70.00
TURF FERTILIZATION ROUND 4	1	\$70.00	\$70.00
TOTAL:			\$210.00

DPW BUILDING

Pricing Summary

INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
TURF FERTILIZATION ROUND 1	1	\$65.00	\$65.00
TURF FERTILIZATION ROUND 2	1	\$65.00	\$65.00
TURF FERTILIZATION ROUND 4	1	\$65.00	\$65.00
TURF FERTILIZATION ROUND 6	1	\$65.00	\$65.00
VEGETATION CONTROL - HARD SURFACES	1	\$65.00	\$65.00
TOTAL:			\$325.00

Initial: _____

Serene Landscape Group • 350 S. Mill St • Plymouth MI 48170

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Tel: 734-416-9062 Fax: 734-416-9064

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Contract No. - 14508

PLYMOUTH TOWNSHIP

December 20, 2016

PLYMOUTH FIRE STATION #2

Pricing Summary

INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
TURF FERTILIZATION ROUND 1	1	\$135.00	\$135.00
TURF FERTILIZATION ROUND 2	1	\$135.00	\$135.00
TURF FERTILIZATION ROUND 4	1	\$135.00	\$135.00
TURF FERTILIZATION ROUND 6	1	\$135.00	\$135.00
VEGETATION CONTROL - HARD SURFACES	1	\$135.00	\$135.00
TOTAL:			\$675.00

PLYMOUTH FIRE STATION #3

Pricing Summary

INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
TURF FERTILIZATION ROUND 1	1	\$95.00	\$95.00
TURF FERTILIZATION ROUND 2	1	\$95.00	\$95.00
TURF FERTILIZATION ROUND 4	1	\$95.00	\$95.00
TURF FERTILIZATION ROUND 6	1	\$95.00	\$95.00
VEGETATION CONTROL - HARD SURFACES	1	\$95.00	\$95.00
TOTAL:			\$475.00

FRIENDSHIP STATION (FERTILIZER)

Pricing Summary

INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
TURF FERTILIZATION ROUND 1	1	\$50.00	\$50.00
TURF FERTILIZATION ROUND 2	1	\$50.00	\$50.00
TURF FERTILIZATION ROUND 4	1	\$50.00	\$50.00
TURF FERTILIZATION ROUND 6	1	\$50.00	\$50.00
VEGETATION CONTROL - HARD SURFACES	1	\$50.00	\$50.00
TOTAL:			\$250.00

FRIENDSHIP STATION (LANDSCAPE MAINTENANCE)

Pricing Summary

INCLUDED SERVICES	OCCURS	COST EACH	EXT COST	TOTAL COST
SPRING CLEANUP	1	\$500.00		\$500.00
LEAF REMOVAL	1	\$700.00		\$700.00
GRANULAR PRE EMERGENT WEED CONTROL FOR LANDSCAPE BEDS	1	\$120.00		\$120.00
LANDSCAPE ENHANCEMENTS	4	\$600.00		\$2,400.00
MULCH	1	\$1,200.00		\$1,200.00
TOTAL:				\$4,920.00

Initial: _____

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Contract No. - 14508

PLYMOUTH TOWNSHIP

December 20, 2016

LAKE POINTE SOCCER PARK (FERTILIZER)

Pricing Summary

INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
TURF FERTILIZATION ROUND 1	1	\$795.00	\$795.00
TURF FERTILIZATION ROUND 2	1	\$795.00	\$795.00
TURF FERTILIZATION ROUND 4	1	\$795.00	\$795.00
TURF FERTILIZATION ROUND 6	1	\$795.00	\$795.00
VEGETATION CONTROL - HARD SURFACES	1	\$795.00	\$795.00
TOTAL:			\$3,975.00

LAKE POINTE SOCCER PARK (LANDSCAPE MAINTENANCE)

Pricing Summary

INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
GARDENING & WEEDING	6	\$184.00	\$1,104.00
GRANULAR PRE EMERGENT WEED CONTROL FOR LANDSCAPE BEDS	2	\$85.00	\$170.00
BED EDGING	1	\$250.00	\$250.00
SHRUB PRUNING	1	\$650.00	\$650.00
TOTAL:			\$2,174.00

MILLER FAMILY PARK

Pricing Summary

INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
TURF FERTILIZATION ROUND 1	1	\$315.00	\$315.00
TURF FERTILIZATION ROUND 2	1	\$315.00	\$315.00
TURF FERTILIZATION ROUND 4	1	\$315.00	\$315.00
TURF FERTILIZATION ROUND 6	1	\$315.00	\$315.00
PREVENTATIVE INSECT CONTROL (TURF)	1	\$315.00	\$315.00
MOLE CONTROL	1	\$315.00	\$315.00
TOTAL:			\$1,890.00

PLYMOUTH POINTE PARK

Pricing Summary

INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
TURF FERTILIZATION ROUND 1	1	\$175.00	\$175.00
TURF FERTILIZATION ROUND 2	1	\$175.00	\$175.00
TURF FERTILIZATION ROUND 4	1	\$175.00	\$175.00
TURF FERTILIZATION ROUND 6	1	\$175.00	\$175.00
PREVENTATIVE INSECT CONTROL (TURF)	1	\$175.00	\$175.00
MOLE CONTROL	1	\$175.00	\$175.00
TOTAL:			\$1,050.00

Initial: _____

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Contract No. - 14508

PLYMOUTH TOWNSHIP

December 20, 2016

PLYMOUTH TOWNSHIP HALL (FERTILIZER)

Pricing Summary

INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
TURF FERTILIZATION ROUND 1	1	\$295.00	\$295.00
TURF FERTILIZATION ROUND 2	1	\$295.00	\$295.00
TURF FERTILIZATION ROUND 4	1	\$295.00	\$295.00
TURF FERTILIZATION ROUND 6	1	\$295.00	\$295.00
VEGETATION CONTROL - HARD SURFACES	1	\$295.00	\$295.00
TOTAL:			\$1,475.00

PLYMOUTH TOWNSHIP HALL (LANDSCAPE MAINTENANCE)

Pricing Summary

INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
PERENNIAL MAINTENANCE	1	\$0.00	\$0.00
SPRING CLEANUP	1	\$250.00	\$250.00
LEAF REMOVAL	1	\$1,750.00	\$1,750.00
GARDENING & WEEDING	7	\$275.00	\$1,925.00
GRANULAR PRE EMERGENT WEED CONTROL FOR LANDSCAPE BEDS	2	\$165.00	\$330.00
BED EDGING	1	\$475.00	\$475.00
WINTER BED PREP	1	\$0.00	\$0.00
DECORATIVE STONE	1	\$1,000.00	\$1,000.00
TREE SHRUB CARE ROUND 2 (LARGE)	1	\$300.00	\$300.00
TREE SHRUB CARE ROUND 3 (LARGE)	1	\$300.00	\$300.00
TREE SHRUB CARE ROUND 4 (SMALL)	1	\$300.00	\$300.00
DORMANT OIL (LARGE)	1	\$300.00	\$300.00
SHRUB PRUNING	2	\$1,200.00	\$2,400.00
PRUNING DECIDUOUS TREES UNDER 15'	1	\$300.00	\$300.00
TOTAL:			\$9,630.00

PLYMOUTH TOWNSHIP HALL (Trim & Treat Perimeter Vegetation)

Pricing Summary

INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
PRUNING DECIDUOUS TREES UNDER 15'	2	\$525.00	\$1,050.00
TOTAL:			\$1,050.00

PLYMOUTH TOWNSHIP HALL (Detention Pond Maintenance)

Pricing Summary

INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
LANDSCAPE ENHANCEMENTS	2	\$1,100.00	\$2,200.00

Initial: _____

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Contract No. - 14508

PLYMOUTH TOWNSHIP

December 20, 2016

PLYMOUTH TOWNSHIP PARK

Pricing Summary

INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
TURF FERTILIZATION ROUND 1	1	\$1,125.00	\$1,125.00
TURF FERTILIZATION ROUND 2	1	\$1,125.00	\$1,125.00
TURF FERTILIZATION ROUND 4	1	\$1,125.00	\$1,125.00
TOTAL:			\$3,375.00

Initial: _____

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Service Definitions

TURF FERTILIZATION ROUND 1

Granular fertilization application combined with pre-emergent crabgrass control. Fertilizer promotes early spring green up and prohibits crabgrass and other weed from germinating. Lawn must be watered in following application to activate product and ensure success.

TURF FERTILIZATION ROUND 2

Liquid application of fertilizer and broadleaf weed control. A balanced fertilizer to supply the lawn with nutrients needed to maintain healthy growth and eliminate unwanted weeds. Please water lawn the next day following our visit.

TURF FERTILIZATION ROUND 4

Granular application of fertilizer to deliver the nutrients needed to maintain quality of lawn during summer stress periods. Spot Spray weed control.

TURF FERTILIZATION ROUND 6

Granular application of fertilizer blend to promote a greener thicker lawn to recover from summer months stresses and outcompete unwanted weeds. Please wait at least 6 hours after application before watering lawn.

VEGETATION CONTROL - HARD SURFACES

Chemical control application of commercial grade "Roundup" or similar product for removal of weeds in paved areas.

SPRING CLEANUP

Removal and disposal of leaf debris, sticks and other debris from lawn and landscape bed areas. Includes off site removal of debris and composting. Cutting back of ornamental grasses, any remaining perennial flowers, and weeds are not included in this service. Please see Spring Bed Prep.

LEAF REMOVAL

Regular service throughout the fall season to remove and dispose of leaves, sticks and other debris on turf. Leaves and debris in landscape beds to be removed during final visit of the season. Includes off site removal of debris and composting. Annual, perennial, shrub, and weed maintenance is not included in this service. Please refer to Winter Bed Prep.

GRANULAR PRE EMERGENT WEED CONTROL FOR LANDSCAPE BEDS

Granular pre emergent weed control for landscape beds to be laid before mulch installation to discourage weed growth in landscape beds.

LANDSCAPE ENHANCEMENTS

- Property Maintenance Visit: May, June, Sept, October
- Removal of leaves, litter and debris from lawn and landscape beds
- Trimming of shrubs and shaping small ornamental trees
- Re-defining bed edging
- Trim overgrowth from wood line
- Apply weed killer to pavement cracks, creases and mulch beds

MULCH

Installation of new mulch to maintain or establish a depth of 2-4" in landscape beds. Prior to installation of mulch, removal of any existing weeds to be billed a hourly rate. Price includes material, delivery, and installation.



Contract No. - 14508

PLYMOUTH TOWNSHIP

December 20, 2016

GARDENING & WEEDING

Visit(s) to address weed concerns by chemical and/or manual removal in landscape bed(s) and includes general perennial maintenance and clean up of landscape bed(s). Includes off site disposal of debris and composting. Services is typically billed at an hourly rate with a minimum of one (1) hour unless otherwise specified. Any fixed rate per visit price is based on a pre-emergent application being applied in early spring.

BED EDGING

An edge will be mechanically cut and cleaned around all mulch beds. Tree rings will be edged where able (trees with surface roots will not be edged). Soil will be returned to mulch bed.

SHRUB PRUNING

Trim and shape shrubs (a maximum of only the new season's growth will be removed unless otherwise noted). Shrubs and hedges to be trimmed and pruned according to industry standards. Debris will be cleaned up and removed from the service area. Prices are valid up to two (2) weeks after estimate is provided. Additional growth may result in increase prices thereafter.

PREVENTATIVE INSECT CONTROL (TURF)

Application of product to control or eliminate specific insects. Lawn must be watered in following the application to activate product and ensure success.

MOLE CONTROL

Application of product to control or eliminate insects that may lead to mole infestations.

DECORATIVE STONE

Installation of new decorative stone mulch includes installation of landscape filter fabric followed by installation of selected decorative stone. Depth of stone is approx. 2-4" unless otherwise specified. Includes landscape filter fabric, decorative stone, delivery and installation.

TREE SHRUB CARE ROUND 2

Preventative treatment of select ornamental trees and shrubs for disease and insect issues.

TREE SHRUB CARE ROUND 3

Preventative treatment of select ornamental trees and shrubs for disease and insect issues.

TREE SHRUB CARE ROUND 4

Preventative treatment of select ornamental trees and shrubs for disease and insect issues

DORMANT OIL

Application of a horticultural oil spray to control overwintering insects and their eggs

PRUNING DECIDUOUS TREES UNDER 15'

Pruning and/or shaping of deciduous trees under 15' height. Includes off site removal of debris and composting. Prices are valid up to two (2) weeks after estimate is provided. Additional growth may result in increased prices thereafter.

LANDSCAPE ENHANCEMENTS

Cut back vegetation around the detention pond and haul away debris. (summer and fall) Also Cut back and spray the fire station beds (weeds/grass in the beds)

Initial: _____

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Contract No. - 14508

PLYMOUTH TOWNSHIP

December 20, 2016

Preferred Contract Options

Please check your preferred payment options below.

Payment Method:

Check Credit Card

Payment Options:

Monthly installments billed on the 1st
 Per service, invoicing 2 times monthly

Credit Card Information:

Cardholder's Name: _____

Card # : _____

3 Digit Security Code: _____ Expiration Date: _____

Card Billing Address: _____ City, State, Zip: _____

Automatically bill my credit card for completed services on the 1st of the month*


*Can be used for monthly installments or per service invoices.

Invoice Email Address: (Please note that all invoice and statements will be sent via email)

Email: _____

Acceptance

By signing below, you are agreeing with the pricing summary, monthly billing schedule (if provided), service definitions and general terms and conditions attached.

By 
Paul M Opdyke

By _____

Date December 30, 2016
Serene Landscape Group

Date _____
PLYMOUTH TOWNSHIP

Thank you for your business!



General Terms and Conditions

This contract shall terminate unless accepted in writing and returned signed to Serene Landscape Group on or before thirty (30) days after the above date.

Beginning/End Date: The beginning and end dates on page 1 of this Agreement reflect the dates of the billing cycle of this Agreement. Work may commence or conclude outside of these dates depending on the season and weather, not to exceed the contracted occurrence(s).

Payment Terms: Serene Landscape Group shall invoice two times per month for services performed. Payment for services rendered under this agreement is due 14 days upon receipt of invoice. A monthly finance charge of net two and a half percent (2.5%) shall be assessed on balances over thirty (30) days. Customer agrees to pay any expenses incurred by Serene Landscape Group in collecting amounts due. In the event of default in payment, Serene Landscape Group shall be entitled to court costs, reasonable attorney fees and costs of collection. If the account is past due, Serene Landscape Group may, without notice, suspend its services until all amounts past due and owing (including interest) is received. If monthly payment terms are selected, these monthly payments are monthly installments and do not represent the actual work performed in any one month. No credit shall be given on weeks not mowed due to weather or customer cancellation.

Acceptance of Service: Any work completed shall be considered approved and acceptable for payment unless Serene Landscape Group is notified within five (5) days from the date of service completion. Serene Landscape Group reserves the right to correct any unsatisfactory work.

Warranties: Serene Landscape Group does not warranty sod or annual plants. Proper care and watering of sod and/or annual plants is the responsibility of the client.

Termination for Breach: Either party can terminate the agreement upon fourteen (14) days written notice to Serene Landscape Group, if Serene Landscape Group receives written notice of repeated substantial no-performance that specifies the deficiencies and if Serene Landscape Group fails to take reasonable attempts to correct the repeated deficiencies within thirty (30) days after receipt of said written notice. Customer is responsible for payment for all work performed up to the date of cancellation at the above cost for each for the number of visits completed.

Damages: Serene Landscape Group agrees to hold customer harmless for any damages caused by negligence of Serene Landscape Group's employees. Damages shall only be repaired or reimbursed upon notification of damage(s) to Serene Landscape Group's main office and inspection by a representative of Serene Landscape Group. Notification must be given within forty-eight (48) hours of said damage. Under no circumstances shall Serene Landscape Group be liable or special for consequential damages suffered by the customer. Customer agrees to hold Serene Landscape Group harmless against any damages caused by actions of the customer.

Additional Work: Estimates for additional work or materials will be presented upon request. Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for the same, and will become an additional charge over the sum agreed upon in this contract.

Initial: _____

F.

**CHARTER TOWNSHIP OF PLYMOUTH
STAFF REQUEST FOR BOARD ACTION Meeting date: TBD**

ITEM: Update Emergency Operations Plan

BRIEF:

ACTION: Provide for the mitigation, preparedness, response and recovery from natural and human made disasters within the Charter Township of Plymouth and Wayne County.

DEPARTMENT/PRESENTER(S): Chief Daniel Phillips

BACKGROUND: This is an update of the last Emergency Operation plan from March of 2012.

BUDGET/TIME LINE: Not Applicable

RECOMMENDATION: Approval

PROPOSED MOTION: I move to approve the attached Emergency Management Resolution and Support Operations Plan.

RECOMMENDATION: Moved by: _____ Seconded by: _____

VOTE: ___ JD ___ MC ___ GH ___ JV ___ BD ___ CC ___ KH

MOTION CARRIED _____ MOTION DEFEATED _____

Plymouth Township
Emergency Management Resolution

A resolution to provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within **The Charter Township of Plymouth** by being part of the **Wayne** emergency management program; to appoint the county emergency management coordinator as the **Charter Township of Plymouth** emergency management coordinator; to provide for a means for coordinating the resources of the municipality with those of the county; and to provide a means through which the **Township Board** may exercise the authority and discharge the responsibilities vested in them by this resolution and Act No. 390 of the Public Acts of 1976, as amended.

Article 1 - Short Title

Section 101. This resolution shall be known as the "Emergency Management Resolution".

Article 2 – Definitions

Section 201. For the purpose of this resolution, certain words used herein are defined as follows:

- (a) "Act" means the Michigan Emergency Management Act, Act No. 390 of the Public Acts of 1976, as amended.(b) "Disaster" means 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, ices 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.
- (c) "Disaster relief force" means all agencies of county and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons identified in the **Plymouth Township** Emergency Operations Plan as having duties to perform or those called into duty or working at the direction of a party identified in the plan to perform a specific disaster or emergency related task during a local state of emergency.
- (d) "District Coordinator" means the Michigan Department of State Police District Emergency Management Coordinator. The District Coordinator serves as liaison between local emergency management programs and the Michigan State Police, Emergency Management Division in all matters pertaining to the mitigation, preparedness, response and recovery of emergency and disaster situations.
- (e) "Emergency management coordinator" means the person appointed to coordinate all matters pertaining to emergency management within the municipality. The emergency management coordinator for **Plymouth Township** is the **Wayne** emergency management coordinator.
- (f) "Emergency management program" means a program established to coordinate mitigation, preparedness, response and recovery activities for all emergency or disaster situations within a given geographic area made up of one or several political subdivisions. Such a program has an appointed emergency management coordinator and meets the program standards and requirements established by the Department of State Police, Emergency Management Division. The **Charter Township of Plymouth** has elected to be part of the **Wayne County** emergency management program.
- (g) "Emergency operations plan" means the plan developed and maintained by county and political subdivisions included in the emergency management program area for the purpose of responding to all emergency or disaster situations by identifying and organizing the disaster relief force.
- (h) "Governor's state of disaster" means an executive order or proclamation by the Governor that implements the disaster response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the county or municipal programs affected.
- (i) "Governor's state of emergency" means an executive order or proclamation by the Governor that implements the emergency response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the county or municipal programs affected.

- (j) "Local state of emergency" means a declaration by the **Township Supervisor**¹ pursuant to the act and this resolution which implements the response and recovery aspects of the Wayne County Emergency Operations Plan and authorizes certain actions as described in this resolution.
- (k) "Vital records" means those records that contain information needed to continue the effective functioning of a government entity (**jurisdiction, agency, department**) and for the protection of the rights and interests of persons under emergency conditions in the event of an emergency or disaster situation.

Article 3 - Emergency Management Coordinator; Appointment

Section 301. By the authority of this resolution the **Plymouth Township Board** hereby appoints the **Wayne County** Emergency Management Coordinator as the emergency management coordinator for **Plymouth Township**. In addition to acting for, and at the direction of, the **County Executive**, the Emergency Management Coordinator will also act for, and at the direction of, the **Plymouth Township Supervisor**.²

Section 302. A line of succession for the **Wayne** Emergency Management Coordinator has been established and is listed in the **Plymouth Township** Emergency Operations Plan.

Article 4 - Emergency Management Coordinator; Duties

Section 401. The Emergency Management Coordinator shall comply with standards and requirements established by the Department of State Police, Emergency Management Division, under the authority of the act, in accomplishing the following³:

- (a) Direct and coordinate the development of the **Wayne County** Emergency Operations Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- (b) Direct and coordinate the development of the **Wayne County** Emergency Operations Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- (c) Specify departments or agencies which must provide an annex to the plan or otherwise cooperate in its development.
- (d) Identify departments and agencies to be included in the Emergency Operations Plan as disaster relief force.
- (e) Develop and maintain a county Resource Manual.
- (f) Coordinate the recruitment, appointment, and utilization of volunteer personnel.

¹ According to Act 390, as amended, sec. 10 (1) (b) any county or municipality that has an appointed emergency management coordinator can declare a local state of emergency. This power is given to the "chief executive official" (see definitions in the act) or the official designated by charter.

² Act 390, as amended, sec. 9 (1-3) states that the appointed county coordinator shall act for and at the direction of the chairperson or county executive. It also says that a coordinator appointed by a municipality shall act for and at the direction of the "chief elected official" (see definitions in the act) or the official designated by the municipal charter.

³ Act 390, as amended, sec. 7a (4) gives the Emergency Management Division the authority to promulgate several standards and requirements.

- (g) Assure the emergency management program meets eligibility requirements for state and federal aid.
- (h) Coordinate and/or conduct training and exercise programs for the disaster relief force within the county and to test the adequacy of the Emergency Operations Plan.
- (h) Through public information programs, educate the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (i) Assist in the development of mutual aid agreements.
- (j) Assist the **Plymouth Township** municipal liaison with the development of municipal standard operating procedures which are consistent with the county Emergency Operations Plan.
- (k) Oversee the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plan.
- (l) Coordinate county emergency management activities with those municipalities included in the county emergency management program, other municipalities, the state, and adjacent counties.
- (m) Coordinate all preparedness activities, including maintaining primary and alternate Emergency Operations Centers.
- (n) Identify mitigation opportunities within the county and encourage departments/agencies to implement mitigation measures.

Article 5 - Emergency Management Liaison; Duties

Section 501. By the authority of this resolution the **Plymouth Township Supervisor** has appointed a liaison for the purpose of assisting the county Emergency Management Coordinator in coordinating the emergency management activities within the municipality. The duties of the liaison are as follows:

- (a) Coordinate municipal emergency management activities with those of the county jurisdictions.
- (b) Assist the county Emergency Management Coordinator with the development of the county Emergency Operations Plan and the incorporation of municipal resources into the plan.
- (c) Identify municipal departments and agencies to be included in the Emergency Operations Plan as part of the disaster relief force.
- (d) Identify municipal resources and forward information to the county Emergency Management Coordinator for inclusion in the county Resource Manual.
- (e) Coordinate the recruitment, appointment, and utilization of volunteer resources.
- (f) Assist the county Emergency Management Coordinator with administering training programs.
- (g) Coordinate municipal participation in exercises conducted by the county.
- (h) Assist in the development of mutual aid agreements.
- (i) Assist in educating the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (j) Encourage departments/agencies within the municipality to identify and implement procedures to mitigate the effects of potential disasters.
- (k) Assist in the assessment of the nature and scope of the emergency or disaster and collect damage assessment information and forward to the county.
- (l) Coordinate the vital records protection program.
- (m) Develop municipal standard operating procedures for disaster response which are consistent with the county Emergency Operations Plan.

Section 502. The **Plymouth Township Supervisor** shall appoint a minimum of two persons as successors to the position of the municipal liaison. The line of succession shall be supplied to the county Emergency Management Coordinator.

Article 6 - Plymouth Township Supervisor; Powers; Duties

Section 601. On an annual basis, the **Plymouth Township Supervisor** shall review the eligibility and performance of the Emergency Management Coordinator and make recommendations to the **Plymouth Township Board**.⁴

Section 602. The **Plymouth Township Supervisor** shall, review the effectiveness of the **Wayne** county Emergency Operations Plan as the plan relates to the municipality once every two years. With the assistance of the municipal liaison, he/she shall make recommendations to the county Emergency Management Coordinator of any changes which may be needed. After this review and incorporation of necessary changes, the **Plymouth Township Supervisor** shall certify the plan to be current and adequate for the **Charter Township of Plymouth** for the ensuing two years.⁴

Section 603. When circumstances within the **township** indicate that the occurrence or threat of occurrence of widespread or severe damage, injury or loss of life or property from natural or human-made cause exists the **Township Supervisor** may declare a local state of emergency.¹ Such a declaration shall be promptly filed with the **Wayne** county Emergency Management Office, who shall forward it to the Department of State Police, Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of 7 days except with the consent of the **Plymouth Township Board**.⁵

Section 604. If the **Plymouth Township Supervisor** invokes such power and authority, he/she shall, as soon as reasonably expedient, convene the **Township board** for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands, and will report to that body relative to emergency activities. Nothing in this resolution shall be construed as abridging or curtailing the powers of the **Township board** unless specifically provided herein.

Section 605. The **Plymouth Township Supervisor** may do one or more of the following under a local state of emergency:

- (a) Direct the Emergency Management Coordinator to implement the Emergency Operations Plan.
- (b) Issue directives as to travel restrictions on local roads within the municipality.
- (c) Relieve **Township** employees of normal duties and temporarily reassign them to other duties.
- (d) Activate mutual aid agreements.
- (e) Direct the municipal disaster relief effort in accordance with the county Emergency Operations Plan and municipal standard operating procedures.
- (f) Notify the public and recommend in-place or evacuation or other protective measures.
- (g) Request a state of disaster or emergency declaration from the Governor as described in Article 7.
- (h) When obtaining normal approvals would result in further injury or damage, **Township Supervisor** may, until the **Township Board** convenes, waive procedures and formalities otherwise required pertaining to the following:
 - (1) For a period of up to 7 days, send the disaster relief force and resources to the aid of other communities as provided by mutual aid agreements.
 - (2) For a period of up to 7 days, appropriate and expend funds from the disaster contingency fund created in Article 9.
 - (3) For a period of up to 7 days, make contracts, obtain and distribute equipment, materials, and supplies for disaster purposed.
 - (4) Employ temporary workers.
 - (5) Purchase and distribute supplies, materials, and equipment.
 - (6) Make, amend, or rescind ordinances or rules necessary for emergency management purposes which supplement a rule, order, or directive issued by the Governor or a state

⁴ Rule 4 (c) (d-q) of the administrative rules promulgated for Act 390, sec. 19 states that the plan shall be considered official upon bearing the signature of the chief executive official of the municipality. The plan must be current and adequate (see rule) within two years.

⁵ Act 390, as amended, sec. 10 (1) (b) provides for the 7 day limit and disposition of the declaration.

agency. Such an ordinance or rule shall be temporary and, upon the Governor's declaration that a state of disaster or state of emergency is terminated, shall no long be in effect.⁶

Section 606. If a state of disaster or emergency is declared by the Governor, assign and make available for duty the employees, property, or equipment of the **township** within or without the physical limits of the **township** as ordered by the Governor or the Director of the Department of State Police in accordance with the act.⁷

Article 7 - Governor Declaration Request

Section 701. If a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the Governor, and the **Plymouth Township Supervisor** determines that the situation is beyond control of the municipality, he/she may request the Governor to declare that a state of disaster or state of emergency exists in the municipality in accordance with the act. This shall be done by immediately contacting the **Wayne** Emergency Management Coordinator. The Emergency Management Coordinator shall immediately contact the District Coordinator. The District Coordinator, in conjunction with the Emergency Management Coordinator, shall assess the nature and scope of the disaster or emergency, and they shall recommend the state personnel, services, and equipment that will be required for its prevention, mitigation, or relief.⁸

Article 8- Volunteers; Appointment; Reimbursement

Section 801. Each municipal department, commission, board, or other agency of municipal government is authorized to appoint volunteers to augment its personnel in time of emergency to implement emergency functions assigned in the county Emergency Operations Plan. Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the respective department, commission, board, or agency through which the appointment was made, and shall be reimbursed for all actual and necessary travel and subsistence expenses.⁹

Article 9 - Disaster Contingency Fund

Section 901. Plymouth Township does not have a disaster contingency fund. Money may be expended from township funds when a local state of emergency has been declared for the purpose of paying the disaster relief force, purchase of supplies and services, repair costs, or other needs required specifically for the mitigation of the effects of, or in response to, the emergency or disaster.

Article 10 - Rights of Disaster Relief Force

Section 1001. In accordance with the act, personnel of the disaster relief force while on duty shall have the following rights:

- (a) If they are employees of the municipality, or other governmental agency regardless of where serving, have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to their employment.
- (b) If they are not employees of the municipality, or other governmental agency be entitled to the same rights and immunities as are provided for by law.¹⁰

Article 12 - Temporary Seat of Government

⁶ Act 390, as amended, sec.12 (2) provides this authority.

⁷ Act 390, as amended, sec. 10 (1) (h) provides this authority.

⁸ Act 390, as amended, sec.12 states that the "chief executive official" (see definitions in act) of a county or any municipality may make this request. However, he/she must do this utilizing the procedures set forth in sec. 14 of the act which states that the appointed emergency management coordinator and the district coordinator must jointly assess the situation and make recommendations.

⁹ Act 390, as amended, sec. 11 (1) (a-c) discusses disaster relief force rights and duties.

Section 1201. The **Township Board** shall provide for the temporary movement and reestablishment of essential government offices in the event that existing facilities cannot be use.

Article 13 - Liability

Section 1301. As provided for in the act and this resolution, the municipality, or the agents or representatives of the municipality, shall not be liable for personal injury or property damage sustained by the disaster relief force. In addition, any member of the disaster relief force engaged in disaster relief activity shall not be liable in a civil action for damages resulting from an act of omission arising out of and in the course of the person's good faith rendering of that activity, unless the person's act or omission was the result of that person's gross negligence or willful misconduct. The right of a person to receive benefits or compensation to which he or she may otherwise be entitled to under the worker's compensation law, any pension law, or act of congress will not be effected as a result of said activity.¹⁰

Section 1302. As provided for in the act, any person owning or controlling real estate or other premises who voluntarily and without compensation grants the municipality the right to inspect, designate and use the whole or any part of such real estate or premises for the purpose of sheltering persons or for any other disaster related function during a declared local state of emergency or during an authorized practice disaster exercise, shall not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission, or for loss of, or damage to, the property of such person.¹¹

Article 14 - Sovereignty

Section 1401. Should any section, clause, or provision of this resolution be declared by the courts invalid for any reason, such declaration shall not affect the validity of this resolution as a whole or any part thereof, other than the section, clause, or provision so declared to be invalid.

Article 15 - Repeals

Section 1501. All resolutions or parts of resolutions inconsistent herewith are hereby repealed.

Article 16 - Annual Review

Section 1601. This resolution shall be reviewed annually by the **Plymouth Township Board** and changes shall be made if necessary.

Article 17 - Effective Date

Section 1701. This resolution shall have immediate effect.

¹⁰ Act 390, as amended, sec. 11 (2-8) discusses liability.

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Plymouth Township

SUPPORT EMERGENCY OPERATIONS PLAN

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

January 27, 2017

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Promulgation Document

Officials of **Plymouth Township**, in conjunction with County and State Emergency Eanagement (EM) agencies, have developed this Support Emergency Operations Plan that will enhance the local emergency response capability.

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

Township Supervisor
Charter Township of Plymouth

Date

Approval and Implementation

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

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

The Support EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. **Plymouth 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 assist the **Wayne County** Emergency Management Program in developing and maintaining the County EOP.

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

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

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

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

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

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

This plan supersedes all previous plans.

Record of Distribution

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

Title of Recipient	Name of Recipient	Agency	Date	Number of Copies
Chief Executive Official	Kurt Heise	Plymouth Twp		1
<u>Plymouth Township Board</u>	Board Members	Twp Board	1/6/2017	6
<u>Wayne County</u> Emergency Management Coordinator	Daniel Phillips	PTFD	1/6/2017	1
<u>Plymouth Township</u> Emergency Management Liaison	Daniel Phillips	Fire Department	1/6/2017	1
Communications and Warning Official	John Brothers	Dispatch Center	1/6/2017	12
Damage Assessment Official	Mark Lewis	Building Department	1/6/2017	2
Fire Services Official	Daniel Phillips	PTFD	1/6/2017	12
Mass Care, Emergency Assistance, Housing, and Human Services Official	Daniel Phillips	PTFD	1/6/2017	1
Public Health and Medical Services Official	Daniel Phillips	PTFD	1/6/2017	1
Public Information Official	Jerry Vorva	Clerks Department	1/6/2017	2

Basic plan

Purpose

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

Authorities and References

A. Authority of local officials during an emergency:

1. 1976 PA 390, as amended,
2. **Plymouth Township** local Emergency Management resolution,
3. **Plymouth 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 and Know Act of 1986.

B. References used to develop the Support EOP:

1. NIMS,
2. NRF,
3. Michigan Emergency Management Plan (MEMP), Michigan State Police, Emergency Management and Homeland Security Division (MSP/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 **Wayne County** EOP, this document was developed in a cooperative, whole community effort between municipal

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

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

Situation Overview

B. **Plymouth Township** has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:

1. The mitigation of potential hazards.
2. Identification of emergency response agencies and mechanisms that will protect life and property before, during and after an emergency.
3. Tasking agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under "Organization and Assignment of Responsibilities."
4. Integration with the **Wayne County** EOP, **Wayne County** hazard mitigation plan, MEMP, etc.

C. Community profile:

Plymouth Township is located in the **Western side** of **Wayne County**. The community has a population of **27,524** residents. Many of the residents that require Functional Needs Support Services (FNSS) reside in congregate care centers, while others reside in non-group homes where support is provided as needed or on-call.

D. Hazard and threat analysis:

According to the **Wayne County Hazard Mitigation Plan/Hazard Analysis**, communities in the county are most vulnerable to many hazards in a mixed urban and suburban community. Hazards that have been identified as unique to **Plymouth Township** include: **Flooding in and Near the Hines park Floodplain**.

Thirty (30) sites that contain extremely hazardous materials are located in **Plymouth Township**. Facility owners have reported the types of hazardous materials that are stored on-site, as required by the Emergency Planning and Community Right-To-Know Act (EPCRA). Pursuant to SARA Title III requirements, off-site emergency response plans have been developed by the Local Emergency Planning Committee (LEPC) to prepare fire departments for responding to the release of the specific hazardous materials on these sites.

E. Relationship between municipality and County Emergency Management Program:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies might exhaust the resources and capabilities of local governments. Therefore, **Plymouth Township** has chosen to incorporate into the **Wayne County** Emergency Management Program. To coordinate emergency management related matters with the County Emergency

Management Program, the **Plymouth Township** has appointed the **Fire Chief** to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between **Plymouth 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 **Plymouth 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 **Plymouth 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 the 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 **(Plymouth Township Supervisor** may declare a local state of emergency for **Plymouth 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 **Plymouth Township Supervisor**, pursuant to local legislation, the **Fire Chief or Police Chief** are authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the the **Plymouth Township Supervisor** 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 **9955 North Haggerty Rd Plymouth Mi 48170.** If this location is unavailable, the alternate EOC location is **13600 Beck Rd Plymouth Mi 4870.**
 - 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 **Fire Dashboard /Iris Notification System.**
 - e. The CEO directs departments/agencies to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and travel restrictions on local roads.
 - f. The Emergency Management Liaison keeps the County EMC informed of the situation and actions taken.
4. If the emergency is beyond local control, municipal resources become exhausted, or special resources are needed, county assistance is requested through the County EMC.
5. If county assistance is requested, the County EMC assesses the situation and makes recommendations on the type and level of assistance. The county will also take the following steps:
 - a. Activate County EOC and EOP
 - b. Respond with county resources
 - c. Activate MAA/MOUs to supplement county resources
 - d. Notify MSP/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 Plymouth Township emergency management organization is comprised of **Six** agencies and departments that are responsible for conducting activities in response to emergencies within the community. To facilitate an effective emergency response, these departments have been assigned to nine specific emergency functions. All agencies are responsible for implementing pre-disaster activities to prevent, mitigate and prepare for the various hazards that the community is vulnerable to. These activities include awareness training and public education, exercising, preparing Standard Operating Procedures (SOPs) and job aides, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, regulating land-use, etc.
2. The following table lists the established emergency support functions, assigned agencies, primary points of contact, and phone numbers.

Function	Agency	Primary Contact	Phone
Direction, Control , and Coordination	Supervisors Office	Kurt Heise	313-303-8534
Communications and Warning	Plymouth Dispatch Center	John Brothers	248-505-4792
Damage Assessment	Building Department	Mark Lewis	734-316-4574
Fire Services	Plymouth Township Fire Department	Daniel Phillips	734-634-1791
Mass Care, Emergency Assistance, Housing, and Human Services	Plymouth Township Fire Department	Daniel Phillips	734-634-1791
Public Health and Medical Services	Plymouth Township Fire Department	Daniel Phillips	734-634-1791
Public Information	Plymouth Township Clerk	Jerry Vorva	734-354-3224
Public Safety	Plymouth Township Police Department	Tom Tiderington	734-231-2305
Public Works	Department of Public Works	Patrick Fellrath	734-945-5294

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

Agency	1 st Alternate	2 nd Alternate
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- 4. **Plymouth Township** maintains six fulltime departments. 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. Train personnel in emergency management functions and NIMS/ICS concepts.
 - h. Protect vital records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.

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

ANNEXES

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

The annexes attached to this plan include the following functions:

Annex A, Direction, Control, and Coordination

Annex B, Damage Assessment

Annex C, Communications and Warning

Annex D, Fire Services

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

Annex F, Public Health and Medical Services

Annex G, Public Information

Annex H, Public Safety

Annex I, Public Works

ANNEX A

DIRECTION, CONTROL, AND COORDINATION

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

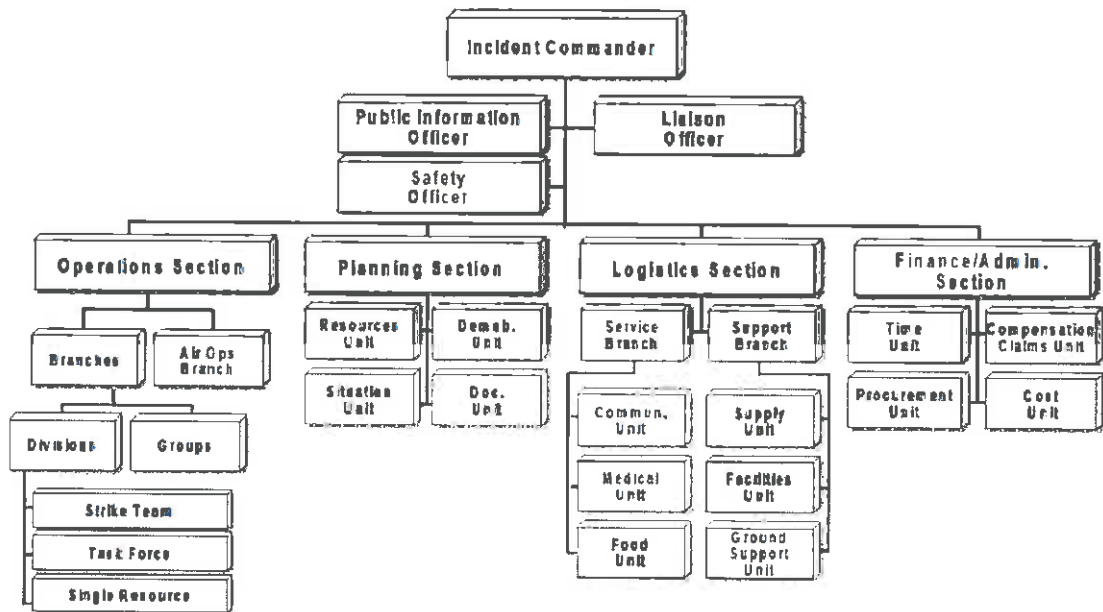
Direction, Control, and Coordination officials will maintain liaison and coordinate emergency management and response activities with the Direction, Control and Coordination function at the county level. This annex relates to the following annex(es) in the **(County EOP/EAG): (Applicable county annexes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

Responsible Agency: Executive Office

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.
	EOC operations
	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.
	Local authority
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources.
	Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary.
	Declare a local state of emergency.
	Issue directives as to travel restrictions on municipal roads.
	Recommend appropriate protective measures to ensure the health and safety of people and property.
	Assistance to other agencies
	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).
	Logistics
	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

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

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

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 (County EOP/EAG): (Applicable county annexes or ESFs; e.g., Communications Annex and Warning Annex, ESF#2 – Communications and ESF#15 – External Affairs)

Responsible Agency: 911 Dispatch Center

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.
	Communication links
	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 <u>(communications channels, e.g. telephone, cell phone, radios, pagers, etc.)</u>
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include <u>(communications channels, e.g. telephone, cell phone, radios, pagers, etc.)</u>
	Establish communications links with the adjacent communities and higher levels of government.
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies.
	Disaster warning and information
	Activate public warning systems when instructed to do so by the CEO or Emergency Management Liaison. Warning methods include <u>(warning methods, e.g., sirens, door-to-door notification, reverse 911, etc.)</u>
	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.
	Official notification
	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

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

TITLE	AGENCY

Plymouth Township Police Department 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 (County EOP/EAG): (Applicable county annexes or ESFs; e.g., Damage Assessment Annex, ESF#5 – Information & Planning and ESF#14 – Long-Term Community Recovery)

Responsible Agency: **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.
	Damage assessment
	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.
	Dissemination of DA information
	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.
	Logistics
	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

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

TITLE	AGENCY

The Building Department 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 **(County EOP/EAG): (Applicable county annexes or ESFs; e.g., Fire Annex, ESF#4 – Firefighting and ESF#9 – Search and Rescue, etc.)**

Responsible Agency: **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.
	Response activities
	Coordinate fire response and search and rescue activities with appropriate personnel at the County Emergency Management Program, including assistance to regional special teams such as Regional Response Teams, Michigan Urban Search and Rescue (MUSAR), bomb squads, etc.
	Respond to hazardous materials spills.
	Coordinate with the County EMC and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to CBRNE hazards.
	Assist in searching for bombs and explosive devices in connection with terrorism or weapons of mass destruction (WMD) events.
	Assistance to other agencies
	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
Fire Department	Fire Chief

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

TITLE	AGENCY
Shift Commander	Plymouth Township Fire
Off Duty Captain	Plymouth Township Fire

The Fire Department is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Fire Services Functions.

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE

ANNEX E

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

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

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

Responsible Agency: **Fire Department**

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

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Fire Department	Fire Chief

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
Shift Commander	Plymouth Township Fire
Off Duty Captain	Plymouth Township Fire

The Fire Department 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 **(County EOP/EAG): (Applicable county annexes or ESFs; e.g., Emergency Medical Services Annex and Public Health Annex, ESF#8 – Public Health and Medical Services)**

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

PUBLIC HEALTH AND MEDICAL SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Fire Department	Fire Chief

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
Shift Commander	Plymouth Township Fire
Off Duty Captain	Plymouth Township Fire

The Fire Department 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 (County EOP/EAG): (Applicable county annexes or ESFs; e.g., Public Information Annex, ESF#15 – External Affairs)

Responsible Agency: Clerks 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.
	Pre-disaster public education
	Assist the Emergency Management Liaison in developing educational materials on the hazards facing the community and explaining what people can do to protect themselves to recover from incidents.
	Ensure that written materials are developed for non-English speaking individuals or others who require FNSS.
	Disaster warning and information
	Develop and release updated EAS messages based on incoming information.
	Document which EAS messages have been delivered over radio and television.
	Ensure that accurate information is disseminated describing such items as the locations of shelters, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public educational materials.
	Media coordination
	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 Township Clerk .
	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 9911 North Haggerty Rd Plymouth MI 48170
	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

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

TITLE	AGENCY

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

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE

**ANNEX H
PUBLIC SAFETY**

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

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

Responsible Agency: **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.
	Response activities
	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.
	Transportation
	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.
	Assistance to other agencies
	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

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

TITLE	AGENCY

The Police Department 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 **(County EOP/EAG): (Applicable county annexes or ESFs; e.g., Public Works Annex, ESF#1 – Transportation, ESF#3 – Public Works and Engineering and ESF#12 – Energy)**

Responsible Agency: **Division of Public Services**

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

PUBLIC WORKS

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT

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

TITLE	AGENCY

The Division of Public Services 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