

City of Rochester Hills



Support Emergency Operations Plan

A Support Plan to the Oakland County Emergency Operations Plan

11/27/17

TABLE OF CONTENTS

Signature Page

Introduction to the Plan	1
Purpose	1
Scope.....	1
Plan Maintenance and Implementation	1
Emergency Management Program Oversight.....	1
Basic Information	2
Community Profile	2
Emergency Management Authority.....	2
Response Resources.....	2
Emergency Management Organization	3
General Emergency Management Guidelines	4
Emergency Response Procedures	5
Addenda: Emergency Action Guidelines	7
Attachment A: Direction and Control.....	8
Attachment B: Fire Services	9
Appendix 1: Hazmat Response Procedures	10
Attachment C: Law Enforcement	11
Attachment D: Warning and Communications.....	12
Attachment E: Public Information.....	13
Attachment F: Damage Assessment	14
Attachment G: Public Works.....	15
Appendix 1: Hazmat Response Procedures	16
Attachment H: Emergency Medical Services.....	17
Attachment I: Debris Management.....	18
Attachment J: Human Services.....	19
Appendix 1: Resources and Support Services	20
Plan Distribution & Maintenance	21
Record of Changes.....	21
Authorities and References.....	22

SIGNATURE PAGE

Date:

To all Recipients:

Transmitted herewith is the Support Emergency Operations Plan for the City of Rochester Hills in support to the Oakland County Emergency Operations Plan. The plan provides a framework for the City to use in performing emergency functions before, during, and after a natural disaster, technological incident, hostile attack or other emergency.

This plan was adopted by the Rochester Hills City Council under Resolution No. < > dated < >. It supersedes all previous plans.

Signature of Chief Executive Official

Date

CITY OF ROCHESTER HILLS

INTRODUCTION TO THE PLAN

I. Purpose

City of Rochester Hills has elected to be incorporated into the Oakland County Emergency Management Program. By becoming part of the county emergency management program, the City of Rochester Hills and Oakland County have certain responsibilities to each other. This Support Emergency Operations Plan has been developed to identify the responsibilities between the City of Rochester Hills and Oakland County in regards to emergency management activities. It also provides for City of Rochester Hills government agencies to respond to various types of emergencies or disasters that affect the community. This support plan is to be used in concurrence with the County Emergency Operations Plan as it is a supporting document. The support plan will be maintained in accordance with the current standards of the Oakland County Emergency Operations Plan. Review of this support plan shall be accomplished every four years.

II. Scope

This plan is a flexible document in which changes from the content of the plan may occur due to the unique nature of emergencies. Each agency that has a supported role in this plan or its elements should have developed Standard Operating Procedures (SOP) which provides systematic instructions for accomplishing assigned functions. In addition to support emergency preparedness and response efforts, the local government also conducts other activities such as personnel training, participating in exercises, encouraging chronic disease prevention techniques; educating the public on awareness activities, and the use of appropriate land use planning decisions for mitigation and prevention purposes as well. Through this plan, the City of Rochester Hills continues to implement the National Incident Management System, participating in efforts to provide an effective and efficient incident management operation.

III. Plan Maintenance and Implementation

The plan has been developed together with local community and county officials to ensure consistency within the county emergency management program documents. The plan is required to be approved by the City of Rochester Hills Chief Executive Officer every four years, or whenever the Chief Executive Officer (CEO) changes and is to be forwarded to the County Emergency Management Office. Upon approval, it will be implemented, tested through exercises in concurrence with County officials, and reviewed/updated to maintain currentness with the County Emergency Operations Plan.

This plan has been provided to all municipal agencies, elected officials and the county emergency management office.

IV. Emergency Management Program Oversight

The City of Rochester Hills has appointed the Chief of Fire and Emergency Services to serve as the municipal emergency management liaison responsible for working with the County Emergency Management Coordinator in matters pertaining to emergency management. If the Chief of Fire and Emergency Services is unavailable the Deputy Fire Chief followed by the Assistant Fire Chief shall be responsible for working with the County Emergency Management Coordinator during a declared emergency. Pursuant to the requirements in P.A. 390, of 1976, as amended, Section 19, Oakland County

has adopted a resolution that incorporates the City of Rochester Hills into its emergency management program, which is necessary for disaster assistance.

CITY OF ROCHESTER HILLS

BASIC INFORMATION

I. Community Profile

The City of Rochester Hills is situated in the Eastern Section of Oakland County. The community has a population of approximately 74,000 residents. Of this number, approximately 3,500 are identified as individuals with functional needs and approximately 15% of the city population is age 65 or older. Many of these individuals reside in congregate care centers, but others reside in non-group homes where help is provided as needed or on-call. The city major industry is Research and Development which supports the auto industry, employing approximately 2,500 people. Due to this industry, the City of Rochester Hills is concerned with potential hazardous materials incidents involving a variety of substances.

According to the County's Hazard Mitigation Plan, the community is most vulnerable to: severe weather to include: snow, high winds, flooding, and variation in temperature and weather extremes. The community is also potentially vulnerable to civil disturbances, criminal acts, and infrastructure failures to include water and sewer systems, hazardous material incidents, transportation incidents and natural disaster such as earthquakes. Areas within the community which are more of a concern as a result of these hazards include: low lying areas and adjacent to the Clinton River as well as areas of poor drainage, major transportation routes to include M-59, Rochester Road, Auburn road and Walton Blvd. More information regarding hazard vulnerability can be found in the County's Hazard Mitigation Plan/Analysis.

Within the community, there are approximately 25 sites that contain hazardous substances. Of these sites, approximately 7 contain extremely hazardous substances. Pursuant to SARA Title III, off-site emergency response plans have been developed by the Oakland County Local Emergency Planning Committee (LEPC) to prepare the fire department(s) to respond to the specific extremely hazardous substances on the sites. In addition, the owners of the sites have reported the types of hazardous substances that are housed on-site, as required by the Emergency Planning and Community Right-To-Know Act.

II. Emergency Management Authority

Pursuant to P.A. 390 of 1976, as amended, the municipal CEO may declare a local state of emergency for the City of Rochester Hills. In the CEO's absence, pursuant to local legislation, the Chief of Fire and Emergency Services (or in his/her absence the Deputy Fire Chief followed by the Assistant Fire Chief) is authorized to declare the local state of emergency as well. Upon a declaration, PA 390 also authorizes the CEO to issue directives, such as restrictions to travel on local roads. The local declaration activates this emergency plan as well as the emergency operations center to conduct activities to ensure the safety of people, property, and the environment.

By resolution RES0128-2009, the City of Rochester Hills has adopted the National Incident Management System as the standard for incident management for all-hazards. Through the adoption, the City of Rochester Hills continues to implement the concepts of the NIMS through training, planning, and exercising activities.

III. Response Resources

The City of Rochester Hills maintains several departments responsible for providing public safety and welfare to the community. Each department is comprised of qualified emergency personnel, and maintains equipment capable of responding to emergencies. A list of resources that the departments use for emergency situations can be requested through the municipal emergency management liaison. If the incident requires additional resources beyond the capability of the City of Rochester Hills, the CEO may enact mutual aid, or it may be necessary to request county assistance through proper procedures.

IV. Emergency Management Organization

The City of Rochester Hills emergency management organization consists of several departments responsible for conducting activities in response to emergencies within the community. These departments have been assigned to specific emergency functions which the City of Rochester Hills has identified as necessary in order to provide an effective response to secure the safety of people, property, and the environment. Each agency is responsible for implementing pre-disaster activities to help prevent and/or prepare for various hazards that the community is vulnerable to such as: chronic diseases, flooding, hazardous material spills, inclement weather, tornadoes, and public disturbance; a more precise list can be found in the County's Hazard Mitigation Plan/Analysis. Prevention and preparedness activities include: awareness training, exercising, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, and educating people to self-care in an emergency.

The municipal CEO serves as the incident manager for municipal coordination. At his/her side includes the emergency management liaison (Chief of Fire and Emergency Services) a planning chief (Planning and Economic Development Director), finance chief (Chief Financial Officer) operations chief (Deputy Fire Chief or Assistant Chief) and logistics chief (Director of Department of Public Services). The operations chief (Deputy Fire Chief or Assistant Chief) is responsible for coordinating the individual emergency functions assigned by agencies.

The table below lists the functions, assigned agencies, primary points of contact, and phone numbers.

Function	Agency	Primary Contact	Phone
Direction and Control	Office of the Mayor	Bryan Barnett	248-656-4664
Fire and Emergency Services	Rochester Hills Fire	Sean Canto	248-656-4720
Law Enforcement	Oakland County Sheriff	Michael Johnson	248-537-3530
Warning and Communications	Communications Specialist	Vince Foisy	248-656-4720
Public Information	Office of the Mayor	Bryan Barnett	248-656-4664
Damage Assessment	RH Building Dept	Scott Cope	248-656-4615
Public Works	RH Dept Public Services	Allan Schneck	248-656-4685
Debris Management	RH Dept Public Services	Allan Schneck	248-656-4685
Human Services	RH Human Resource Dept	Pam Gordon	248-656-4708
Planning	RH Planning Dept.	Sara Rodinger	248-656-4660

Line of Succession

The following is a list of the 2nd and 3rd alternates for each agency identified in the plan to maintain the emergency tasks assigned.

Agency	2 nd Alternate	3 rd Alternate
Rochester Hills Fire	Deputy Chief Todd Gary	Assistant Chief Bill Cooke
Oakland County Sheriff	Lieutenant Steve Jacobs	Tim Willis
RH Building Dept	Kelly Winters	Tim Hollis
RH Dept Public Services	Paul Davis	Jeff Fox
RH Human Resources Dept	Helen Sultana-Kelly	Nancy Bowman
Planning	Pam Valentik	Kristen Kapelanski

GENERAL EMERGENCY MANAGEMENT GUIDELINES

The following guidelines are general to the City of Rochester Hills, all agencies, and individuals who have a role in responding to an emergency within the community and coordinated by the City of Rochester Hills. Being that emergency planning is a work in progress, guidelines are continuously reviewed and modified due to the situation and complexity of incidents.

- a) Report to the local emergency operations center when activated for scheduled exercises or disasters, or delegate another individual to staff the EOC and implement the plan.
- b) Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
- c) Ensure compliance with this plan and the County Emergency Operations Plan, and any pertinent procedures and documents issued, which impact the provision of emergency services in the City of Rochester Hills.
- d) Train department emergency personnel in emergency management functions and NIMS/ICS concepts.
- e) Assist in the development, review and maintenance of the plan and of the County EOP.
- f) Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
- g) Maintain a list of resources available by the departments/agencies.
- h) Protect records and other resources deemed essential for continuing government functions and each agency’s emergency operations in accordance to procedures and policies.
- i) Establish mutual aid agreements and/or contracts with other jurisdictions/entities to supplement municipal resources.
- j) Establish a system of coordination, such as the incident command system, within the EOC. Field operations, however, are required to use the incident command system.

- k) Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the municipal emergency management liaison and the county emergency management coordinator.
- l) Adapt and provide printed emergency management materials and verbal messages to those who are vision impaired, non-English speaking, or deaf/hard of hearing.
- m) Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
- n) Make recommendations to the CEO regarding protective actions.
- o) Utilize MI-CIMS or other systems to record and log significant events throughout the duration of the emergency, as well as the decisions made by the incident commander and municipal CEO.
- p) Continuously conduct emergency planning activities as it is a work-in-progress, periodically being reviewed and updated.
- q) All emergency response agencies are considered to be available to respond.

CITY OF ROCHESTER HILLS

EMERGENCY RESPONSE PROCEDURES

The following are procedures that the City of Rochester Hills conducts and coordinates with the county in response to a local state of emergency.

- a) Ensure that the municipal emergency response agencies, elected officials and the county emergency management coordinator are notified of the situation.
- b) Municipal agencies assess the nature and scope of the emergency or disaster.
- c) If the situation can be handled locally, do so, using the following sequenced guidelines:
 - a. The emergency management liaison advises the CEO and coordinates all emergency response actions.
 - b. The CEO declares a local state of emergency and notifies the county emergency management coordinator of this action; a written local state of emergency declaration is forwarded to the county within 72 hours of the on-set of the emergency/disaster event.
 - c. The Chief of Fire and Emergency Services or his/her designee shall activate the emergency operations center. The EOC is located at Rochester Hills Fire Station #1 1111 Horizon Court. If this location is unavailable an alternate location is at Rochester Hills City Hall 1000 Rochester Hills Drive.
 - d. Emergency response agencies are notified through Oakland County Sheriff's Department Dispatch Center and through cell phone and smart-messaging systems by the municipal CEO to report to the EOC.
 - e. The CEO directs departments/agencies to respond to the emergency situation in accordance to each agency's functional guidelines indicated in the attachments to this plan.
 - f. The CEO issues directives as to travel restrictions on local roads and recommends protective actions from the commanding agency. Protective action recommendations will be based on weather forecasting and if the incident complexity increases due to inability to respond rapidly and with a "ready" supply of resources to mitigate the incident.
 - g. Notify the public of the situation, through the Public Information Official, and take appropriate actions.
 - h. Keep the county emergency management coordinator informed of the situation and actions taken.
- d) If municipal resources become exhausted or if special resources are needed, request county assistance through the county emergency management coordinator.
- e) If assistance is requested, the county emergency management coordinator assesses the situation and makes recommendations on the type/level of assistance. The County may also take the following steps:

1. Activate the County Emergency Operations Center
 2. Activate the County Emergency Operations Plan
 3. Respond with county resources as requested
 4. Activate mutual aid agreements
 5. Coordinate county resources with municipal resources
 6. Notify Michigan State Police/Emergency Management Homeland Security Division (MSP/EMHSD) District Coordinator
 7. Develop a jurisdiction situation report and a damage and injury assessment report via MI-CIMS and submit to the MSP/EMHSD
 8. Assist the City of Rochester Hills with prioritizing and allocating resources
- f) If county resources are exhausted, the county makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in PA 390, as amended. The county shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the CEO of City of Rochester Hills if the situation occurs solely within the confines of the City of Rochester Hills.
- g) If state assistance is requested, the MSP/EMHSD District Coordinator, in conjunction with the county emergency management coordinator and municipal emergency management liaison, assess the disaster or emergency situation and recommend the necessary resources that are required for its prevention, mitigation, or relief efforts.
- h) After completing the assessment the MSP/EMHSD District Coordinator immediately notifies the State Director of Emergency Management and Homeland Security of the situation.
- i) The State Director of Emergency Management and Homeland Security notify the Governor and make recommendations.
- j) If state assistance is granted, procedures are followed in accordance with the Michigan Emergency Management Plan and the County Emergency Operations Plan.

ADDENDIX A

CITY OF ROCHESTER HILLS

EMERGENCY ACTION GUIDELINES

The following attachments provide guidelines for each function that has been assigned to the agencies in response to an emergency or disaster situation.

- Attachment A: Direction and Control
- Attachment B: Fire Services
- Attachment C: Law Enforcement
- Attachment D: Warning and Communications
- Attachment E: Public Information
- Attachment F: Damage Assessment
- Attachment G: Public Works
- Attachment H: Emergency Medical Services
- Attachment I: Debris Management
- Attachment J: Human Services

Each agency assigned is responsible for maintaining the guidelines, as well as approving any changes to the guidelines or changes in the official responsible for implementation.

ATTACHMENT A DIRECTION AND CONTROL

The **Chief Executive Official (CEO)**, with support from the Emergency Management Liaison, is responsible for directing and controlling emergency management operations. The following guidelines represent a checklist of actions that must be considered for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

- a) Issue orders and directives, i.e., travel restrictions, and recommend protective actions to be taken by the general public.
- b) Declare a local state of emergency or disaster and notify the county emergency management office within 72 hours of the incident onset.
- c) Generate and disseminate information to the public via the Public Information Officer.
- d) Provide for continuity of operations.
- e) Activate and maintain the local emergency operations center.
- f) Seek federal post-disaster funds, as available, as well as pre-disaster assistance.
- g) Maintain record of activity regarding decisions on emergency actions.
- h) Review and evaluate assessment data.
- i) Maintain liaison with state and federal officials.
- j) Coordinate with County officials in response and recovery efforts.
- k) Coordinate and conduct information sharing activities to identify potential and enacted WMD or terrorism activities, and mobilize and direct resources in response to such incidents.
- l) Prepare and maintain an emergency plan for the City of Rochester Hills subject to the direction of elected officials; review and update as required.
- m) Develop and maintain a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community.
- n) Coordinate with State and federal officials in collecting and sharing terrorism related information.

The executive official has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

Signature of official

date

ATTACHMENT B FIRE SERVICES

The **Rochester Hills Fire Department**, is responsible for fire and emergency service activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

- a) Provide command level representatives to the EOC and Unified Incident Command Post, when activated.
- b) Coordinate fire and search and rescue services with appropriate personnel at the County Emergency Management Agency; including assistance from regional specialty teams such as, but not limited to the Incident Management Team, Regional Response Team, Hazardous Materials Team, MUSAR, and BOMB Squad.
- c) Coordinate with County EMC and the State of Michigan in the decontamination and monitoring of affected citizens and emergency workers after exposure to CBRNE hazards.
- d) Assume primary responsibility for emergency alerting of the public.
- e) Assist with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
- f) Provide resources for fire services response and rescue operations.
- g) Assist in salvage operations and debris clearance.
- h) Advise elected officials about fire and rescue activities.
- i) Conduct safety analysis of the emergency, inform and recommend corrections to the CEO.
- j) Respond to hazardous materials spills in accordance to the procedures in Appendix 1 below.
- k) Assist in search and rescue operations.
- l) Assist in searching for bombs and/or explosive devices in connection with WMD events.

The fire and emergency services official has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

Signature of official

date

**ATTACHMENT B, APPENDIX 1
FIRE SERVICES**

HAZMAT RESPONSE GUIDELINES

The **Rochester Hills Fire Department** is responsible for the response to hazardous materials spills. Response will be acted in accordance to the following procedures:

- a) Assume incident command upon arrival at the scene.
- b) Coordinate with Local or Regional Hazardous Materials Team.
- c) Establish scene security or coordinate with other available agencies to establish scene security.
- d) Monitor and evaluate environmental health risks or hazards from hazardous materials releases.
- e) Inspect possible sources of contamination.
- f) Provide technical assistance and liaison with other appropriate agencies or organizations for the remediation of hazardous waste releases and other contamination sources.
- g) Disseminate information to the Emergency Operations Center Public Information Officer on hazardous material releases issues.
- h) Make protective action recommendations based on severity and complexity of incident type.
- i) Ensure PPE is fit-tested to responders.
- j) Prior to proceeding with cleanup, analyze and evaluate the safetiness of the spill and contamination by a certified Safety Officer/technician.
- k) Decontaminate equipment and gear.

The fire and emergency services official has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

Signature of official

date

ATTACHMENT C LAW ENFORCEMENT

The **Oakland County Sheriff's Department**, is responsible for law enforcement activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

- a) Develop and maintain procedures for the Sheriff's Department.
- b) Coordinate security and law enforcement services; with appropriate personnel at the County Emergency Operations Center.
- c) Establish security and protection of critical facilities.
- d) Provide traffic and access control in and around affected areas.
- e) Assist with emergency alerting and notification of threatened populations.
- f) Assist with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
- g) In cooperation with the Fire Department, performs search and rescue operations.
- h) Implement any curfews ordered by the CEO.
- i) Provide access control to affected areas.
- j) Provide emergency assistance to persons with functional needs.
- k) Assist the medical examiner with mortuary services.
- l) Assist with coordination of urban search and rescue activities.
- m) Investigate incident and provide intelligence information to state and federal officials.

The Oakland County Sheriff's Department official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Signature of official

date

ATTACHMENT D WARNING AND COMMUNICATIONS

The **Rochester Hills Communications Specialist** is responsible for warning and communications activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Warn the following individuals via any or all of the following methods: telephone, pager, smart messaging, etc.
 - Municipal Chief Executive
 - Municipal Emergency Management Liaison
 - County Emergency Management Coordinator
 - Municipal Emergency Operations Center representatives
- b) Ensure all agencies represented in the municipal Emergency Operations Center have communications to their staff at their department offices and at the incident site. This equipment consists of radios, telephone, cell phones, pagers, LEIN, computers, internet, etc.
- c) Establish communications with the county Emergency Operations Center if activated. The communications equipment available for this link can be setup utilizing any of the following: LEIN, telephone, fax, pagers, internet, email, web EOC, etc.
- d) Establish communications with the Incident Command Post, if established.
- e) Activate the public warning system in accordance to the procedures listed in City of Rochester Hills Emergency Operations Plan Volume 1. (Warning Communications)
- f) Ensure the public warning system provides notification to functional needs populations identified in the community, i.e., elderly, hearing impaired, non-English speaking, and others. The system consists of any or all of the following: door-to-door, telephone fan out, AM radio, City cable channel, city web-site, social media, and siren activation.
- g) Contact and warn special facilities and locations, such as schools, hospitals, nursing homes, major industries, institutions, and place of public assembly. The methods of warning and contacting these locations consist of personal contact, telephone, and email.

The City Communications Specialist has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Signature of official

date

ATTACHMENT E PUBLIC INFORMATION

The **Chief Executive Official (CEO)**, is responsible for public information activities. The following guidelines represent a checklist of actions that the Public Information Official must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Function as the sole point of contact for the news media and public officials.
- b) Collect information from municipal emergency response agencies located in the emergency operations center and other locations.
- c) Prepare news releases/instructional information to be disseminated to the local media, considering how to communicate to non-English speaking populations.
- d) Conduct press tours of disaster area(s) within the community.
- e) Establish a Public Information Center at Rochester Hills City Hall or the EOC (if activated) to become the central point from which news releases are issued. (Location to be determined by CEO)
- f) Establish and maintain contact with the County Public Information Official if the County's Emergency Operations Plan is activated.
- g) Coordinate public information activities with the county Public Information Officer if the County Emergency Operations Center is activated.
- h) Assist the county in establishing a joint information center (JIC).
- i) Assist the county with establishing a Rumor Control Center.
- j) Assist the municipal emergency management liaison in developing and distributing educational material on the hazards that face the City of Rochester Hills.
- k) Develop and maintain Emergency/Public Information procedures.
- l) Maintain a log and file of all information released to the media.

The Mayor / Chief Executive Official (CEO) has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Signature of official

date

ATTACHMENT F DAMAGE ASSESSMENT

The **Rochester Hills Building Department**, is responsible for damage assessment activities and for ensuring damage assessment team members have current training. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Record initial information from first responders such as law enforcement, fire services, and public works.
- b) If necessary, activate the damage assessment team which consists of the following agencies:
 - 1. Rochester Hills Building Department in coordination with the Rochester Hills Fire Department- responsible for public damage assessment
 - 2. Rochester Hills Building Department - responsible for individual damage assessment
- c) Provide information to the municipal Emergency Management Liaison. The Liaison will then provide assessment data to the county for preparation of a jurisdictional situation report via MI-CIMS.
- d) If the situation warrants, assist the municipal CEO with the preparation of a local state of emergency declaration and forward to the County Emergency Management Coordinator.
- e) Prepare a request for county assistance in conjunction with the municipal emergency management liaison.
- f) Plot damage assessment information on status boards in the municipal Emergency Operations Center.
- g) Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
- h) Prepare reports for the municipal public information official.
- i) Collect information and forward to the County so that the county can complete the Damage and Injury Assessment information through the jurisdiction's situational report via MI-CIMS.

The Building Department official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Signature of official

date

ATTACHMENT G PUBLIC WORKS

The **Rochester Hills Department of Public Services** is responsible for public works activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Maintain transportation routes.
- b) If necessary, coordinate activities designed to control the flow of flood water, including sandbagging, emergency diking, and pumping operations.
- c) Coordinate travel restrictions/road closures within the City of Rochester Hills.
- d) Identify evacuation routes.
- e) Provide emergency generators and lighting.
- f) Assist with traffic control.
- g) Assist with access control and notify emergency responders (police, fire, EMS) of inaccessible areas.
- h) Assist with urban search and rescue activities, i.e., persons trapped in damaged buildings or under heavy debris/objects, etc.
- i) Assist private utilities with the shutdown and restoration of gas and electric services.
- j) Assist with transportation of essential goods, i.e., food, medical supplies, etc.
- k) As necessary, establish a staging area for public works.
- l) Report damage information to the Damage Assessment Team.
- m) If necessary, assist with damage surveys for the federal public assistance grant program.
- n) If the county Emergency Operations Center is activated, establish and maintain contact with the person representing public works.
- o) Notify Law Enforcement of the location(s) of disabled vehicles.
- p) Inspect critical infrastructure and other public utilities for safety.

The Department of Public Services official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Signature of official

date

**ATTACHMENT G, APPENDIX 1
PUBLIC WORKS**

HAZMAT RESPONSE GUIDELINES

The **Rochester Hills Department of Public Services** will support the Fire Department in response efforts according to the following:

- a) Assist the fire department in the cleanup of contaminated soils and transport to appropriate dump sites.
- b) Evaluates inland water conditions and make recommendations to fire chief on response actions.
- c) Provide heavy equipment and diking materials to support the Fire Department's response to hazardous materials incidents.
- d) Advise the incident commander of any safety concerns.
- e) Ensure personnel use adequate personal protection equipment.
- f) Decontaminate equipment and gear.

The Department of Public Services official has reviewed and approves these guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

Signature of official

date

ATTACHMENT H EMERGENCY MEDICAL SERVICES

The **Rochester Hills Fire Department** is responsible for emergency medical service activities. The following guidelines represent a checklist of actions that agency officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Evacuate nursing homes, hospitals, and other medical facilities.
- b) Assist with animal and pet control.
- c) Assist with decontamination.
- d) Coordinate and provide emergency medical care to victims.
- e) Establish a staging area for emergency medical equipment.
- f) Identify a facility to be used as a temporary morgue if necessary.
- g) Coordinate with hospitals and shelter managers to staff medical teams at shelters.
- h) When appropriate, coordinate field units' participation in damage assessment activities.
- i) Ensure that emergency medical teams responding on-scene have established an on-scene medical command post and a medical commander.

The Fire and Emergency Services official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Signature of official

date

ATTACHMENT I DEBRIS MANAGEMENT

The **Rochester Hills Department of Public Services** is responsible for debris management activities. The following guidelines represent a checklist of actions that agency officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

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

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

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

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

When Trash Removal Providers are Individually Contracted by Residents:

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

- e. Contact neighboring communities who provides trash removal on a daily basis. If they were unaffected by the disaster, see if they can provide some assistance for equipment, temporary storage locations and/or transport to landfill.
- f. Identify a location (possibly parking lot) that can be used for temporary storage site of garbage.
- g. Request guidance from DEQ on permits and licenses.
- h. Contact landfill to set-up contract, rates and drop off schedule.
- i. Set hours and map out pick-up locations of affected areas. Send out public messages regarding the services available and process.
- j. Consider requiring residents to drop off debris to one identified site. The jurisdiction won't need the trucks, staff or logistics for curb side removal but will have to load semi-trucks and take to landfill.

The Department of Public Services official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Signature of official

date

ATTACHMENT J HUMAN SERVICES

The **Director** from the **Rochester Hills Human Resource Department** will serve as the Human Services Liaison and is responsible for human services activities. The liaison will coordinate and/or keep informed regarding human services activities occurring within the City of Rochester Hills. In addition, they will coordinate with County & other Human Service Agencies. The following guidelines represent a checklist of actions that the liaison must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Coordinate activities of municipal agencies/departments which provide human service type services; consider those with functional needs.
- b) Coordinate the provision of transportation for evacuation.
- c) Open and manage shelters in the City of Rochester Hills.
- d) Set up canteen (s) to feed emergency workers in the City of Rochester Hills.
- e) Provide food to City of Rochester Hills workers and victims of disaster residing in the City of Rochester Hills.
- f) Assist the county with establishing a Rumor Control Center.
- g) Arrange for provision of Crisis Counseling or Critical Incident Stress Debriefing (CISD) for both victims and identified disaster workers.
- h) If the County Emergency Operations Center is activated, establish and maintain contact with the person representing Human Services. If the county Emergency Operations Center is not activated, establish and maintain contact with the county Human Services Official directly at the county Department of Health and Human Services.
- i) Coordinate with American Red Cross and other pertinent organizations for the distribution of emergency clothing for disaster victims.
- j) Coordinate efforts to provide transportation for disaster victims and family reunification. (Consider local school buses, council on aging, canoe liveries, USFS, volunteers, etc.)

The Human Resources official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Signature of official

date

State

- a. **Act 390 of 1976, Michigan Emergency Management Act**
- b. **Michigan Emergency Management Assistance Compact**
- c. **Michigan Emergency Management Plan, January 2006 ed.**

Local

- a. **Oakland County Emergency Operations Plan**
- b. **Oakland County Hazard Mitigation Plan Resolution RES0141-2014, Adopted June 17 2014**
- c. **City of Rochester Hills NIMS Resolution RES0128-2009, Adopted May 4, 2009**

SUPPORTING PLANS AND PROCEDURES

- a. **SARA Title III Off Site Response Plans**
- b. **Oakland County Hazard Mitigation Plan**

City of Rochester Hills – Sara Title III Locations - 2017

MI SARA ID	Company Name	Facility/Site Name	Address Facility	Facility Status	Latest Report	EHS above TPQ
21685	3 Dimensional Services	3 Dimensional Services	2547 Product Dr.,Rochester Hills, MI 48309	ACTIVE	2016 Tier II Report Annual (02/22/2017)	No
16984	AJAX MATERIALS CORPORATION	AJAX MATERIALS CORP.PLANT 3	2240 AVON INDUSTRIAL DR.,ROCHESTER HILLS, MI 48309	ACTIVE	2016 Tier II Report Annual (01/18/2017)	No
13585	FANUC Robotics America Inc	Corporate Headquarters	3900 W. Hamlin Road,Rochester Hills, MI 48309	ACTIVE	2016 Tier II Report Annual (01/17/2017)	No
20904	Hewlett Packard Enterprise	DPC01 - Detroit Print Center	1872 Enterprise Drive,Rochester Hills, MI 48309	ACTIVE	2016 Tier II Report Annual (02/24/2017)	No
12940	Eagle Ottawa LLC	EAGLE OTTAWA ROCHESTER HILLS	2930 WEST AUBURN RD,ROCHESTER HILLS, MI 48309-3505	ACTIVE	2016 Tier II Report Annual (02/28/2017)	Yes
17904	ITC Transmission	ITC @ DTE SPOKANE STATION	532 EAST AVON ROAD,ROCHESTER, MI 48307	ACTIVE	2016 Tier II Report Annual (02/21/2017)	No
15309	Lear Rochester Hills	LEAR ROCHESTER HILLS	3000 RESEARCH DRIVE,ROCHESTER HILLS, MI 48309	ACTIVE	2016 Tier II Report Annual (02/20/2017)	Yes
19787	Lowes	LOWE'S OF ROCHESTER HILLS, MI (#2305)	3277 SOUTH ROCHESTER ROAD,ROCHESTER HILLS, MI 48307	ACTIVE	2016 Tier II Report Annual (02/08/2017)	No
20718	Meijer	MEIJER STORE #260	3610 Marketplace Circle,Rochester Hills, MI 48309	ACTIVE	2017 Tier II Report Update (08/01/2017)	No
12603	Melco Engraving	MELCO ENGRAVING INC	1809 ROCHESTER INDUSTRIAL DR,ROCHESTER HILLS, MI 48309	ACTIVE	2016 Tier II Report Update (03/09/2017)	Yes
20768	Otto Bock Polyurethane Technology, Inc.	Otto Bock Polyurethane Technologies, Inc	2923 Technology Drive,Rochester Hills, MI 48309	ACTIVE	2017 Tier II Report Update	No
11234	QUASAR INDUSTRIES	QUASAR INDUSTRIESPLANT 1	2687 COMMERCE DR.,ROCHESTER HILLS, MI 48309	ACTIVE	2016 Tier II Report Annual (03/28/2017)	No
14881	QUASAR INDUSTRIES	QUASAR INDUSTRIESPLANT 2	1911 NORTHFIELD DR,ROCHESTER HILLS, MI 48309	ACTIVE	2016 Tier II Report Annual (03/01/2017)	No
5974	Michigan Bell Telephone Company/AT&T Michigan	Rochester Co - M53274	400 W TIENKEN RD,ROCHESTER, MI 48306	ACTIVE	2016 Tier II Report Annual (02/03/2017)	Yes
19453	Rochester Hills Technical Center	Rochester Hills Technical Center	2965 Technology Drive,Rochester Hills, MI 48309	ACTIVE	2015 Tier II Report Update (02/05/2015)	No
21101	Comcast of CO/FL/MI/NM/PA/WA, LLC	Rochester OTN	247 E. Tienken Rd.,Rochester, MI 48306	ACTIVE	2016 Tier II Report Annual (01/24/2017)	Yes
21244	National Express Corporation	Rochester Outlot	380 South Livernois,Rochester Hills, MI 48307	ACTIVE	2016 Tier II Report Annual (01/17/2017)	No
1299	Speedway LLC	SPEEDWAY 2238	2255 Crooks Rd,Rochester Hills, MI 48309-3618	ACTIVE	2017 Tier II Report Update (07/25/2017)	No
1367	Speedway LLC	Speedway 8830	6980 Rochester,Rochester Hills, MI 48306-4341	ACTIVE	2017 Tier II Report Update (07/26/2017)	No

19346	Arcadis US, Inc.	The Home Depot Store #2727	225 Avon Road,Rochester Hills, MI 48307	ACTIVE	2017 Tier II Report Update (09/07/2017)	No
7364	TruGreen #5715	TRUGREEN #5715	2711 COMMERCE DR.,ROCHESTER HILLS, MI 48308-1880	ACTIVE	2016 Tier II Report Annual (02/20/2017)	No
	Verizon Wireless	WALTON_COOKS (ID:57072)	1468-A Walton Blvd.,Rochester Hills, MI 48306	ACTIVE	2016 Tier II Report Annual (01/28/2017)	No
20437	Webasto Roof Systems Inc.	Webasto Roof Systems Inc.	2700 Product Drive,Rochester Hills, MI 48309	ACTIVE	2016 Tier II Report Annual (03/07/2017)	Yes
21460	Webasto Roof Systems Inc.	Webasto Roof Systems Inc.	2817 Bond Street,Rochester Hills, MI 48309	ACTIVE	2016 Tier II Report Annual (03/07/2017)	Yes
20483	Wright & Filippis, Inc.	Wright & Filippis, Inc.	2638 Bond Street,Rochester Hills, MI 48309	ACTIVE	2012 Tier II Report Annual (04/05/2013)	No

The City of Rochester Hills

SARA Title III Off-Site Response Plans

- 1. Att – 400 W. Tienken**
- 2. Comcast – 247 E. Tienken**
- 3. Eagle Ottawa – 2930 W. Auburn**
- 4. Lear – 3000 Research**
- 5. Melco Engraving – 1809 Rochester Industrial**
- 6. Webasto – 2700 Product**
- 7. Webasto – 2817 Bond**

(See attached PDF documents for off-site response plans)

The City of Rochester Hills Oakland County Hazard Mitigation Plan

(See attached PDF documents for hazard mitigation plans)