

MW

Item Number: 3



CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

DATE: January 28, 2025

TO: Mark Washington, City Manager

COMMITTEE: Public Safety Committee

LIAISON: Asante Cain, Assistant to the City Manager

FROM: Brad Brown, Fire Chief
Fire Department

SUBJECT: **Presentation on 5-year Update on Office of Emergency Management Program Development**

The Emergency Management Administrator will provide an update on the accomplishments of the Office of Emergency Management over the last 5-years since the office was established. This presentation will be based around the initial program evaluation developed in 2019 outlining 21 actions necessary to establish a baseline program. To provide strategy for establishing a new office, the Emergency Management Administrator outlined the following actions:

1. Develop an **Emergency Operations Plan (EOP)** for the City of Grand Rapids. The EOP should be structured to mimic the Federal and State plans – Emergency Support Function (ESF) with appropriate supporting annexes.
 - a. **Completed**
2. Develop a **Continuity of Operations Plan (COOP)** for the City of Grand Rapids. The COOP will consist of continuity plans for all internal departments that provide services to internal and external customers.
 - a. **In draft format**
3. Develop a **Disaster Recovery Framework** to provide guidance for the EOC to develop a specific Disaster Recovery Plan for each incident that requires recovery efforts.
 - a. **In development**
4. Enhance the **Shelter Management** capability within the City of Grand Rapids. This should include the development of a shelter management plan and the identification of designated shelter locations.
 - a. **In process**
5. Develop and facilitate **Emergency Operations Center (EOC) Position Specific Training** for internal and external partners who will hold positions within the EOC.
 - a. **In process**
6. Facilitate the re-structuring of the **EOC** located at the Grand Rapids Police Department. The current structure is not conducive to how an effective EOC should be structured. This

re-structuring should include proper signage, updated plans and guides, and workspace that is based on the Incident Command Structure (ICS).

a. Completed

7. Establish access to **IPAWS** and **NWS Warnings** within the Nixle Emergency Alert System. Additionally, ensure all Federal and State mandates are met through annual tests of the IPAWS system.
 - a. Completed**
8. Develop a **Public Outreach Program** that ensures the public is educated on personal preparedness, local emergency actions, and recovery plans. The program should include the development of a Community Emergency Response Team (CERT), consistent participation in community events, and the ability to place a face to the Office of Emergency Management.
 - a. Completed**
9. Assess how the City of Grand Rapids is represented in the Kent County **Local Emergency Planning Committee (LEPC)**. This assessment will determine if it is logical to create a separate LEPC for the City of Grand Rapids and the impacted industries.
 - a. Completed** – stay integrated with Kent County LEPC
10. Assess how the City of Grand Rapids is represented at the Kent County **Local Planning Team (LPT)**. Upon current understanding, this designation impacts the City of Grand Rapids' ability to vote on Region 6 Homeland Security Planning Board issues, fill Region 6 Homeland Security Planning Board positions, and currently the City of Grand Rapids does not receive its own Emergency Management Performance Grant (EMPG) funding.
 - a. Completed** – the City is still not eligible for EMPG funding but participates on the Homeland Security Planning Board to receive funding for various public safety projects.
11. Develop a **Disaster Volunteer Program** utilizing the Community Emergency Response Team (CERT) curriculum. This program will provide an opportunity to educate community members on being prepared and build a cadre of trained volunteers the Office of Emergency Management can call upon to help before, during, and after an emergency or disaster.
 - a. Completed**
12. Provide consistent communication to internal customers through **Quarterly EM Stakeholder Meetings**. On a quarterly basis, the Office of Emergency Management will invite key stakeholders to the table to discuss anticipated issues, upcoming training and exercise opportunities, and provide an opportunity for stakeholders to provide feedback to the office.
 - a. In process**
13. The Office of Emergency Management will work with the Department of Water and the Environmental Services Department to develop **Emergency Action Plans (EAP)** for their facilities. The water system and environmental systems are a vulnerable critical resource that need an EAP to ensure all staff take proper protective actions.
 - a. In process** – Expanded to have Facility Emergency Action Plans and Emergency Action Plans for all public parks who host programs
14. Establish **External Communication** tools using a separate webpage on the City of Grand Rapids website; the development of social media accounts on Facebook, Instagram, and Twitter; and the development of an Annual Report at the end of each fiscal year.
 - a. Completed**
15. Develop a **list of Critical Infrastructure** within the City of Grand Rapids to ensure all utilities (Consumers Energy, DTE Gas, and the City of Grand Rapids Water Department) are aware of critical infrastructure. This list should be protected and not available for public

consumption. Additionally, having this list will ensure critical infrastructure is a priority for return of service.

a. In process

16. Develop a **Damage Assessment Plan and Policy** for the City of Grand Rapids. This plan will provide guidance on how damage assessment will be managed and incorporated into state processes.

a. In development

17. The Office of Emergency Management should purchase an **Incident Management Tool** that will enable all stakeholders to communicate, share information, and provide a dashboard for situational awareness. This tool can also be used for a virtual EOC when the incident does not require a physical EOC activation. Additionally, this tool should provide a workflow process for resources requests and tracking. Currently, the City of Grand Rapids utilizes the Michigan State MICIMS/WebEOC platform to share information and updates to the Michigan Emergency Management and Homeland Security Division.

a. Completed

18. Research and understand how Michigan **Voluntary Organizations Active in Disaster (VOAD)** collaborate at the local level. The City of Grand Rapids is home to a variety of non-profit and faith-based organizations. Developing a local VOAD chapter will ensure these resources are coordinated before, during, and after an incident.

a. Assessed

19. Develop a **3-year Training and Exercise plan**. This plan will provide coordinated guidance on training opportunities to support planned exercises. This plan should be developed with impacted internal and external stakeholders involved.

a. In process

20. Utilize **Emergency Management Accreditation Program (EMAP)** standards to ensure all Federal and State mandates are met. Following these guidelines will also ensure the Office of Emergency Management will be recognized as an accredited program.

a. Not started

21. Work with the National Weather Service to ensure the City of Grand Rapids becomes a **Storm Ready** community.

a. Completed


CORRECT IN FORM
DEPARTMENT OF LAW