

EMERGENCY PLANNING COORDINATION TEMPLATE

Emergency planning should always be a priority when considering planning for parks, events, housing, food, and public health. At the Michigan Economic Development Corporation (MEDC), we focus on strengthening community resiliency by helping communities prepare in advance so that residents can return to their daily routines more quickly after a disruption. The more a community prepares ahead of time, the faster it can respond, minimize impacts, and identify opportunities for cost savings.

When disaster strikes in Michigan, whether caused by an act of nature or human activity, it is essential to know how to respond, who to contact, and what resources are available. Having this information supports effective coordination at the local, regional, and state levels, and provides the guidance needed to strengthen community preparedness and response.

Whether you are a business owner, resident, local official, or municipal leader, preparation is key. Use this **Emergency Planning Coordination Template** to identify key contacts and better understand how to prepare for and respond to future emergencies.

Michigan residents can also access additional preparedness resources through the **Emergency Management and Homeland Security Division**. These materials are available at michigan.gov/MIREADY. MIREADY is Michigan's preparedness program and offers valuable tools and information to help residents plan ahead before a disaster occurs.

Note: The information below is not all encompassing; there may be additional resources out there beyond this template. Be sure to reach out to your identified contacts to learn more!



POINTS OF CONTACT

County Emergency Manager

<https://mi-em.us/local-emergency-management-programs/>

NAME
EMAIL
PHONE
ROLE
PLANS/PROGRAMS MANAGED

Local Emergency Point of Contact

Tip: work with local law enforcement to figure out who the best point of contact would be.

NAME
EMAIL
PHONE
ROLE
PLANS/PROGRAMS MANAGED

EMHSD – Coordinator (Emergency Management & Homeland Security)

Use this map to identify yours: <https://www.michigan.gov/msp/divisions/emhsd/emhsd-coverage-and-contact-map>

NAME
EMAIL
PHONE
ROLE
PLANS/PROGRAMS MANAGED

Optional – Local Organization Leading Recovery Efforts

Is there an organization in your community that always steps up to help after a disaster? Identify who the organization is, what roles they play, and how they can assist with your recovery efforts.

ORGANIZATION
LEAD CONTACT
EMAIL
PHONE
ROLE
PLANS/INITIATIVES

Parks + Natural Resources:

Local parks are typically managed by your local municipality. Check with municipal staff when there are local disaster related emergencies. For State Parks, the Department of Natural Resources (DNR) has DNR Customer Service Centers. Find your Service Center and note the information below:

<https://www.michigan.gov/dnr/about/contact/forestry>

ORGANIZATION
LEAD CONTACT
EMAIL
PHONE
ROLE



EMERGENCY PLAN SUMMARIES

Michigan Emergency Management Plan (MEMP)

“One of the most important functions of Michigan government is the protection of life, property, and the environment. To meet threats and hazards to these basic needs the State of Michigan (SOM) requires a coordinated response to emergencies and disasters. The Michigan Emergency Management Plan (MEMP) is a comprehensive, all-hazards plan which identifies the processes, policies, priorities, and responsibilities of state agencies, stakeholders, and partners in directing coordinated action in all phases of the emergency management cycle.”

<https://www.michigan.gov/-/media/Project/Websites/msp/EMHSD/Publications/MEMP.pdf?rev=f4e35a72603d4f11af5e6f1451c2971f>

HOW IT FITS INTO LOCAL PLANS

The items below are recommendations and could already be included in established plans.

1. Align Local Emergency Operations Plans (EOP) with the MEMP framework
2. Integrate Hazard Mitigation strategies into your Master Plan
3. Strengthen communication and resource coordination
4. Use the recovery framework plan and integrate into your planning documents
5. Ensure equity and community resilience, making sure everyone is acknowledged and included in your planning efforts
6. Reference MEMP in planning documents/adoption



County Emergency Plan

Research if your county has an emergency plan in place – county emergency management sites can be found here:

<https://www.michigan.gov/msp/divisions/emhsd/local-emergency-management-programs>

TIPS

1. Work with your County Emergency Manager to integrate strategies into your plans
2. Get familiar with regional training opportunities
3. Use your Emergency Manager to help fill out your emergency contacts

Grant Resources

FEMA Hazard Mitigation Grant Program - 25% local match (cash or in-kind). Eligible sub-applicants: local governments, districts, state agencies, tribes.

Contact: MSP-EMHSD@michigan.gov

Disaster Risk Identification

Identify the types of potential disaster risks that pose a high risk in your community. You can use the local emergency plan that you have already identified or locate your county's hazard mitigation plan.

POTENTIAL RISKS

NOTES

Disaster Matrix Table

After identifying what those potential disasters risks are, work with your emergency manager or use the resources you have identified to be prepared for an upcoming emergency.

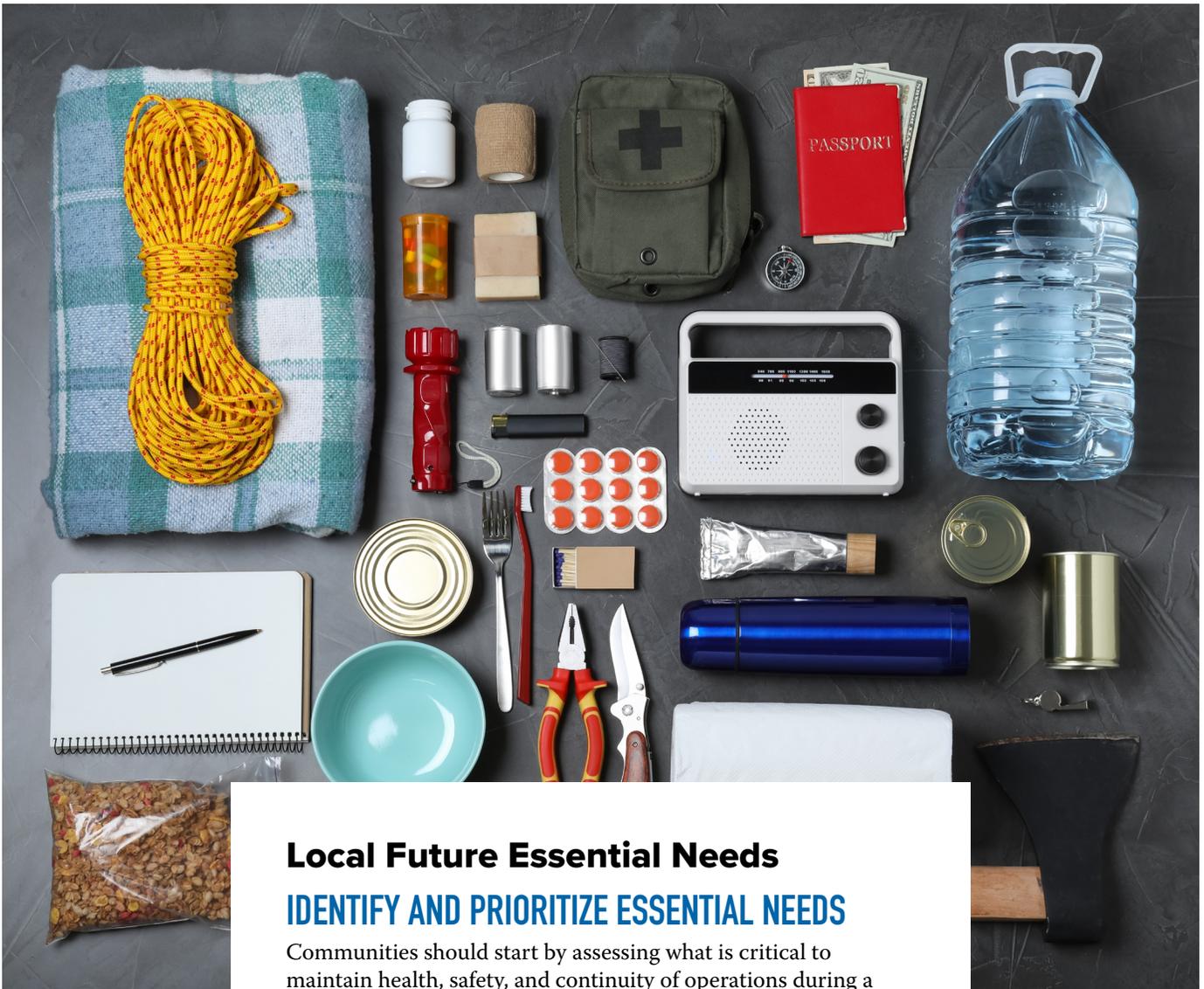
DISASTER TYPE	ACTIONS	RESOURCES	POTENTIAL CONTACTS

DISASTER TYPE	ACTIONS	RESOURCES	POTENTIAL CONTACTS

DISASTER TYPE	ACTIONS	RESOURCES	POTENTIAL CONTACTS

DISASTER TYPE	ACTIONS	RESOURCES	POTENTIAL CONTACTS

NOTES



Local Future Essential Needs

IDENTIFY AND PRIORITIZE ESSENTIAL NEEDS

Communities should start by assessing what is critical to maintain health, safety, and continuity of operations during a disaster:

- Basic human needs: water, food, fuel, medicine, sanitation, shelter materials.
- Operational needs: power sources, communication equipment, protective gear.
- Community services: emergency childcare, pet sheltering, accessible transportation, translation services.

Work locally to identify who would be responsible for maintenance and upkeep of this list. This can be a shared spreadsheet through departments and in coordination with the county emergency manager.

ESSENTIAL NEEDS CHECKLIST

Category	Item/Resource	Purpose/Use	Storage Location	Maintained By/ Contact	Notes/Gaps
Food & Water	Bottled water (1 gal/ person/day for 3 days minimum)	Drinking and sanitation	DPW garage, school cafeteria	Public Works/ School District	
	Non-perishable food (canned goods, protein bars)	Feeding displaced residents	Food pantry, fire hall	Local food bank	
Medical & Health	First aid kits, AEDs	Basic treatment	City Hall, parks, schools	EMS/Fire Department	
	Prescription medicine cache (coordination with local pharmacies)	Emergency medical continuity	Hospital or pharmacy	County Health Dept.	
	PPE (masks, gloves, sanitizer)	Pandemic or contamination response	Emergency Operations Center	County EM/ Health Dept.	
Fuel & Power	Gasoline and diesel reserves	Vehicle and generator operation	DPW or local fuel station	DPW/Private distributor	
	Portable generators	Power critical facilities	Municipality, water plant	Facilities Maintenance	
	Propane cylinders/ heaters	Shelter heating	Community center	Local supplier	
	Rechargeable flashlights/ lanterns	Supplemental lighting	Schools, churches, shelters, senior centers, community centers	Administrators	
Shelter & Housing	Cots, blankets, bedding	Temporary shelter	School gym or church	Red Cross/Local churches	
	Portable restrooms	Sanitation support	DPW storage yard	DPW/Vendor	
Communications	Two-way radios	Interagency coordination	Police/Fire	Police Dept.	
	Satellite phones	Communication backup	EOC/City Manager	County EM	
	Public alert system access (CodeRED, IPAWS)	Public information	Emergency Management	Communications Officer	
	NOAA crank radios	Weather alerts and emergency information	Schools, churches, shelters, senior centers, community centers	Administrators	
Transportation	Vans /buses	Evacuation or transport	School district, senior center	Transportation Coordinator	
	Snow removal equipment	Winter response	DPW	Public Works	
Public Works & Infrastructure	Sandbags and tarps	Flood mitigation	DPW	DPW/County Drain Comm.	
	Chainsaws, hand tools	Debris clearance	DPW/Fire	Fire Dept.	
	Traffic control signs/ cones	Emergency detours	DPW	DPW	
Special Populations	Mobility aids (wheelchairs, walkers)	Accessibility in shelters	Senior center	Human Services	
	Pet food and crates	Animal sheltering	Humane Society	Animal Control	

Communication Strategy

Work to identify all local and regional identification systems. The MIREADY website has collected all the counties' mass notification alerts on their website and are ready to sign up.

<https://www.michigan.gov/miready/local-alerts>

Look through the website and note what notification system can support your emergency coordination.

LOCAL NOTIFICATION SYSTEMS
(LOCAL RADIO, MASS NETWORK APP, ALERT SYSTEM)

MUNICIPAL POINT OF CONTACT
(CITY/VILLAGE/TOWNSHIP MANAGER, EMERGENCY COORDINATOR)

Public Outreach Strategy (e.g., website, social media, flyers)

Identify the best ways to get the word out and ensure everyone is involved in information sharing during an emergency. Do you have a community engagement framework? Use that to identify what works best for your community.

Strategies to consider:

- Create an emergency updates page on your community's website with live updates, shelter information, and contact numbers.
- Distribute flyers, door hangers, or mailers with emergency procedures and contact info.
- Engage local business as information hubs to share printed updates.
- Provide materials in multiple languages spoken in your community.
- Share the MIREADY website resource!

Annual Meetings & Reviews

Trainings are being held by county and state partners, ask if you can be involved in those training courses so you can better serve your communities! Use the contacts you identified above to find out the next trainings or annual meeting.

MEETING LOCATION

COORDINATOR NAME

FOLLOW-UP ACTIONS

- Annual review of emergency procedures
- Update contact lists
- Document new lessons learned

Lessons Learned

The Lessons Learned section provides an opportunity for communities to reflect on recent events, exercises, or emergency responses to identify strengths, gaps, and areas for improvement. Documenting these observations ensures that valuable insights are captured and used to strengthen future preparedness, response, and recovery efforts.

Use this section to record:

- Gaps or challenges encountered during an event (e.g., resource shortages, communication breakdowns, coordination issues).
- Effective actions that worked well and should be continued or expanded.
- Recommended improvements based on observations, data, or feedback from staff and partners.
- Strategies or next steps to address identified gaps using the information collected in previous sections (e.g., supply inventories, partner contacts, or resource needs).

If your community recently experienced an event or participated in a training exercise, use this section to make timely notes while information is still fresh. These insights will be valuable when updating the local emergency operations plan, continuity plan, or future training priorities.

LESSONS LEARNED