

CITY OF ALPENA

STANDARD OPERATING POLICY

SUBJECT: Michigan Emergency Management Assistance Compact (MEMAC) SOP No.: 35
Date Issued: 2/6/04
Effective Date: 2/6/04

Copies to: City Council, City Manager, Assistant City Manager, City Attorney, Department Heads, Deputy Police Chief, Deputy Fire Chief, Public Safety Facility, Central Dispatch

PURPOSE:

The purpose of this policy is to establish guidelines/procedures for requests for assistance, through the Michigan Emergency Management Assistance Compact (MEMAC), from participating units of government.

STATEMENT OF POLICY:

The City of Alpena will attempt to accommodate, to the best of its ability, requests for assistance consistent with the provisions set forth in the Michigan Emergency Management Assistance Compact (MEMAC).

- I. Request for Assistance
 - A. The City has designated the Public Safety Director, Deputy Police Chief and the Deputy Fire Chief as the initial contact persons for all requests for assistance in conjunction with MEMAC.
 - B. When contacted for requests for assistance, the Public Safety Director, Deputy Police Chief, or Deputy Fire Chief shall determine:
 - 1. What resources are needed.
 - 2. Where the resources are needed.
 - 3. When the resources are needed.
 - 4. Approximate length of time the resources are needed.
 - 5. The nature of the emergency that precipitated the request for assistance.
 - C. After documenting the information in I B, the Public Safety Director, Deputy Police Chief, or Deputy Fire Chief shall contact the City Manager.

II. Approval for Assistance

- A. The City Manager shall determine whether or not the City will provide the requested assistance. The City Manager will inform the Mayor and Council members of all requests for assistance.
- B. The initial contact person will communicate the City's determination on the request for assistance to the appropriate State of Michigan official.

III. Providing Assistance

- A. If the City has determined to provide the requested assistance, it shall do so in compliance with the provisions set forth in MEMAC.
- B. The initial contact person will coordinate the delivery of the City resources necessary to comply with the request for assistance.

Alan L. Bakalarski, City Manager