**Attachment C: Format for Declaring a Local “State of Emergency"**

Submission date: (insert date)

To: David Coulter, County Executive, Oakland County

To: Thomas Hardesty, Oakland County Homeland Security   
Division Manager, Emergency Management Coordinator

On (insert date the incident occurred) the (insert name of political jurisdiction) sustained widespread or severe damage, injury or loss of life or property caused by (describe the type of incident – e.g., tornado, flood, ice storm, etc.). As a result of this situation, the following conditions exist: (describe the impact on the jurisdiction and the area affected – e.g., many homes and businesses destroyed; numerous deaths and injuries in the southern part of the county; high school and four elementary schools severely damaged; only bridge connecting the east and west sections of the county completely destroyed; etc.).

Therefore, as (insert title of chief executive) of (name of political jurisdiction), in accordance with Section 10 of 1976 PA 390, as amended, I hereby declare that a "state of emergency" exists within our jurisdiction as of (insert date), and that local resources are being utilized to the fullest possible extent. The response and recovery elements of our emergency operations plan have been activated.

Authorized by: (insert name/title of chief executive)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submittal Instructions**

1. This signed declaration must be promptly forwarded **(via OakEOC as an attachment to an information ticket within the appropriate event, or by email, facsimile, or LEIN as a backup only if OakEOC is inoperable or not accessible / available)** to the Oakland County Homeland Security Division (email address: oakhsd@oakgov.com; facsimile #: 248-858-5550; LEIN code: MI 6316300).

2. If the OakEOC is inoperable or not accessible / available and using email, facsimile, or LEIN will delay the information, the telephone should be used (248-858-5300). If telephone service is not available, radio may be used. OakEOC or hardcopy confirmation must be forwarded as soon as possible.

3. A copy of this declaration should be kept on file with the local Clerk.

March 2020