

Alpena County Office of Emergency Management

720 W. Chisholm Street, Suite #13

Alpena, MI 49707

(989) 354-9822



MEMORANDUM

Emergency Management Vehicle Usage Policy

12 DEC 25

1. Purpose

The purpose of this memorandum is to outline the authorized use, responsibilities, and expectations associated with the Emergency Management (EM) vehicle to ensure safety, accountability, and proper operational readiness.

2. Authorized Use

The Emergency Management vehicle is to be used exclusively for official duties by the current Alpena County Emergency Manager, including but not limited to:

- Emergency response operations
- Incident management and field coordination
- Preparedness activities (training, exercises, site inspections and meetings)
- Deployment to Emergency Operations Center (EOC) activations
- Transport of personnel, equipment, or supplies related to EM missions

Commuting Authorization:

The Emergency Manager may use the Emergency Management vehicle for travel to and from their primary work location when such use:

- Ensures rapid response capability
- Supports after-hours operational readiness

This privilege is limited to direct travel to and from work during normal working hours and does not include personal errands, family transport, or unrelated stops that are not considered work related.

3. Driver Requirements

Only Alpena County authorized personnel who meet the following criteria may operate EM vehicles:

- Current Alpena County Emergency Manager
- Have a valid Michigan driver's license
- Approval from the current Alpena County Emergency Manager

Drivers must comply with all traffic laws and operate vehicles safely under all conditions.

Use of emergency lights and sirens may only be used by the current Alpena County Emergency Manager and must comply with local/state laws. No other personnel are permitted to use lights and sirens at any time.

5. Maintenance and Care

Drivers are responsible for:

- Ensuring fuel levels remain adequate
- Maintaining a clean interior and exterior
- Promptly reporting mechanical issues or safety concerns
- Ensuring equipment to the vehicle remains operational, secure and accounted for

Vehicle keys, equipment, and documentation must be returned immediately after use unless otherwise authorized due to commuting privileges.

6. Accident or Incident Reporting

Any accident, damage, or incident involving the Emergency Management vehicle must be reported immediately to the supervisor and documented using the appropriate reporting forms.

7. Compliance

Failure to follow this policy may result in suspension of vehicle privileges and/or disciplinary action in accordance with Alpena County Policy and procedures.
