

# Forsyth County Emergency Management Agency Emergency Operations Plan

Plan Approved:  
29-APR-14

Revised:  
20-NOV-18

# Local Resolution

Note: This is a New Ordinance No.123.  
However, portions of this ordinance  
also amends Ordinances 106, 107, 108,  
109 and 110. Adopted 09/04/14

**FORSYTH COUNTY, GEORGIA**  
**ORDINANCE NUMBER 123**

**AN ORDINANCE**  
**BY THE BOARD OF COMMISSIONERS**  
**OF FORSYTH COUNTY**

**Ordinance Regarding Emergency Management**

**WHEREAS**, O.C.G.A. §§ 38-3-27 through 38-3-28 and 38-3-54 through 38-3-56 authorizes the Forsyth County Board of Commissioners to provide emergency management within Forsyth County;

**WHEREAS**, the Georgia Emergency Management Agency (“GEMA”) is the state agency assigned responsibility for coordination of all organization for emergency management activities within the state;

**WHEREAS**, Forsyth County Emergency Management Agency (“EMA”) is an established emergency management agency; and

**WHEREAS**, to ensure an effective and coordinated response to disasters, the county wishes to coordinate EMA activities and responses with cities located within the county; and

**WHEREAS**, the Forsyth County Board of Commissioners recognizes that in an emergency situation, it may be impractical or impossible for the Board of Commissioners to convene, and thus the Board of Commissioners desires to authorize the Chairperson of the Board (the “Chair”) to activate emergency management powers; and

**WHEREAS**, the Forsyth County Board of Commissioners believes that an ordinance should be adopted to protect the health and safety of persons and property during an emergency or disaster resulting from manmade or natural causes.

**NOW, THEREFORE, BE IT ORDAINED**; that the Board of Commissioners of Forsyth County hereby enacts the following ordinance to authorize county emergency management and response powers:

**1.**

Chapter 26, Civil Emergencies, Article II, Emergency Management, of the Code of Forsyth County, Georgia is hereby modified by adding the following new Forsyth County Ordinance No. 123, Emergency Management and Response Powers:

**Definitions**

Definitions - As used in this ordinance, the following terms:

- (a) “Locally Declared Emergencies.” As used in this ordinance, a “locally declared emergency” or a “declaration of local emergency” shall mean a declaration by the Chair of the Board of

Commissioners enacting some or all of the local emergency powers addressed in this ordinance.

(b) “State Declared Emergencies.” As used in this ordinance, a “state declared emergency” or a “state of emergency” shall mean a declaration by the Governor of an actual or impending emergency or disaster of natural or human origin, or pandemic influenza emergency, or impending or actual enemy attack, or a public health emergency, within or affecting Georgia or against the United States. A declaration of emergency by the Governor may enact some or all of the emergency powers, local or otherwise, addressed in this ordinance.

### **Emergency Management and Response Powers**

#### **(a) Declaration of Local Emergency.**

(i) Grant of authority. In the event of an actual or threatened occurrence of a disaster or emergency, which may result in the large-scale loss of life, injury, property damage or destruction or in the major disruption of routine community affairs, business or governmental operations in the county and which is of sufficient severity and magnitude to warrant extraordinary assistance by federal, state and local departments and agencies to supplement the efforts of available public and private resources, the Chair of the Board of Commissioners may declare a local emergency for Forsyth County. The form of the declaration shall be similar to that provided in subsection (b) of this Code section.

(ii) Request for state assistance. Consistent with a declaration of local emergency, the Chair may request the Governor to provide assistance, provided that the disaster or emergency is beyond the capacity of the county to meet adequately and state assistance is necessary to supplement local efforts to save lives and protect property, public health and safety, or to avert or lessen the threat of a disaster.

(iii) Continuance. The declaration of local emergency shall continue until the Chair finds that emergency conditions no longer exist, at which time the Chair shall execute and file with the Clerk of the Board of Commissioners a document marking the end of the emergency. No state of local emergency shall continue for longer than 30 days, unless renewed by the Chair. The Board of Commissioners may, by resolution, end a state of local emergency at any time.

#### **(iv) Effect of declaration of emergency.**

(A) Activation of emergency operations plan. A declaration of emergency by the Governor or a declaration of local emergency by the Chair shall automatically activate the county emergency operations plan and shall be the authority for deployment of personnel and use of any forces to which the plan applies and for use or distribution of any supplies, equipment, materials, and facilities assembled, stockpiled or arranged to be made available pursuant to the Georgia Emergency Management Act or any other laws applicable to emergencies or disasters.

(1) The Forsyth County EMA Director shall have the legal authority to exercise the powers and



discharge the duties conferred upon the EMA, including the implementation of the emergency operations plan, coordination of the emergency responses of public and private agencies and organizations, coordination of recovery efforts with state and federal officials, and inspection of emergency or disaster sites.

(2) In responding to the emergency and conducting necessary and appropriate survey of the damages caused by the emergency, the Director or his/her designee is authorized to enter at a reasonable time upon any property, public or private, for the purpose of evaluating sites involved with emergency management functions to protect the public's health, safety or welfare.

(3) The Director is authorized to execute a right of entry and/or agreement to use property for these purposes on behalf of the County; however, any such document shall be later presented for ratification at a meeting of the Board of Commissioners.

(4) No person shall refuse entry or access to any authorized representative or agent of the county who requests entry for purposes of evaluating sites involved with emergency management functions to protect the public's health, safety, or welfare, and who presents appropriate credentials. Nor shall any person obstruct, hamper, or interfere with any such representative while that individual is in the process of carrying out his or her official duties.

(B) Emergency powers. Following a declaration of emergency and during the continuance of such state of emergency, the Chair is authorized to implement local emergency measures to protect life and property or to bring the emergency situation under control.

(1) State Declared State of Emergency. If the Governor declares a state of emergency for the County, the Chair may cause the following sections of this chapter to become effective:

- (a) Forsyth County Ordinance No. 110, Authority to Waive Procedures and Fee Structures;
- (b) Forsyth County Ordinance No. 108, Closed or Restricted Areas and Curfews;
- and/or
- (c) Forsyth County Ordinance No. 107, Registration of Building and Repair Services.

(2) Locally Declared State of Emergency. If the Chair declares a local emergency for the County, the Chair may cause the following sections of this chapter to become effective:

- (a) Forsyth County Ordinance No. 110, Authority to Waive Procedures and Fee Structures;
- and/or
- (b) Forsyth County Ordinance No. 108, Closed or Restricted Areas and Curfews.

If any of these sections are included in a declaration of local emergency, the same shall be filed in the office of the Clerk of the Board of Commissioners and shall be in effect until the declaration of local emergency has terminated.

(C) Authority to waive procedures and fees. Pursuant to a declaration of emergency, the Chair or the Board of Commissioners is authorized to cause to be effective any of the provision of Forsyth County Ordinance No. 110, as appropriate. The implementation of such subsections shall be filed

in the office of the Clerk of the Board of Commissioners.

(D) Additional emergency powers. The Chair of the Board of Commissioners shall have, and may exercise for such period as the declared emergency exists or continues, the following additional emergency powers:

(1) To direct and compel the evacuation of all or part of the population from any stricken or threatened area, for the preservation of life or other disaster mitigation, response or recovery;

(2) To prescribe routes, modes of transportation and destinations in connection with evacuation;

(3) To make provision for the availability and use of temporary emergency housing, emergency shelters and/or emergency medical shelters;

(4) To transfer the direction, personnel or functions of any county departments for the purpose of performing or facilitating emergency services;

(5) To utilize all available resources of the county and subordinate agencies over which the county has budgetary control as reasonably necessary to cope with the emergency or disaster;

(6) To utilize public property when necessary to cope with the emergency or disaster or when there is compelling necessity for the protection of lives, health, and welfare, and/or the property of citizens;

(7) To suspend any ordinance, resolution, order, rules or regulation prescribing the procedures for conduct of county business, or the orders, rules or regulations of any county department, if strict compliance with any ordinance, resolution, order, rule or regulation would in any way prevent, hinder or delay necessary action in coping with the emergency or disaster, provided that such suspension shall provide for the minimum deviation from the requirements under the circumstances and further provided that, when practicable, specialists shall be assigned to avoid adverse effects resulting from such suspension;

(8) To provide benefits to citizens upon execution of an intergovernmental agreement for grants to meet disaster-related necessary expenses or serious needs of individuals or families adversely affected by an emergency or disaster in cases where the individuals or families are unable to meet the expenses or needs from other means, provided that such grants are authorized only when matching state or federal funds are available for such purposes;

(9) To perform and exercise such other functions, powers, and duties as may be deemed necessary to promote and secure the safety and protection of the civilian population, including individuals with household pets and service animals prior to, during, and following a major disaster or emergency.

(b) Form of Declaration of Local Emergency. Upon the declaration of local emergency, an official "Declaration of Local Emergency," in substantially the same form set forth below, shall be signed and filed in the office of the County Clerk and shall be communicated to the citizens of

the affected area using the most effective and efficient means available. The declaration shall state the nature of the emergency or disaster, the conditions that require the declaration and any sections of this chapter that shall be in effect.

### **“DECLARATION OF LOCAL EMERGENCY**

WHEREAS, Forsyth County, Georgia has experienced an event of critical significance as a result of [description of event] on [date];

WHEREAS, the Governor has/has not declared a state of emergency for Forsyth County;

WHEREAS, in the judgment of the Chair of the Forsyth County Board of Commissioners, with advice from the Forsyth County Emergency Management Agency, there exist emergency circumstances located in [describe geographic location] requiring extraordinary and immediate corrective actions for the protection of the health, safety, and welfare of the citizens of Forsyth County, including individuals with household pets and service animals; and

WHEREAS, to prevent or minimize injury to people and damage to property resulting from this event, certain actions are required.

NOW, THEREFORE, pursuant to the authority vested in me by local and state law; IT IS HEREBY DECLARED that a local state of emergency exists and shall continue until the conditions requiring this declaration are abated.

THEREFORE, IT IS ORDERED:

(1) That the Forsyth County Emergency Management Agency activates the Emergency Operations Plan;

(2) That the following sections of the County Code be implemented [If deemed appropriate, choose from the following]:

Forsyth County Ordinance No. 110 – Authority to Waive Procedures and Fee Structures

Forsyth County Ordinance No. 108 – Closed or Restricted Areas and Curfews

Forsyth County Ordinance No. 107 – Registration of Building and Repair Services (to be effective only if the Governor declares a state of emergency)

Section \_\_ [Any other emergency management ordinances, such as an emergency purchasing ordinance, etc.]

(3) That the following measures also be implemented:

[If deemed appropriate, select items from subsections (a)(iv)(C) or (D) or such other measures as appropriate.]

ENTERED at [time] on [date].

[Signed]

Chair, Forsyth County Board of Commissioners”

(c) Contracts with Municipalities. In addition to the normal agreements embodied in the county's emergency operations plan for mutual emergency assistance, the Board of Commissioners may contract with any municipality for the administration of an emergency response program.

### **Enforcement and Remedies**

(a) Law Enforcement. In accordance with O.C.G.A. § 38-3-4, the Forsyth County Sheriff's Office shall be authorized to enforce the orders, rules and regulations contained in this ordinance and/or implemented by the Chair or Board of Commissioners during a declared emergency.

(b) Penalties. Failure to comply with any of the requirements or provisions of the regulations contained in this ordinance, or with any code section, order, rule or regulation made effective by the Chair or Board of Commissioners upon or after the declaration of an emergency shall constitute a violation of the provisions of this ordinance. Any person who violates any provision in this ordinance shall, upon conviction thereof, be guilty of a misdemeanor punishable by a fine not exceeding \$1,000, imprisonment for a term not exceeding 60 days, or both such fine and imprisonment, for each violation. Each person assisting in the commission of a violation shall be guilty of separate offenses. Each day during which a violation or failure to comply continues shall constitute a separate violation.

(c) Injunctive Relief. In accordance with O.C.G.A. § 38-3-5, in addition to the remedies prescribed in this section, the EMA Director is authorized to obtain an injunction to restrain violation of laws, code sections, orders, rules and regulations that are contained in the Georgia Emergency Management Act and/or this ordinance, and/or are implemented by the Chair or the Board of Commissioners during a declared emergency.

(d) Enforcement. Except as otherwise provided in this chapter, this ordinance may be enforced by the Forsyth County Sheriff's Office and the EMA Director.

## **2.**

Chapter 26, Civil Emergencies, Article II, Emergency Management, of the Code of Forsyth County, Georgia is hereby modified by striking Forsyth County Ordinance No. 106, Overcharging, and replacing it with the following:

(a) *Overcharging prohibited.* In order to preserve, protect, and sustain the life, health, welfare, and safety of persons and their property during emergency or disaster situations and subsequent recovery periods, it shall be unlawful during the duration of a state of emergency, as defined in O.C.G.A. § 38-3-3(7), or upon the determination by the Chair of the County Board of Commissioners of the existence of an emergency or disaster, or subsequent recovery period, for any person, firm, or corporation located or doing business in Forsyth County to overcharge for housing or for any of the following goods, materials, or services sold within the unincorporated areas of the county; food and nonalcoholic beverage

items; nonprescription and prescription drugs; personal and residential hygiene items, including but not limited to soap, toothpaste, toothbrushes, shampoo, dish soap, laundry detergent, and deodorant; first aid items including but not limited to bandages and disinfectants; clothing; corrective eye-ware; hearing aids; necessary items for disabled persons; office supplies; tools and building materials; gasoline; building construction, renovation and repair services; automobile repair services; automotive towing services; engineering services; accounting services; legal services; and medical services.

(b) *Definitions.*

- (1) *Overcharging.* To overcharge is to demand prices for goods, materials, services, or housing which prices are substantially in excess of customary prices, or in applicable cases substantially in excess of the supplier's or provider's costs for such goods, materials, services or housing. A rebuttable presumption of overcharging shall occur in the event that the price at which goods, materials, services, or housing is offered during a state of emergency or disaster increases by more than 50 percent over the price at which such goods, materials, services, or housing was offered in the usual course of business immediately prior to the onset of the emergency or disaster. Overcharging shall not include increases in costs to the supplier directly attributable to higher costs of materials, supplies, and labor resulting from the emergency or disaster.
  - (2) *Subsequent recovery period.* The term "subsequent recovery period" is defined as that period during which the emergency or disaster continues to cause disruptions in the emergency or disaster area(s), but shall not exceed six months after the emergency or disaster declaration has been terminated by the Chair or by the Board of Commissioners of Forsyth County, or by the Governor, unless extended by official action of the Chair of the Board of Commissioners of Forsyth County.
- (c) *Penalties.* Violation of the provisions of this section upon conviction shall be punishable by a fine not to exceed \$1,000.00 per violation or imprisonment not to exceed 60 days, or both such fine and imprisonment. Each sale shall constitute a separate offense.

### 3.

Chapter 26, Civil Emergencies, Article II, Emergency Management, of the Code of Forsyth County, Georgia is hereby modified by striking Forsyth County Ordinance No. 107, Building Contractor Registration, and replacing it with the following:

**"(a) Building Contractor Registration Required.**

Upon the declaration of a state of emergency by the Governor, as defined in O.C.G.A. § 38-3-3(7), and a local declaration that this section is in effect, no building contractor shall engage in doing business in whole or in part within the unincorporated areas of Forsyth County without having first registered the name of the business with the Forsyth County Planning and Development Department and having paid fees as provided by this section.

**(b) Definitions.**

- (1) Building contractor. As used in this section the word or term 'building contractor' shall mean any person, firm, partnership, corporation or other entity engaging in,

undertaking or carrying on any business consisting of or relating to building construction, repair, renovation or making improvements to real property including dwellings, homes, buildings, structures, or fixtures attached thereto.

- (2) Doing business. Any building contractor shall be deemed to be 'doing business' subject to the requirements of this section if: (a) he has or operates an office, agency, project site or place of business located in the unincorporated areas of the County, whether permanently, temporarily, periodically, or otherwise, that, in the unincorporated areas of the County, engages in activities expressly including but not limited to the construction, renovation or repair of dwellings or buildings or the making of improvements to real property or any fixtures attached thereto; or (b) he performs, in the unincorporated areas of the County, activities expressly including but not limited to the construction, renovation or repair of dwellings or buildings or the making of improvements to real property or any fixtures attached thereto, regardless of the location of the principal office of the building contractor.
- (3) Subsequent Recovery Period. The term 'subsequent recovery period' is defined as that period during which the state of emergency continues to cause disruptions in the affected area(s), but shall not exceed three (3) months after the state of emergency has been terminated by the Governor.

**(c) Registration; Certification.**

All building contractors doing business or proposing to do business in the unincorporated areas of Forsyth County during a state of emergency declared by the Governor and a local declaration stating this section is in effect, or any subsequent recovery period, shall register and file applications with the Forsyth County Department of Planning and Development or such other person designated by Chair or by the Board of Commissioners at the County administration building or such other place or places designated by the Chair or by the Board of Commissioners. The building contractor shall, under oath, provide the County with a statement describing the general nature of the business to be conducted and give true and correct information as may be called for on the registration form, application or certificate provided by the County.

**(d) Registration Fees.**

Building contractor registration fees are hereby fixed under the terms and conditions of this section at \$50.00 per annum. Registration fees shall be paid in full at the time of issuance of the registration certification. Registration fees shall be waived for those contractors already registered within Forsyth County before the state of emergency.

**(e) Penalties.**

Any building contractor required by this section to pay a registration fee who is found to be doing business without first registering and receiving a registration certification from the County as required shall be in violation of this section. Violation of this section, upon conviction, shall be punishable by a fine not to exceed \$1,000 per violation and/or imprisonment not to exceed sixty (60) days. Each day a building contractor does

business in the unincorporated areas of the County without complying with this section shall constitute a separate offense.

**(f) Transferability.**

Each certification issued under this section is granted to, and shall be accepted by, the building contractor under the condition that the same is not transferable, and after issuance no such certification shall be transferred by the County or the building contractor to another individual or entity.

**(g) Display of Registration Certification.**

Each certification issued hereunder shall be posted conspicuously by the building contractor in the place of business of the building contractor or shall be carried on his person or in the vehicle used in such business. Such certification shall be exhibited to any authorized enforcement officer when so requested.

**(h) Revocation; Suspension.**

Each certification granted under this section is a mere permit to do business only so long as said business is conducted in a lawful manner. The Board of Commissioners hereby reserves the right to revoke or suspend any certification granted hereunder, if the building contractor, or the building contractor's agent or employee acting within the scope of his employment, violates this section or any other County, state or federal law. If after issuance of a certification, the County desires to revoke such certification, written notice thereof shall be given to the building contractor, which notice shall specify the violation with which the building contractor is charged and a date, time and place at which a hearing shall be held with regard to the violation. The building contractor shall have an opportunity to be heard at such hearing, shall have the right to be represented by counsel, and shall have the right to introduce and submit evidence in opposition to such revocation."

**4.**

Chapter 26, Civil Emergencies, Article II, Emergency Management, of the Code of Forsyth County, Georgia is hereby modified by striking Forsyth County Ordinance No. 108, Curfews, and replacing it with the following:

Forsyth County Ordinance No. 108 shall be retitled: "Closed and/or Restricted Areas and Curfews during Emergencies."

**"(a) Institution of Curfew.**

(1) To preserve, protect, or sustain the life, health, welfare, or safety of persons or their property within Forsyth County, the Chair of the Board of Commissioners shall have discretion to institute a curfew applicable to the County as a whole, or to certain areas specified by resolution. The resolution instituting the curfew shall include the dates and hours that the curfew shall be in effect and may include any other information, conditions or terms deemed appropriate by the Chair, who shall have an ongoing duty and responsibility to continually assess the necessity of the imposed curfew, and shall ensure that the curfew is lifted or narrowed in scope at the earliest practicable opportunity.

(2) To promote order, protect lives, minimize the potential for looting and other crimes, and facilitate recovery operations during an emergency, the Chair shall have discretion to impose re-entry restrictions on certain areas. The Chair shall exercise such discretion in accordance with the county emergency operations plan, which shall be followed during emergencies.

(3) The provisions of this section shall not apply to persons acting in the following capacities:

- (i) Authorized and essential law enforcement personnel;
- (ii) Authorized and essential health care providers;
- (iii) Authorized and essential personnel of the county;
- (iv) Authorized National Guard or federal military personnel;
- (v) Authorized and essential firefighters;
- (vi) Authorized and essential emergency response personnel;
- (vii) Authorized and essential personnel or volunteers working with or through the county emergency management agency (EMA);
- (viii) Authorized and essential utility repair crews;
- (ix) Citizens seeking to restore order to their homes or businesses while on their own property or place of business;
- (x) Other authorized persons (such as regular employees of local industries traveling to and from their jobs with appropriate identification, news media employees, and building contractors) as designated on a list compiled by EMA and/or the Forsyth County Sheriff's Office.

(4) **Enforceability.** This section shall be enforced by officers of the law enforcement personnel approved to provide aid and assistance during the emergency. Nothing contained in this section shall prohibit a law enforcement officer from bringing other charges under state law.

(5) **Effective Date.** This section shall become effective only upon the signing of a declaration of emergency, stating this section is in effect.

(6) All unincorporated areas of the county shall be subject to the terms of the curfew, unless otherwise specified in the resolution.

**(b) Prohibition.**

It shall be unlawful for any person to travel, loiter, wander, stroll, or appear in public (including but not limited to streets, highways, roads, lanes, parks or other public grounds, public places, public buildings, places of amusement, eating places, or vacant lots) in the territory subject to the curfew between the hours specified by the Chair until the curfew is lifted.

**(c) Public Information.**

County staff shall make reasonable efforts to inform the public of the details and terms of any curfew instituted under this section. Such efforts shall include utilization of the County



website, if available, and posting information at County facilities. Such efforts may include signage, door-to-door personal advisement, and use of public announcement systems.

**5.**

Chapter 26, Civil Emergencies, Article II, Emergency Management, of the Code of Forsyth County, Georgia is hereby modified by striking Forsyth County Ordinance No. 109, Emergency Interim Successors to the Board of Commissioners, and replacing it with the following:

- (a) In the event that a quorum of the Board of Commissioners of Forsyth County becomes impossible to assemble due to injury of death of board members during an emergency or disaster, pursuant to O.C.G.A. § 38-3-50(f) there are hereby appointed the following emergency interim successors in descending order of succession:
  - (1) County manager;
  - (2) Deputy county manager;
  - (3) Fire chief;
  - (4) Director of the planning and community development department;
  - (5) Director of the engineering department; and
  - (6) Director of the water and sewer department.
- (b) This section shall be construed and implemented in compliance with O.C.G.A. § 38-3-50, and any emergency interim successor designated by this section shall possess all authority provided for therein.

**6.**

Chapter 26, Civil Emergencies, Article II, Emergency Management, of the Code of Forsyth County, Georgia is hereby modified by striking Forsyth County Ordinance No. 110, Waiver of Formalities, and replacing it with the following:

**(a) Authority to Waive Procedures and Fee Structures.**

(1) County Business and Meetings. Upon the declaration of a state of emergency by the Governor, as defined in O.C.G.A. § 38-3-3(7), or upon the determination by the Chair of the Board of Commissioners of the existence of an emergency or disaster, the affairs and business of Forsyth County may, pursuant to O.C.G.A. § 38-3-54, be conducted at places other than the regular or usual place thereof, within or outside of Forsyth County, when it is not prudent, expedient or possible to conduct business at the regular location. When such meetings occur outside of Forsyth County, all actions taken by the local governing body shall be as valid and binding as if performed within Forsyth County. Such meetings may be called by the presiding officer or any two members of the governing body without regard to or compliance with time-consuming procedures and formalities otherwise required by law.

(2) Public Works Contracts. Upon the declaration of a state of emergency by the Governor, or upon the determination by the Chair of the Board of Commissioners of the existence of an emergency or disaster, the County Board of Commissioners may, in compliance with O.C.G.A. §§ 36-91-22(e) and 32-4-63(6), contract for public works without letting such contract out to the lowest, responsible bidder and without advertising and posting notification of such contract for four weeks; provided, however, that any public works contract entered into pursuant to this subsection shall be entered on the minutes of the County as soon as practical, and the nature of the emergency described therein. Any E-Verify or Systematic Alien Verification for Entitlements ("SAVE") affidavit shall be obtained from any contractor if otherwise required by law.

(3) Code Enforcement. Upon the declaration of a state of emergency by the Governor, or upon the determination by the Chair of the Board of Commissioners of the existence of an emergency or disaster, the Board of Commissioners may temporarily suspend the enforcement of the Code of Ordinances of Forsyth County, or any portion thereof, where: (a) the emergency or disaster is of such nature that immediate action outside the Code is required; (b) such suspension is consistent with the protection of the public health, safety and welfare; and (c) such suspension is not inconsistent with any federal or state statutes or regulations.

(4) Fees. Upon the declaration of a state of emergency by the Governor, or upon the determination by the Chair of the Board of Commissioners of the existence of an emergency or disaster, the Board of Commissioners may temporarily reduce or suspend any permit fees, application fees or other rate structures as necessary to encourage the rebuilding of the area impacted by the disaster or emergency.

(5) Temporary Dwellings. Upon the declaration of a state of emergency by the Governor, or upon the determination by the Chair of the Board of Commissioners of the existence of an emergency or disaster, the Board of Commissioners may issue temporary permits for mobile homes, trailers; recreational vehicles or other temporary dwelling structures or parks in any zoning district while the primary dwelling is being repaired, provided that such temporary dwellings or parks are designed by an engineer and the plans are approved by the Forsyth County Health Department and the Forsyth County Planning and Development Department. The temporary permit shall not exceed six (6) months in duration. In the case of continuing hardship and in the discretion of the Board of Commissioners, the permit may be extended for a period of an additional six (6) months. Upon expiration of the temporary permit or an extension, the temporary dwelling shall be removed.

(2) Purchasing. Upon declaration of an emergency or disaster by the Governor or Chair of the Board of Commissioners, the purchasing ordinances, regulations, or policies may be suspended. County officials shall continue to seek to obtain the best prices during the state of local emergency. Any E-Verify or Systematic Alien Verification for Entitlements ("SAVE") affidavit shall be obtained from any contractor if otherwise required by law.

**(b) Definitions.**

(1) Fees. Any fee or rate charged by the County for building permits, land disturbance permits, zoning applications, special land use permits, temporary land use permits, and other fees relating to the reconstruction, repair and clean-up of areas impacted by the disaster or emergency. 'Fees' shall not include those fees collected by the County on behalf of the federal or state government or those fees charged by the County pursuant to a federal or state statute or regulation.

(2) Temporary Dwelling. Any mobile or easily movable home, trailer recreational vehicle or structure not otherwise permitted by the zoning regulations of a particular zoning district.

### **Severability**

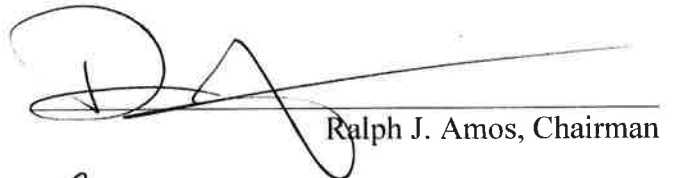
If any section, paragraph, sentence, clause, phrase or word of this ordinance is, for any reason, held to be unconstitutional, inoperative, or void by any competent jurisdiction, such holding shall not affect the remainder of this ordinance.

### **Effective Date and Repealer Provision**

This Ordinance Number 123 shall become effective immediately upon adoption by the Forsyth County Board of Commissioners. Any and all existing or pre-existing provisions in conflict with this Ordinance are hereby repealed.

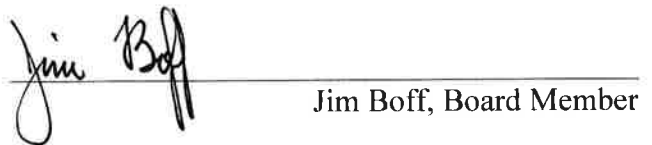
Adopted this 4th day of September, 2014

### **FORSYTH COUNTY BOARD OF COMMISSIONERS**


  
Ralph J. Amos, Chairman

  
Cindy J. Mills, Vice-Chairman

  
Brian Tam, Secretary

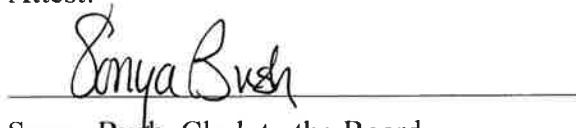
  
Jim Boff, Board Member

**[Signatures Continue on Following Page]**



Todd Levent, Board Member

Attest:



Sonya Bush, Clerk to the Board

## RECORD OF REVISIONS

Date	Author	Section	Detail
11-20-2018 03:48:48	Forsyth	SOGs/SOPs	
11-20-2018 03:47:49	Forsyth	Incident Annexes	
11-20-2018 03:40:50	Forsyth	ESF 11	
11-20-2018 03:39:54	Forsyth	Agencies	
11-06-2018 01:33:12	Forsyth	Other Support Documents	
11-06-2018 01:32:34	Forsyth	MOUs	
11-06-2018 01:28:57	Forsyth	Agencies	
11-06-2018 01:24:24	Forsyth	Incident Annexes	
08-29-2018 12:57:08	Forsyth	ESF 6	
08-29-2018 12:56:57	Forsyth	ESF 6	
08-29-2018 12:54:27	Forsyth	ESF 6	
06-08-2018 01:56:17	Forsyth	Local Government	
05-23-2018 12:57:42	Forsyth	State Contacts	
05-23-2018 12:57:30	Forsyth	State Contacts	
05-23-2018 12:56:21	Forsyth	Government Officials	
05-23-2018 12:55:58	Forsyth	Local Government	
05-23-2018 12:55:09	Forsyth	Local Government	
05-23-2018 12:53:21	Forsyth	Local Government	
05-23-2018 12:52:48	Forsyth	Government Officials	
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05-23-2018 09:08:41	Forsyth	Distribution List	

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Forsyth County  
EMERGENCY OPERATIONS PLAN

Local Resolution

Record of Revisions

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## **PREFACE**

This Emergency Operations Plan (EOP) describes the management and coordination of resources and personnel during periods of major emergency. This comprehensive local emergency operations plan is developed to ensure mitigation and preparedness, appropriate response and timely recovery from natural and man made hazards which may affect residents of Forsyth County.

This plan supersedes the Emergency Operations Plan dated from old eLEOP. It incorporates guidance from the Georgia Emergency Management Agency (GEMA) as well as lessons learned from disasters and emergencies that have threatened Forsyth County. The Plan will be updated at the latest, every four years. The plan:

- Defines emergency response in compliance with the State-mandated Emergency Operations Plan process.
- Establishes emergency response policies that provide Departments and Agencies with guidance for the coordination and direction of municipal plans and procedures.
- Provides a basis for unified training and response exercises.

### **The plan consists of the following components:**

- The Basic Plan describes the structure and processes comprising a county approach to incident management designed to integrate the efforts of municipal governments, the private sector, and non-governmental organizations. The Basic Plan includes the: purpose, situation, assumptions, concept of operations, organization, assignment of responsibilities, administration, logistics, planning and operational activities.
- Appendices provide other relevant supporting information, including terms, definitions, and authorities.
- Emergency Support Function Annexes detail the missions, policies, structures, and responsibilities of County agencies for coordinating resource and programmatic support to municipalities during Incidents of Critical Significance.
- Support Annexes prescribe guidance and describe functional processes and administrative requirements necessary to ensure efficient and effective implementation of incident management objectives.
- Incident Annexes address contingency or hazard situations requiring specialized application of the EOP. The Incident Annexes describe the missions, policies, responsibilities, and coordination processes that govern the interaction of public and private entities engaged in incident management and emergency response operations across a spectrum of potential hazards. Due to security precautions and changing nature of their operational procedures, these Annexes, their supporting plans, and operational supplements are published separately.

**The following is a summary of the 15 Emergency Support Functions:**

1. *Transportation*: Support and assist municipal, county, private sector, and voluntary organizations requiring transportation for an actual or potential Incident of Critical Significance.
2. *Communications*: Ensures the provision of communications support to municipal, county, and private-sector response efforts during an Incident of Critical Significance.
3. *Public Works and Engineering*: Coordinates and organizes the capabilities and resources of the municipal and county governments to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to prevent, prepare for, respond to, and/or recover from an Incident of Critical Significance.
4. *Firefighting*: Enable the detection and suppression of wild-land, rural, and urban fires resulting from, or occurring coincidentally with an Incident of Critical Significance.
5. *Emergency Management Services*: Responsible for supporting overall activities of the County Government for County incident management.
6. *Mass Care, Housing and Human Services*: Supports County-wide, municipal, and non-governmental organization efforts to address non-medical mass care, housing, and human services needs of individuals and/or families impacted by Incidents of Critical Significance.
7. *Resource Support*: Supports volunteer services, County agencies, and municipal governments tracking, providing, and/or requiring resource support before, during, and/or after Incidents of Critical Significance.
8. *Public Health and Medical Services*: Provide the mechanism for coordinated County assistance to supplement municipal resources in response to public health and medical care needs (to include veterinary and/or animal health issues when appropriate) for potential or actual Incidents of Critical Significance and/or during a developing potential health and medical situation.
9. *Search and Rescue*: Rapidly deploy components of the National US Response System to provide specialized life-saving assistance to municipal authorities during an Incident of Critical Significance.
10. *Hazardous Materials*: Coordinate County support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials during Incidents of Critical Significance.
11. *Agriculture and Natural Resources*: supports County and authorities and other agency efforts to address: Provision of nutrition assistance; control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic

disease; assurance of food safety and food security and; protection of natural and cultural resources and historic properties.

12. *Energy*: Restore damaged energy systems and components during a potential of actual Incident of Critical Significance.
13. *Public Safety and Security Services*: Integrates County public safety and security capabilities and resources to support the full range of incident management activities associated with potential or actual Incidents of Critical Significance.
14. *Long Term Recovery and Mitigation*: Provides a framework for County Government support to municipal governments, nongovernmental organizations, and the private sector designed to enable community recovery from the long-term consequences of an Incident of Critical Significance.
15. *External Affairs*: Ensures that sufficient County assets are deployed to the field during a potential or actual Incident of Critical Significance to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the populace.

# BASIC PLAN

## I. INTRODUCTION

---

### Summary

This plan establishes a framework for emergency management planning and response to: prevent emergency situations; reduce vulnerability during disasters; establish capabilities to protect residents from effects of crisis; respond effectively and efficiently to actual emergencies; and provide for rapid recovery from any emergency or disaster affecting the local jurisdiction and Forsyth County.

This Emergency Operations Plan (EOP) is predicated on the National Incident Management System (NIMS) which integrates the capabilities and resources of various municipal jurisdictions, incident management and emergency response disciplines, nongovernmental organizations (NGOs), and the private sector into a cohesive, coordinated, and seamless framework for incident management. The EOP, using the NIMS, is an all-hazards plan that provides the structure and mechanisms for policy and operational coordination for incident management. Consistent with the model provided in the NIMS, the EOP can be partially or fully implemented in the context of a threat, anticipation of a significant event, or the response to a significant event. Selective implementation through the activation of one or more of the systems components allows maximum flexibility in meeting the unique operational and information-sharing requirements of the situation at hand and enabling effective interaction between various entities. The EOP, as the core operational plan for incident management, establishes county-level coordinating structures, processes, and protocols that will be incorporated into certain existing interagency incident- or hazard-specific plans (such as the Hurricane Plan) that is designed to implement specific statutory authorities and responsibilities of various departments and agencies in particular contingency.

### Purpose

The purpose of the EOP is to establish a comprehensive, countywide, all-hazards approach to incident management across a spectrum of activities including prevention, preparedness, response, and recovery. The EOP incorporates best practices and procedures from various incident management disciplines - homeland security, emergency management, law enforcement, firefighting, hazardous materials response, public works, public health, emergency medical services, and responder and recovery worker health and safety - and integrates them into a unified coordinating structure. The EOP provides the framework for interaction with municipal governments; the private sector; and NGOs in the context of incident prevention, preparedness, response, and recovery activities. It describes capabilities and resources and establishes responsibilities, operational processes, and protocols to help protect from natural and manmade hazards; save lives; protect public health, safety, property, and the environment; and reduce adverse psychological consequences and disruptions. Finally, the EOP serves as the foundation for the development of detailed supplemental plans and procedures to effectively and efficiently implement incident management activities and assistance in the context of specific types of incidents.

**The EOP, using the NIMS, establishes mechanisms to:**

- Maximize the integration of incident-related prevention, preparedness, response, and recovery activities;
- Improve coordination and integration of County, municipal, private-sector, and nongovernmental organization partners;
- Maximize efficient utilization of resources needed for effective incident management and Critical Infrastructure/Key Resources protection and restoration;
- Improve incident management communications and increase situational awareness across jurisdictions and between the public and private sectors;
- Facilitate emergency mutual aid and emergency support to municipal governments;
- Provide a proactive and integrated response to catastrophic events; and
- Address linkages to other incident management and emergency response plans developed for specific types of incidents or hazards.

A number of plans are linked to the EOP in the context of disasters or emergencies, but remain as stand-alone documents in that they also provide detailed protocols for responding to routine incidents that normally are managed by County agencies without the need for supplemental coordination. The EOP also incorporates other existing emergency response and incident management plans (with appropriate modifications and revisions) as integrated components, operational supplements, or supporting tactical plans.

### **This plan consists of the following components:**

#### **Scope and Applicability**

The EOP covers the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters, and other emergencies. The EOP also provides the basis to initiate long-term community recovery and mitigation activities.

The EOP establishes interagency and multi-jurisdictional mechanisms for involvement in and coordination of, incident management operations.

This plan distinguishes between incidents that require County coordination, termed disasters or emergencies, and the majority of incidents that are handled by responsible jurisdictions or agencies through other established authorities and existing plans.

#### **In addition, the EOP:**

- Recognizes and incorporates the various jurisdictional and functional authorities of departments and agencies; municipal governments; and private-sector organizations in incident management.



- Details the specific incident management roles and responsibilities of the departments and agencies involved in incident management as defined in relevant statutes and directives.
- Establishes the multi-agency organizational structures and processes required to implement the authorities, roles, and responsibilities for incident management.

This plan is applicable to all departments and agencies that may be requested to provide assistance or conduct operations in the context of actual or potential disasters or emergencies.

Disasters or emergencies are high-impact events that require a coordinated and effective response by an appropriate combination of County, municipal, private-sector, and nongovernmental entities in order to save lives, minimize damage, and provide the basis for long-term community recovery and mitigation activities.

## **Key Concepts**

This section summarizes key concepts that are reflected throughout the EOP.

- Systematic and coordinated incident management, including protocols for:
  - Coordinated action;
  - Alert and notification;
  - Mobilization of County resources to augment existing municipal capabilities;
  - Operating under differing threats or threat levels; and
  - Integration of crisis and consequence management functions.
- Proactive notification and deployment of resources in anticipation of or in response to catastrophic events in coordination and collaboration with municipal governments and private entities when possible.
- Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions if feasible, and/or implement programs to mitigate vulnerability to future events.
- Coordinating worker safety and health, private-sector involvement, and other activities that are common to the majority of incidents (see Support Annexes).
- Organizing ESFs to facilitate the delivery of critical resources, assets, and assistance. Departments and agencies are assigned to lead or support ESFs based on authorities, resources, and capabilities.
- Providing mechanisms for vertical and horizontal coordination, communications, and information sharing in response to threats or incidents. These mechanisms

facilitate coordination among municipal entities and the County Government, as well as between the public and private sectors.

- Facilitating support to County departments and agencies acting under the requesting department or agency's own authorities.
- Developing detailed supplemental operations, tactical, and hazard-specific contingency plans and procedures.
- Providing the basis for coordination of interdepartmental and municipal planning, training, exercising, assessment, coordination, and information exchange.

## **II. PLANNING ASSUMPTIONS AND CONSIDERATIONS**

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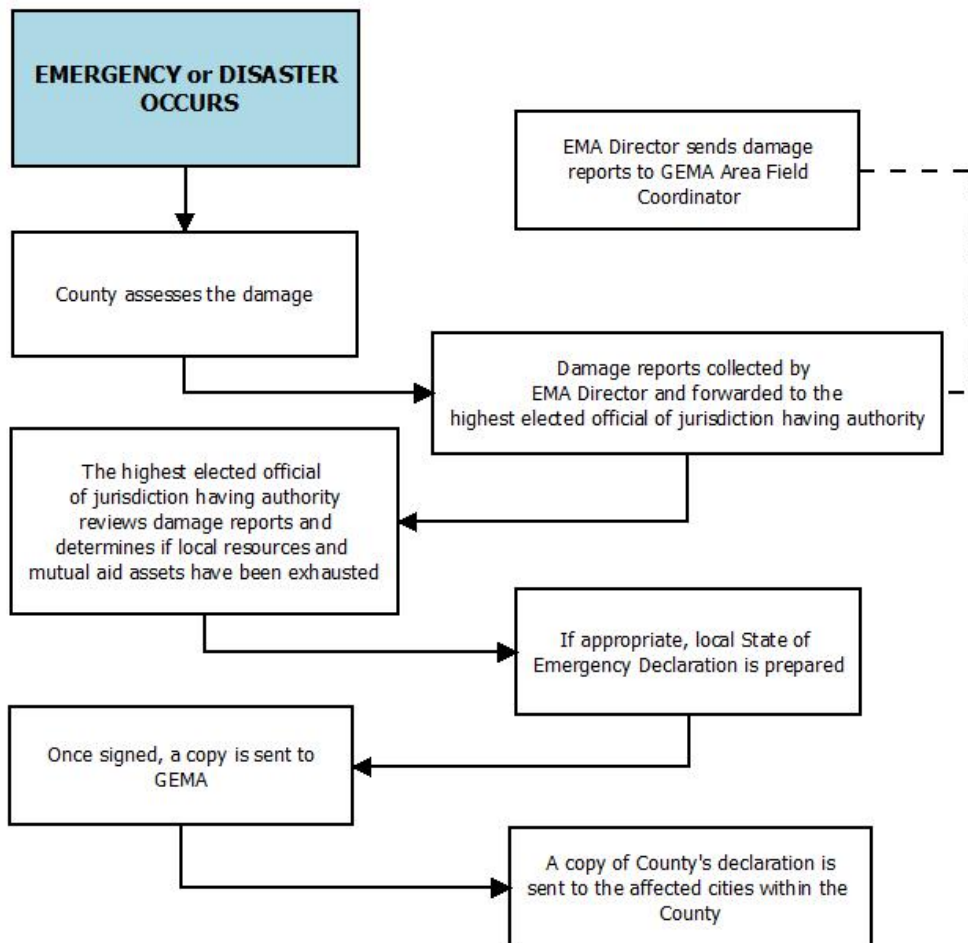
The EOP is based on the planning assumptions and considerations presented in this section.

- Incidents are typically managed at the lowest possible organizational and jurisdictional level.
- Incident management activities will be initiated and conducted using the principles contained in the NIMS and the ICS.
- The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to prevent, prepare for, respond to, and recover from disasters and emergencies.
- Disasters and emergencies require the Forsyth County Emergency Management Agency to coordinate operations and/or resources, and may:
  - Occur at any time with little or no warning in the context of a general or specific threat or hazard;
  - Require significant information-sharing at the unclassified and classified levels across multiple jurisdictions and between the public and private sectors;
  - Involve single or multiple jurisdictions;
  - Have significant regional impact and/or require significant regional information sharing, resource coordination, and/or assistance;
  - Span the spectrum of incident management to include prevention, preparedness, response, and recovery;
  - Involve multiple, highly varied hazards or threats on a regional scale;
  - Result in numerous casualties; fatalities; displaced people; property loss; disruption of normal life support systems, essential public services, and basic infrastructure; and significant damage to the environment;
  - Impact critical infrastructures across sectors;
  - Overwhelm capabilities of municipal governments, and private-sector infrastructure owners and operators;
  - Attract a sizeable influx of independent, spontaneous volunteers and supplies;
  - Require extremely short-notice asset coordination and response timelines; and
  - Require prolonged, sustained incident management operations and support activities.

- Top priorities for incident management are to:
  - Save lives and protect the health and safety of the public, responders, and recovery workers;
  - Ensure security of the county;
  - Prevent an imminent incident, including acts of terrorism, from occurring;
  - Protect and restore critical infrastructure and key resources;
  - Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution and/or attribution;
  - Protect property and mitigate the damage and impact to individuals, communities, and the environment; and
  - Facilitate recovery of individuals, families, businesses, governments, and the environment.
- Deployment of resources and incident management actions during an actual or potential terrorist incident are conducted in coordination with the Federal Bureau of Investigation (FBI).
- Departments and agencies at all levels of government and certain NGOs, such as the American Red Cross, may be required to deploy to disaster areas or emergency events on short notice to provide timely and effective mutual aid and/or intergovernmental assistance.
- The degree of County involvement in incident operations depends largely upon the specific authority or jurisdiction. Other factors that may be considered include:
  - The municipal needs and/or requests for external support, or ability to manage the incident;
  - The economic ability of the affected entity to recover from the incident;
  - The type or location of the incident;
  - The severity and magnitude of the incident; and
  - The need to protect the public health or welfare or the environment.
- Departments and agencies support these mission in accordance with authorities and guidance and are expected to provide:
  - Initial and/or ongoing response, when warranted, under their own authorities and funding;

- Alert, notification, pre-positioning, and timely delivery of resources to enable the management of potential and actual disasters or emergencies; and
  - Proactive support for catastrophic or potentially catastrophic incidents using protocols for expedited delivery of resources.
- 
- For disasters or emergencies that are Presidentially declared, state and/or Federal support is delivered in accordance with relevant provisions of the Stafford Act. (Note that while all Presidentially declared disasters and emergencies under the Stafford Act are considered incidents of critical significance, not all incidents necessarily result in disaster or emergency declarations under the Stafford Act.)

## Emergency Declaration Process



It is anticipated and expected that if the emergency or disaster is obviously widespread and all local resources mutual aid assets have already been exhausted, the highest elected official of jurisdiction having authority can make a declaration without waiting for a report regarding damages.

### **III. ROLES AND RESPONSIBILITIES**

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#### **Local Government Responsibilities**

Police, fire, public health and medical, emergency management, public works, environmental response, and other personnel are often the first to arrive and the last to leave an incident site. In some instances, a County agency in the area may act as a first responder, and the assets of County agencies may be used to advise or assist municipal officials in accordance with agency authorities and procedures. Mutual aid agreements provide mechanisms to mobilize and employ resources from neighboring jurisdictions to support the incident command. When resources and capabilities are overwhelmed, the County may request State assistance under a Governors disaster or emergency declaration. Summarized below are the responsibilities of the Chief Executive Officer.

A municipal mayor or city or County Chairman or their designee, as a jurisdictions chief executive, is responsible for the public safety and welfare of the people of that jurisdiction. The Chief Executive Officer:

- Is responsible for coordinating resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents involving all hazards including terrorism, natural disasters, accidents, and other contingencies;
- Dependent upon law, has extraordinary powers to suspend laws and ordinances, such as to establish a curfew, direct evacuations, and, in coordination with the health authority, to order a quarantine;
- Provides leadership and plays a key role in communicating to the public, and in helping people, businesses, and organizations cope with the consequences of any type of incident within the jurisdiction;
- Negotiates and enters into mutual aid agreements with other jurisdictions to facilitate resource-sharing; and
- Requests State and, if necessary, Federal assistance through the Governor of the State when the jurisdictions capabilities have been exceeded or exhausted.

#### **Emergency Support Functions**

The EOP applies a functional approach that groups the capabilities of municipal and county departments and some volunteer and non-government organizations into ESFs to provide the planning, support, resources, program implementation, and emergency services that are most likely to be needed during disaster or emergency incidents. The County response to actual or potential disasters or emergencies is typically provided through the full or partial activation of the ESF structure as necessary. The ESFs serve as the coordination mechanism to provide assistance to municipal governments or to County departments and agencies conducting missions of primary County responsibility.

Each ESF is comprised of primary and support agencies. The EOP identifies primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. The resources provided by the ESFs reflect categories identified in the NIMS. ESFs are expected to support one another in carrying out their respective roles and responsibilities. Additional discussion on roles and responsibilities of ESF primary agencies, and support agencies can be found in the introduction to the ESF Annexes.

Note that not all disaster or emergency incidents result in the activation of all ESFs. It is possible that an incident can be adequately addressed by agencies through activation of certain EOP elements without the activation of ESFs. Similarly, operational security considerations may dictate that activation of EOP elements be kept to a minimum, particularly in the context of certain terrorism prevention activities.

### **Nongovernmental and Volunteer Organizations**

Nongovernmental and volunteer organizations collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. For example, the American Red Cross is an NGO that provides relief at the local level and also supports the Mass Care element of ESF 6. Community-based organizations receive government funding to provide essential public health services.

The Voluntary Organizations Active in Disaster (VOAD) is a consortium of approximately 30 recognized organizations of volunteers active in disaster relief. Such entities provide significant capabilities to incident management and response efforts at all levels. For example, the wildlife rescue and rehabilitation activities conducted during a pollution emergency are often carried out by private, nonprofit organizations working with natural resource trustee agencies.

### **Private Sector**

EOP primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters and emergencies.

### **Roles**

The roles, responsibilities, and participation of the private sector during a disaster or emergency incident vary based on the nature of the organization and the type and impact of the incident. The roles of private-sector organizations are summarized below.

- **Impacted Organization or Infrastructure**  
Private-sector organizations may be affected by direct or indirect consequences of the incident, including privately owned critical infrastructure, key resources, and those main private-sector organizations that are significant to regional economic recovery from the incident. Examples of privately owned infrastructure include transportation, telecommunications, private utilities, financial institutions, and hospitals.



- **Response Resource**  
Private-sector organizations provide response resources (donated or compensated) during an incident - including specialized teams, equipment, and advanced technologies - through public-private emergency plans, mutual aid agreements, or incident specific requests from government and private-sector-volunteer initiatives.
- **Regulated and/or Responsible Party**  
Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring, and responding to an incident once it occurs. For example, some activities are required by law or regulation to maintain emergency (incident) preparedness plans, procedures, and facilities and to perform assessments, prompt notifications, and training for a response to an incident.
- **State/Emergency Organization Member**
- Private-sector organizations may serve as active partners in emergency preparedness and response organizations and activities.

## **Responsibilities**

Private-sector organizations support the EOP (voluntarily or to comply with applicable laws and regulations) by sharing information with the government, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response to and recovery from an incident.

Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause. In the case of an Incident of Critical Significance, these private-sector organizations are expected to mobilize and employ the resources necessary and available in accordance with their plans to address the consequences of incidents at their own facilities or incidents for which they are otherwise responsible.

## **Response Resources**

Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies. The County Government maintains ongoing interaction with the critical infrastructure and key resource industries to provide coordination for prevention, preparedness, response, and recovery activities. When practical, or when required under law, private-sector representatives should be included in planning and exercises. In some cases, the government may direct private-sector response resources when they have contractual relationships, using government funds.

## **Functional Coordination**

The primary agency/agencies for each ESF maintain(s) working relations with its associated private-sector counterparts through partnership committees or other means (e.g., ESF 2, Communications - telecommunications industry; ESF 10, Hazardous Materials - oil and hazardous materials industries; etc.).

## **Citizen Involvement**

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

The US Citizen Corps brings these groups together and focuses efforts of individuals through education, training, and volunteer service to help make communities safer, stronger, and better prepared to address the threats of terrorism, crime, public health issues, and disasters of all kinds.

Citizen Corps Councils implement Citizen Corps programs, which include Community Emergency Response Teams (CERTs), Medical Reserve Corps, Neighborhood Watch, Volunteers in Police Service, and the affiliate programs; provide opportunities for special skills and interests; develop targeted outreach for special-needs groups; and organize special projects and community events.

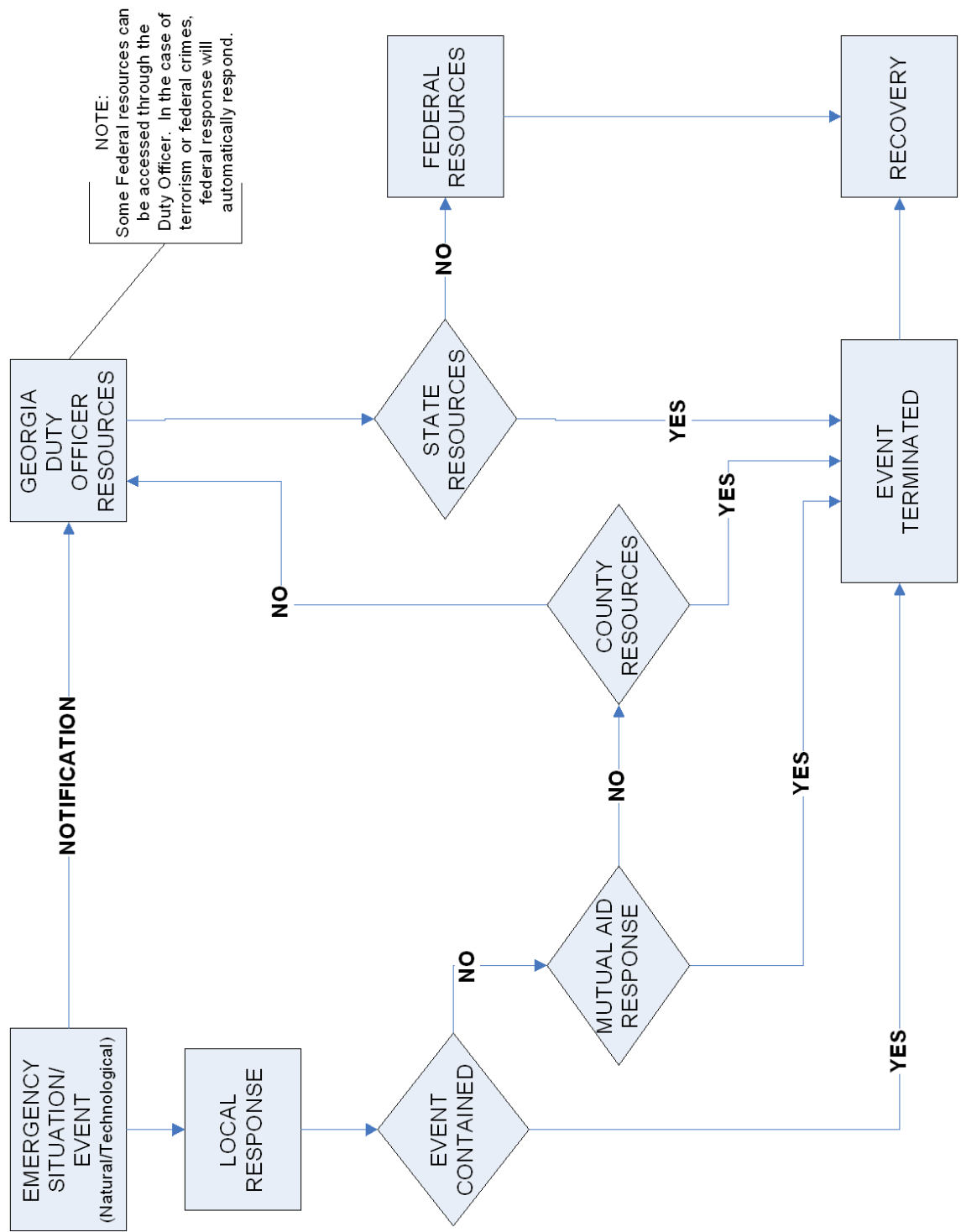
Citizen Corps Affiliate Programs expand the resources and materials available to communities through partnerships with programs and organizations that offer resources for public education, outreach, and training; represent volunteers interested in helping to make their communities safer; or offer volunteer service opportunities to support first responders, disaster relief activities, and community safety efforts.

Other programs unaffiliated with Citizen Corps also provide organized citizen involvement opportunities in support of response to major disasters and events of Critical Significance.

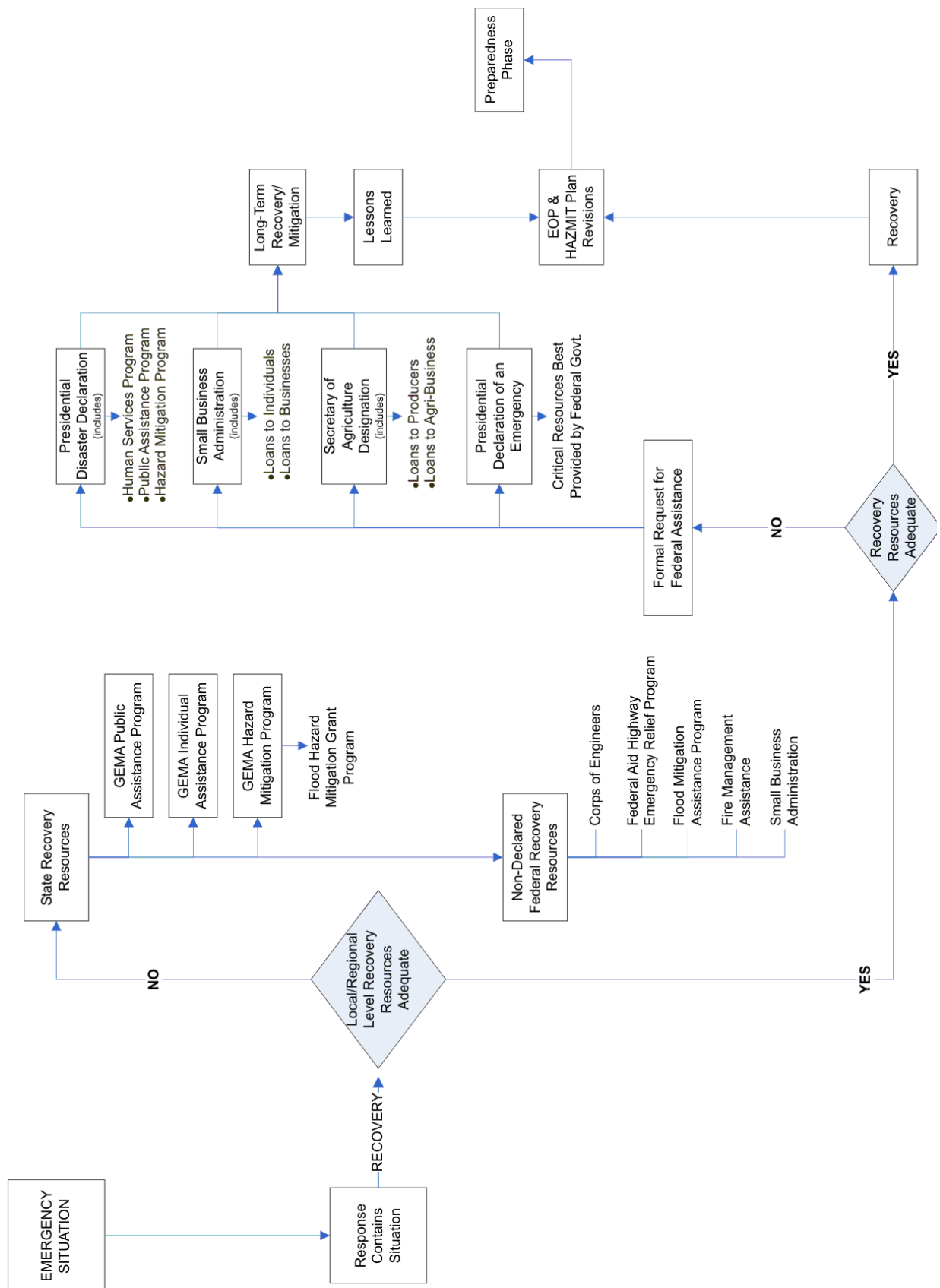
## **Citizen Corps**

The Citizen Corps works through a Citizen Corps Council that brings together leaders from law enforcement, fire, emergency medical and other emergency management, volunteer organizations, elected officials, the private sector, and other community stakeholders.

# Response Flow Chart



# Recovery Flow Chart



## **IV. CONCEPT OF OPERATIONS**

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### **Phases of Emergency Management**

#### **Mitigation**

Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures implemented prior to, during, or after an incident are intended to prevent the occurrence of an emergency, reduce the community's vulnerability and/or minimize the adverse impact of disasters or emergencies. A preventable measure, for instance, is the enforcement of building codes to minimize such situations.

#### **Preparedness**

Actions taken to avoid an incident or to intervene to stop an incident from occurring. Preparedness involves actions taken prior to an emergency to protect lives and property and to support and enhance disaster response. Planning, training, exercises, community awareness and education are among such activities.

#### **Response**

Activities that address the short-term, direct effects of an incident. These activities include immediate actions to preserve life, property, and the environment; meet basic human needs; and maintain the social, economic, and political structure of the affected community. Also included are direction and coordination, warning, evacuation, and similar operations that help reduce casualties and damage, and speed recovery.

#### **Recovery**

The development, coordination, and execution of service- and site-restoration plans and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs. Short-term recovery includes damage assessment and the return of vital functions, such as utilities and emergency services, to minimum operating standards. When rebuilding and re-locating is due to damaged property, long-term recovery activities may continue for years.

#### **General**

- A basic premise of the EOP is that incidents are generally handled at the lowest jurisdictional level possible. Police, fire, public health, medical, emergency management, and other personnel are responsible for incident management at that level. Accordingly, in order to protect life and property from the effects of emergencies, government is responsible for all emergency management activities. When operating under such conditions, Georgia Emergency Management Agency will utilize all available resources from within the County, including voluntary and private assets, before requesting other assistance. After an emergency exceeds local capacity to respond, assistance will be requested from other jurisdictions and the state through GEMA. Upon a Presidential declaration, assistance as requested by the state may be provided through Federal ESFs and/or other resources.

- Consistent with the commitment to comprehensive emergency management, this plan addresses major emergency situations that may develop in the county. It outlines activities that address mitigation, preparedness, response and recovery. The plan emphasizes the capacity of Georgia Emergency Management Agency to respond and accomplish short-term recovery.
- In coordination with the county and municipal governments, Georgia Emergency Management Agency will implement interagency coordination for emergency operations.
- In coordination with the county and municipal governments and Georgia Emergency Management Agency the public information designee will release all emergency information.
- If an agency requests functional support from another agency or organization, assigned personnel and resources will be coordinated by the agency responsible for the ESF.
- All agencies will inform Georgia Emergency Management Agency of personnel assigned to work in the Emergency Operations Center (EOC.)

## **V. DIRECTION AND CONTROL**

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### **Continuity of Government/Continuity of Operations (COG/COOP)**

Local governments and jurisdictions must be prepared to continue their minimum essential functions throughout the spectrum of possible threats from natural disasters through acts of terrorism. COG/COOP planning facilitates the performance of State and local government and services during an emergency that may disrupt normal operations.

- Government continuity planning facilitates the performance government and services during an emergency that may disrupt normal operations. Contingency plans for the continuity of operations of vital government functions and jurisdictions will allow agencies to continue their minimum essential operations and maintain authority. These plans include the spectrum of possible threats from natural disasters through acts of terrorism.
- Continuity of Government (COG) and Continuity of Operations (COOP) measures will establish lines of personnel succession, ensuring that authority is delegated to appropriate personnel prior to an emergency. Executive office personnel and agency managers will identify, notify, and train the individuals next in line. In addition, personnel will be familiar with alert, notification and deployment procedures to provide for command and control of response and recovery operations.
- Preservation of Records addresses the protection of essential records (e.g., vital statistics, deeds, corporation papers, operational plans, resource data, personnel and payroll records, inventory lists, laws, charters, and financial documents) by the appropriate agency following an emergency or disaster. Governments will plan for preservation of succession and delegation of authority and records necessary for carrying out governments legal and financial functions and the protection of legal and financial rights of citizens.
- The EMA director, under the direction of the local government, is responsible for the following, but not limited to:
  - Determine who is responsible for direction and control at the executive level;
  - Describe the decision process for implementing COG/COOP plans and procedures, including reliable, effective, and timely notification;
  - Establish measures for the protection of vital records;
  - Identify the agencies and personnel (including lines of succession) responsible for providing water, electricity, natural gas, sewer, and sanitation services in affected areas;
  - Identify the location of and contact points for Emergency Management Assistance Compacts (EMACs), Memoranda of Understanding (MOU), and other cooperative agreements

- Standard Operating Procedures (SOPs) for each local agency that provide specific authorities of designated successors to direct their agencies;
- COG/COOP succession of authority plans are outlined in the Forsyth County Emergency Management Agency Emergency Operations Plan Annex.



## **VI. INCIDENT MANAGEMENT ACTIONS**

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### **Services and Resources**

An emergency or disaster may place great demands on services and resources. Priority will be based on essential needs, such as food, water, and medical assistance. Other services and resources will be acquired after establishing the need.

### **Commitment of Services and Resources**

- Local governments will commit services and resources in order to save lives and protect property. Response agencies will first utilize services and resources available through their agency or organization. Additional needs may be met from other governments, agencies and/or organizations through mutual-aid or Memorandums of Understanding (MOU). After these sources have been exhausted, additional state resources may be requested from GEMA through the EOC. Forsyth County Emergency Management Agency maintains an extensive service and resource directory that is maintained by ESF 7.
- Detailed records of expenditures are required by all agencies and organizations responding to a disaster for possible reimbursement, such as through an authorized Federal disaster declaration.

### **Local Involvement**

Forsyth County Emergency Management Agency will coordinate the efforts of agencies and organizations responsible for plan development of ESFs and major revisions. It is strongly recommended that the agencies involved in an ESF conduct coordination meetings and develop an ESF plan for their response to each level of activation. The plan will be reviewed annually and major revisions completed, as necessary. An updated plan shall be submitted for approval to GEMA every four years through the eLEOP system. Minor revisions to the plan should be logged in on the designated form at the beginning of this plan and updated on the eLEOP system.

### **State Involvement**

Coordination of emergency management planning and operations and service and resource sharing across jurisdictional boundaries is necessary. Consequently, the state may be able to assist in the planning process (e.g., radiological, hurricane planning). Forsyth County Emergency Management Agency will coordinate the type and level of assistance. Agencies and organizations with ESF responsibilities will be involved in such planning. This assistance should be interpreted as supporting agencies with ESF responsibilities and enhancing emergency capabilities.

### **Standard Operating Procedures**

Most agencies and organizations within Forsyth County and its municipalities have emergency functions to perform in addition to their other duties. Each agency and/or

organization with primary ESF responsibilities, in conjunction with support agencies and organizations, will develop and maintain Standard Operating Procedures (SOPs). These procedures provide detailed direction and coordination of ESF responsibilities and critical emergency tasks.

## **Emergency Operations**

Organizational responsibilities are included in each ESF.

## **Local Responsibilities**

Forsyth County Emergency Management Agency is responsible for the following:

- Assist and advise all agencies and/or organizations in the development and coordination of ESFs to ensure necessary planning;
- Brief and train EOC personnel and volunteers as well as conduct periodic exercises to evaluate support function responsibilities;
- Manage the EOC for operational readiness;
- Coordinate with other emergency management agencies, GEMA, and other emergency response organizations;
- Maintain a list of all agency contacts including telephone, fax, and pager numbers (Refer to Forsyth County Emergency Management Agency EOC Telephone Directory);
- Obtain copies of SOPs for all ESFs;
- Update, maintain and distribute the plan and all major revisions to agencies and organizations contained on the distribution list;
- Advise Forsyth County Emergency Management Agency officials, municipalities and agencies with ESF responsibilities on the nature, magnitude, and effects of an emergency; and
- Coordinate with public information officials to provide emergency information for the public.

## **Agencies and organizations with ESF responsibilities will:**

- Develop and maintain the ESF and SOPs, in conjunction with Forsyth County Emergency Management Agency and other supporting agencies;
- Designate agency and organization personnel with emergency authority to work on planning, mitigation, preparedness and response issues and commit resources. Staff assignments should include personnel who are trained to work in the EOC;

- Maintain an internal emergency management personnel list with telephone, fax and pager numbers;
- Provide for procurement and management of resources for emergency operations and maintain a list of such resources;
- Participate in training and exercises to evaluate and enhance ESF capabilities;
- Negotiate and prepare MOUs that impact the specific ESF, in conjunction with Forsyth County Emergency Management Agency ; and
- Establish procedures for the maintenance of records, including personnel, travel, operations and maintenance expenditures and receipts.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

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### **Plan Maintenance**

Forsyth County Emergency Management Agency is the executive agent for EOP management and maintenance. The EOP will be updated periodically as required to incorporate new directives and changes based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the EOP.

#### **• Types of Changes**

Changes include additions of new or supplementary material and deletions. No proposed change should contradict or SIGN authorities or other plans contained in statute, order, or regulation.

#### **• Coordination and Approval**

Any department or agency with assigned responsibilities under the EOP may propose a change to the plan. Forsyth County Emergency Management Agency is responsible for coordinating all proposed modifications to the EOP with primary and support agencies and other stakeholders, as required. Forsyth County Emergency Management Agency will coordinate review and approval for proposed modifications as required.

#### **• Notice of Change**

After coordination has been accomplished, including receipt of the necessary signed approval supporting the final change language, Forsyth County Emergency Management Agency will issue an official Notice of Change. The notice will specify the date, number, subject, purpose, background, and action required, and provide the change language on one or more numbered and dated insert pages that will replace the modified pages in the EOP in addition to manually logged record of changes on the form at the beginning of this plan titled: Record of Revisions. Once published, the modifications will be considered part of the EOP for operational purposes pending a formal revision and redistribution of the entire document. Interim changes can be further modified or updated using the above process and through eLEOP system tools.

#### **• Distribution**

Forsyth County Emergency Management Agency will distribute Notices of Change to all participating agencies. Notices of Change to other organizations will be provided upon request.

#### **• Redistribution of the EOP**

Working toward continuous improvement, Forsyth County Emergency Management Agency is responsible for an annual review and updates of the EOP and a complete revision every four years, or more frequently if the County Commission or the Georgia Emergency Management Agency deems necessary. The review and update will consider lessons learned and best practices identified during exercises and responses to actual events, and incorporate new information technologies. Forsyth County Emergency Management Agency will distribute revised EOP documents for the purpose of interagency review and concurrence.

## **EOP-Supporting Documents and Standards for Other Emergency Plans**

As the core plan for domestic incident management, the EOP provides the structures and processes for coordinating incident management activities for terrorist attacks, natural disasters, and other emergencies. Following the guidance provided, the EOP incorporates existing emergency and incident management plans (with appropriate modifications and revisions) as integrated components of the EOP, as supplements, or as supporting operational plans. Accordingly, departments and agencies must incorporate key EOP concepts and procedures for working with EOP organizational elements when developing or updating incident management and emergency response plans. When an agency develops an interagency plan that involves events within the scope of disaster and emergency incidents, these plans are coordinated with Forsyth County Emergency Management Agency to ensure consistency with the EOP, and are incorporated into the EOP, either by reference or as a whole. Forsyth County Emergency Management Agency will maintain a complete set of current local interagency plans. Incident management and emergency response plans must include, to the extent authorized by law:

- Principles and terminology of the NIMS;
- Reporting requirements of the EOP;
- Linkages to key EOP organizational elements such as the EOC; and
- Procedures for transitioning from localized incidents to incidents that require state or federal assistance. The broader range of EOP-supporting documents includes strategic, operational, tactical, and incident specific or hazard-specific contingency plans and procedures. Strategic plans are developed based on long-range goals, objectives, and priorities. Operational-level plans merge the on-scene tactical concerns with overall strategic objectives. Tactical plans include detailed, specific actions and descriptions of resources required to manage an actual or potential incident. Contingency plans are based on specific scenarios and planning assumptions related to a geographic area or the projected impacts of an individual hazard. The following is a brief description of EOP-related documents.

## **National Incident Management System**

The NIMS provides a core set of doctrine, concepts, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all

levels.

## **State and Local Emergency Operations Plans**

State and local emergency operations plans are created to address a variety of hazards. Examples include:

- State emergency operations plans designed to support State emergency management functions.
- Emergency operations plans created at the municipal level to complement State emergency operations plans.

## **Hazard Mitigation Plans**

Hazard mitigation plans are developed by States and communities to provide a framework for understanding vulnerability to and risk from hazards, and identifying the pre-disaster and post-disaster mitigation measures to reduce the risk from those hazards. Multihazard mitigation planning requirements were established by Congress through the Stafford Act, as amended by the Disaster Mitigation Act of 2000.

## **Private Sector Plans**

Private sector plans are developed by privately owned companies/corporations. Some planning efforts are mandated by statute (e.g., nuclear power plant operations), while others are developed to ensure business continuity.

## **Nongovernmental and Volunteer Organization Plans**

Volunteer and nongovernmental organization plans are plans created to support State and Federal emergency preparedness, response, and recovery operations. Plans include a continuous process of assessment, evaluation, and preparation to ensure that the necessary authorities, organization, resources, coordination, and operation procedures exist to provide effective delivery of services to disaster clients as well as provide integration into planning efforts at all government levels.

## **Planning and Operations Procedures**

Procedures provide operational guidance for use by emergency teams and other personnel involved in conducting or supporting incident management operations.

These documents fall into five basic categories:

- Overviews that provide a brief concept summary of an incident management function, team, or capability;
- Standard operating procedures (SOPs) or operations manuals that provide a complete reference document, detailing the procedures for performing a single function (i.e., SOP) or a number of interdependent functions (i.e., operations

manual);

- Field operations guides or handbooks that are produced as a durable pocket or desk guide, containing essential tactical information needed to perform specific assignments or functions;
- Point of contact lists; and
- Job aids such as checklists or other tools for job performance or job training.

# EMERGENCY SUPPORT FUNCTION 1

## TRANSPORTATION

**Primary Agency**

Forsyth County Board of Education

**Support Agencies**

Forsyth County Public Transportation (Dial-A-Ride)

Forsyth County Senior Services

### I. INTRODUCTION

The emergency support function of transportation services involves direction and coordination, operations, and follow-through during an emergency or disaster.

#### A. Purpose

1. To support and assist municipal, county, private sector, and voluntary organizations requiring transportation for an actual or potential disaster or emergency.
2. To assist city and county agencies and other ESFs with the emergency efforts to transport people. The priorities for allocation of these assets will be:
  - a. Evacuating persons from immediate peril.
  - b. Transporting personnel for the support of emergency activities.
  - c. Transporting relief personnel necessary for recovery from the emergency.

#### B. Scope

The emergency operations necessary for the performance of this function include but are not limited to:

##### 1. Preparedness

- a. Maintain current inventories of local government transportation facilities, supplies, and equipment by mode.
- b. Maintain current resource directories of all commercial and industrial transportation assets, facilities, and supplies within the County, to include maintaining points of contact, their geographic locations, territories, and operating areas.
- c. Establish and maintain liaison with the state and adjacent county transportation officials.



- d. Plan for supporting all types of evacuation(s) to include lock down of draw bridges, suspension of highway construction and maintenance, lane reversal on evacuation routes, and state traffic management plans and operations.
- e. Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications) during the planning process and through exercises. Develop appropriate transportation packages to support likely scenarios.
- f. Participate in exercises and training to validate this annex and supporting SOPs.
- g. Ensure all ESF 1 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

## 2. Response

- a. Identify transportation needs required to respond to the emergency.
- b. Coordinate with GEMA for use of state transportation assets.
- c. Identify, obtain, prioritize and allocate available transportation resources.
- d. Report the locations of damage to transportation infrastructure, degree of damage, and other available information to ESF 5.
- e. Assist local governments in determining the most viable, available transportation networks to, from, and within the disaster area, and regulate the use of such networks as appropriate.
- f. Coordinate emergency information for public release through ESF 15.
- g. Plan for transportation support of mobilization sites, staging areas, and distribution points.

## 3. Recovery

- a. Continue to render transportation support when and where required as long as emergency conditions exist.
- b. Coordinate the repair and restoration of transportation infrastructure with the assistance of ESF 3.
- c. Evaluate and task the transportation support requests for impacted areas.
- d. Anticipate, plan for, and ready the necessary notification systems to support damage assessment teams, establishment of staging areas, distribution sites, and other local, state, and federal recovery facilities in the impacted area.
- e. Anticipate, plan for, and ready the necessary notification systems to support the deployment of mutual aid teams, and work teams and activities in the impacted area.
- f. Ensure that ESF 1 team members or their agencies maintain appropriate records of costs incurred during the event.

## 4. Mitigation

- a. Support and plan for mitigation measures.

- b. Support requests and directives resulting from the County Commission concerning mitigation and/or redevelopment activities.
- c. Document matters that may be needed for inclusion in briefings, situation reports and action plans.

## II. CONCEPT OF OPERATIONS

### A. Strategy

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this ESF, in cooperation with the EMA. This function will be coordinated with and involve other support agencies and organizations.

The emergency transportation function is the primary responsibility of Forsyth County Board of Education and support for this function is the responsibility of Forsyth County Public Transportation (Dial-A-Ride) and Forsyth County Senior Services.

### B. Actions

#### 1. Mitigation/Preparedness

- a. Plan and coordinate with support agencies and organizations.
- b. Maintain a current inventory of transportation resources.
- c. Establish policies, procedures, plans, and programs to effectively address transportation needs.
- d. Recruit, designate, and maintain a list of emergency personnel.
- e. Participate in drills and exercises to evaluate transportation capabilities.

#### 2. Response/Recovery

- a. Staff the EOC when notified by the EMA director.
- b. Establish and maintain a working relationship with support agencies, transportation industries, and private transportation providers.
- c. Provide transportation resources, equipment, and vehicles, upon request.
- d. Channel transportation information for public release, through the EOC and continue providing information and support upon re-entry.
- e. Maintain records of expenditures and document resources utilized during recovery.

## III. RESPONSIBILITIES

#### A. Forsyth County Board of Education

Serve as the primary coordinator for ESF-1 with support from other ESF-1 agencies.

Provide staffing and information to the Emergency Operations Center, as requested.

Coordinate with the support agencies in directing transportation resources and prioritizing the needs for transportation services.

Immediately following an incident of critical significance, assess the overall status of the transportation system within the county and begin determination of potential needs and resources.

Make school buses, resources, personnel, equipment and fuel available as needed to fulfill requested transportation needs.

Coordinate with ESF-13 and ESF-3 on current road closures and road infrastructure status.

#### B. Forsyth County Public Transportation (Dial-A-Ride)

Provide staffing and information to the Emergency Operations Center, as requested.

Provide current resources (not limited to the Dial-A-Ride buses) and coordination with needs and prioritization of services available.

Following an incident of critical significance, provide status of transportation system/resources to the Forsyth County Emergency Operations Center

#### C. Forsyth County Senior Services

Provide staffing and information to the Emergency Operations Center, as requested.

Provide current resources and coordination with needs and prioritization of services available.

Following an incident of critical significance, provide status of transportation system/resources to the Forsyth County Emergency Operations Center

### IV. COUNTY-SPECIFIC INFORMATION

Forsyth County utilizes WebEOC for critical incident information sharing. All

appropriate partners will be provided log-in information and training on use of WebEOC by the Forsyth County Emergency Management Agency staff.

During ongoing events ESF-1 agencies may coordinate and communicate with the other ESF's such as:

Coordinate through ESF-5 for use of state resources

Coordinate with ESF-6 for support of shelter operations

Coordinate with ESF-15 for public information statements regarding transportation

ESF-7 (Resource Support) will supply information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement available resources.

## EMERGENCY SUPPORT FUNCTION 2 COMMUNICATIONS

### **Primary Agency**

Forsyth County Emergency Management Agency

### **Support Agencies**

City of Cumming Police Department

Forsyth County 911 Center

Forsyth County Info Systems & Tech Department

Forsyth County Sheriff's Office

## **I. INTRODUCTION**

The emergency support function of communications and warning involves direction and coordination, operations and follow-through during an emergency or disaster.

### **A. Purpose**

This ESF has been established to assure the provision of communications support to municipal, county, and private-sector response efforts during a disaster or emergency.

1. ESF 2 will identify communications facilities, equipment and personnel that could be made available to support disaster recovery efforts.
2. ESF 2 will identify planned actions of telecommunications companies to restore services.
3. ESF 2 will coordinate the acquisition and deployment of communications equipment, personnel and resources to establish temporary communications capabilities following a disaster.

### **B. Scope**

1. Communications is information transfer and involves the technology associated with the representation, transfer, interpretation, and processing of data among persons, places, and machines. It includes transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.
2. ESF 2 plans, coordinates and assists with the provision of communications support to county disaster response elements. This ESF will coordinate emergency warnings and communications equipment and services from local, county and state agencies, voluntary groups, the telecommunications industry and the military.
3. ESF 2 will serve as the focal point of contingency response

communications activity in Forsyth County before, during and after activation of the EOC.

4. Operations necessary for the performance of this function include but are not limited to:

a. Preparedness

- i. Identify public and private communications facilities, equipment, and personnel located throughout Forsyth County including emergency communications vehicles or mobile command posts.
- ii. Identify actual and planned actions of commercial telecommunications companies to restore services.
- iii. Coordinate the acquisition and deployment of communications equipment, personnel, and resources to establish temporary communications capabilities.
- iv. Develop and coordinate frequency management plans, including talk groups and trunked radio for use in disaster areas.
- v. Develop a long distance communications strategy for implementation during disasters.
- vi. Assess pre-event needs and develop plans to pre-stage assets for rapid deployment into disaster areas.
- vii. Develop plans to prioritize the deployment of services based on available resources and critical needs.
- viii. Plan for operations involving coordination with the state to coordinate communications assets beyond County capability.
- ix. Provide reliable links and maintain available support services for disaster communications with local, county, and state, agencies.
- x. Ensure all ESF 2 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.
- xi. Participate in tests and exercises to evaluate the county emergency response capability.

b. Response

- i. Conduct communications needs assessments (to include determining status of all communications systems), prioritize requirements, and make recommendations to deploy equipment and personnel to affected area, as required.
- ii. Identify actual actions of commercial telecommunications companies to restore services.
- iii. Maintain constant two-way communication with all appropriate emergency-operating services of county and local governments.
- iv. Implement frequency management plan in the disaster area, including talk groups and trunked radio, as required.
- v. Provide capability for responsible officials to receive emergency information and communicate decisions.
- vi. Establish communications with GEMA SOC to coordinate communications assets, personnel, and resources and mobile command vehicles as needed.

### c. Recovery

- i. Arrange for alternate communication systems to replace systems that are inoperative due to damage from disasters.
- ii. Maintain or restore contact with the other EOCs (state, cities, and county emergency management/preparedness organizations), as capabilities allow.
- iii. Make communications channels available to provide appropriate information to the public concerning safety and resources required for disaster recovery.
- iv. Maintain or restore contact with all appropriate emergency operations services of county government.
- v. Gather communications damage assessment information from public and private organizations (including telephone outages) and report to ESF 5.
- vi. Assess the need for and obtain telecommunications industry support as needed.
- vii. Prioritize the deployment of services based on available resources and critical needs.
- viii. Anticipate and plan for arrival of, and coordination with, GEMA ESF 2 personnel in the SOC and other established facilities.
- ix. Ensure ESF 2 team members or their agencies, maintain appropriate records of costs incurred during the event.

### d. Mitigation

- i. Support and plan for mitigation measures.
- ii. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## II. CONCEPT OF OPERATIONS

### A. Strategy

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this ESF, in cooperation with the EMA. This function will be coordinated with and involve other support agencies and organizations.

The emergency communications and warning function is the primary responsibility of Forsyth County Emergency Management Agency and support for this function is the responsibility of City of Cumming Police Department, Forsyth County 911 Center, Forsyth County Info Systems & Tech Department and Forsyth County Sheriff's Office.

### B. Actions

## 1. Mitigation/Preparedness

- a. Establish methods of communications and warning for probable situations including type of emergency, projected time, area to be affected, anticipate severity, forthcoming warnings, and actions necessary.
- b. Ensure that primary and alternate communications systems are operational.
- c. Recruit, train, and designate communications and warning operators for the EOC.
- d. Establish warning systems for critical facilities;
- e. Provide communications systems for the affected emergency or disaster area.
- f. Develop maintenance and protection arrangements for disabled communications equipment.
- g. Participate in drills and exercises to evaluate local communications and warning response capabilities.

## 2. Response/Recovery

- a. Verify information with proper officials.
- b. Establish communication capability, between and among EOC, agencies and organizations with ESF responsibilities, other jurisdictions, and SOC.
- c. Coordinate communications with response operations, shelters, lodging, and food facilities.
- d. Provide a system for designated officials to communicate with the public including people with special needs, such as hearing impairments and non-English speaking.
- e. Warn critical facilities.
- f. Continue coordinated communications to achieve rapid recovery and contact with the SOC.
- g. Maintain records of expenditures and document resources utilized during recovery.

## III. RESPONSIBILITIES

### A. Forsyth County Emergency Management Agency

Serve as co-primary agency for ESF-2 Communications.

Coordinate with each support agency through regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Oversee the coordination and management of communications resources, facilities and equipment and initiate alternate and backup systems as needed.



Develop maintenance and protection arrangements for inoperative communications equipment.

Develop procedures to obtain telecommunications industry support as required.

Coordinate communications with response operations, shelters, lodging, and food facilities.

Continue coordinated communications to achieve rapid recovery and contact with the Emergency Operations Center (EOC).

Coordinate and oversee all types of communications within the county not limited to phone lines, cell phones, radio, amateur radio and emergency response communication, resources, facilities and equipment during incidents.

Maintain records of expenditures and documents resources used during response and recovery operations.

Maintain list of certified Communication Unit Leaders (COML) and Communications Unit Technicians (COMT).

Develop and maintain maintenance and protection agreements for communications equipment.

Participate in planning, drills, and exercises as requested.

Initiate alternate and back-up systems as needed.

#### B. City of Cumming Police Department

Attend regular coordination meetings to ensure planning functions are implemented in support.

Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs.

Develop procedures to obtain telecommunications industry support as required.

Assemble a list of communications assets available to support the recovery.

Coordinate communication asset needs and information with the EOC.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

Maintain all documentation and records of resources utilized for response and recovery and any others as requested.

### C. Forsyth County 911 Center

Attend regular coordination meetings to ensure planning functions are implemented in support.

Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs.

Develop procedures to obtain telecommunications industry support as required.

Assemble a list of communications assets available to support the recovery.

Maintain and support the Forsyth County Public Safety Radio System infrastructure and end-users.

Coordinate communication asset needs and information with the EOC.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

Maintain all documentation and records of resources utilized for response and recovery and any others as requested.

### D. Forsyth County Info Systems & Tech Department

Serve a co-primary agency for ESF-2 Communications.

Coordinate with each support agency through regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Provide support to the communications systems, county network, and end-users in the Emergency Operations Center during disasters, emergencies and drill/exercises as needed.

Oversee the coordination and management of communications resources, facilities and equipment and initiate alternate and backup systems as needed.

Develop procedures to obtain telecommunications industry support as required.

Develop maintenance and protection arrangements for inoperative communications equipment.

Coordinate communications with response operations and other support and county operations.

Continue coordinated communications to achieve rapid recovery and contact with the Emergency Operations Center (EOC).

Maintain records of expenditures and document resources utilized during response and recovery efforts.

#### E. Forsyth County Sheriff's Office

Attend regular coordination meetings to ensure planning functions are implemented in support.

Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs.

Assemble a list of communications assets available to support the recovery.

Train personnel on the Command & Tactical Operations Center (CTOC) Team for roles in the EOC such as COML and COMT.

Coordinate communication asset needs and information with the EOC.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

Maintain all documentation and records of resources utilized for response and recovery and any others as requested.

#### IV. COUNTY-SPECIFIC INFORMATION

Forsyth County utilizes WebEOC for critical incident information sharing. All appropriate partners will be provided log-in information and training on use of WebEOC by the Forsyth County Emergency Management Agency staff.

During ongoing events ESF-2 agencies may coordinate and communicate with the other ESF's such as:

Coordinate through ESF-5 for use of state and/or mutual-aid resources

Coordinate with ESF-6 for support of shelter operations

Coordinate with ESF-9 regarding search and rescue operations

Coordinate with ESF-8 for assistance regarding health and medical related operations

Coordinate with ESF-4 & ESF-13 regarding public safety operations

Coordinate with federal and state ESF-2 personnel assigned to the incident or at the State Operations Center

## **EMERGENCY SUPPORT FUNCTION 3 PUBLIC WORKS AND ENGINEERING**

### **Primary Agency**

Forsyth County Engineering Department

### **Support Agencies**

City of Cumming Public Utilities  
Forsyth County Division of Roads and Bridges  
Forsyth County Emergency Management Agency  
Forsyth County Planning and Development Department  
Forsyth County Tax Assessors Office  
Forsyth County Water and Sewer Department

## **I. INTRODUCTION**

The emergency support function of public works and engineering involves direction and coordination, operations and follow-through during an emergency or disaster.

### **A. Purpose**

This ESF provides operational guidance to those who are assigned to work in public works and engineering services. The mission of this ESF is to remove debris from streets, eliminate hazards, manage storm damage, provide rapid restoration of water/sewer services, repair essential services, immediately provide damage assessment information and cooperate with other emergency agencies.

### **B. Scope**

This ESF is structured to provide public works and engineering related support for the changing requirements of incident management to include preparedness, prevention, response, recovery, and mitigation actions. Functions include but are not limited to:

#### **1. Preparedness**

##### **a. General**

- i. Participate in exercises and training to validate this annex and supporting SOPs.
- ii. Ensure all ESF 3 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

##### **b. Public Works and Engineering**

- i. Assist with the provision of water (potable and nonpotable) and ice into the disaster area if local supplies become inadequate.
  - ii. In coordination with local emergency management officials, develop policy for conservation, distribution and use of potable and firefighting water.
  - iii. Identify and locate chemicals to maintain a potable water supply.
  - iv. Include in ESF 3 Standard Operating Procedures an alerting list, to include points-of-contact and telephone numbers, of agencies, counties, municipalities and organizations supporting public works and engineering functions.
  - v. Maintain a current inventory of equipment and supplies, to include points-of-contact and telephone numbers, required to sustain emergency operations, including emergency power generators.
  - vi. Establish operational needs for restoration of public works service during the emergency.
  - vii. Develop and maintain listings of commercial and industrial suppliers of services and products, to include points-of-contact and telephone numbers associated with public works and engineering functions.
  - viii. Plan engineering, contracting, and procurement assistance for emergency debris, snow or ice clearance, demolition, public works repair, and water supply, and sewer missions.
  - ix. In conjunction with GEMA, plan for use of state resources to support ESF 3 operations.
- c. Damage Assessment: Coordinate the deployment of state damage assessment teams and other engineer teams into any area of the state.

## 2. Response

### a. Public Works and Engineering

- i. Identify water and sewer service restoration, debris management, potable water supply, and engineering requirements as soon as possible.
- ii. Evaluate status of current resources to support ESF 3 operations.
- iii. Establish priorities to clear roads, repair damaged water/sewer systems and coordinate the provision of temporary, alternate or interim sources of emergency power and water/sewer services.
- iv. As needed, recommend priorities for water and other resource allocations.
- v. Procure equipment, specialized labor, and transportation to repair or restore public works systems.
- vi. Coordinate with GEMA for use of state assets.
- vii. Coordinate with ESF 6 for shelter support requirements.
- viii. Coordinate with ESF 8 and ESF 11 for advice and assistance

regarding disposal of debris containing or consisting of animal carcasses.

- ix. Coordinate with ESF 10 for advice and assistance regarding disposal of hazardous materials.
- x. Coordinate with ESF 4 for advice and assistance regarding firefighting water supply.

#### b. Damage Assessment

- i. At the onset of an emergency or disaster, notify department/agency heads and local governments and volunteer organizations to have damage assessment and safety evaluation personnel available to deploy to affected area(s) and pre-position as appropriate.
- ii. Provide damage assessment coordinators and support for joint state/federal teams into the affected area, as required.
- iii. Coordinate with ESF 12 for public utility damage assessment information.
- iv. Collect, evaluate, and send damage assessment reports to ESF 5 and other appropriate agencies.
- v. Coordinate state and local damage assessment operations with related state and federal activities.
- vi. Prepare damage assessment documents in conjunction with GEMA where appropriate for a presidential emergency or major disaster declaration when necessary.

### 3. Recovery

#### a. General

- i. Anticipate and plan for arrival of and coordination with state and federal ESF 3 personnel in the EOC and/or the Joint Field Office (JFO).
- ii. Ensure that ESF 3 team members, their agencies, or other tasked organizations, maintain appropriate records of time and costs incurred during the event.

#### b. Public Works and Engineering

- i. Maintain coordination with all supporting agencies and organizations on operational priorities for emergency repair and restoration. Coordinate, as needed, for debris management operations on public and private property.
- ii. Continue to monitor restoration operations when and where needed as long as necessary and until all services have been restored.

#### c. Damage Assessment: In conjunction with GEMA, develop disaster

project worksheets as required.

#### 4. Mitigation

- a. Support and plan for mitigation measures.
- b. Support requests and directives from GEMA concerning mitigation and/or re-development activities.
- c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## II. CONCEPT OF OPERATIONS

### A. Strategy

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this section of the ESF, in cooperation with the EMA. This function will be coordinated with and involve other support agencies and organizations.

Public works and engineering services is the primary responsibility of Forsyth County Engineering Department and support for this function is the responsibility of City of Cumming Public Utilities, Forsyth County Division of Roads and Bridges, Forsyth County Emergency Management Agency, Forsyth County Planning and Development Department, Forsyth County Tax Assessors Office and Forsyth County Water and Sewer Department.

### 1. Actions

#### a. Mitigation/Preparedness

- i. Recruit, train, and designate public works and engineering personnel to serve in the EOC.
- ii. Develop and maintain an inventory of equipment, supplies, and suppliers required to sustain emergency operations.
- iii. Prioritize service restoration for emergencies.
- iv. Establish liaison with support agencies, organizations, and the private sector to ensure responsiveness.
- v. Participate in drills and exercises to evaluate public works and engineering response capability.

#### b. Response/Recovery

- i. Alert emergency personnel of the situation and obtain necessary resources.
- ii. Establish response operations and support personnel working in the EOC.
- iii. Maintain coordination and support among applicable agencies and organizations and the private sector.

- iv. Channel all pertinent emergency information through the EOC.
- v. Assist in evaluating losses, recommending measures for conservation of resources, and responding to needs on a priority basis.
- vi. Conduct restoration and maintenance operations until completion of repair services.
- vii. Maintain records of expenditures and document resources utilized during recovery.

### **III. RESPONSIBILITIES**

#### **A. Forsyth County Engineering Department**

Serve as co-primary agency for ESF-3 with the Forsyth County Water and Sewer Department.

Coordinate with other ESF's to relay reports of damage and assessment efforts of affected infrastructure.

Maintain a current inventory of equipment and supplies.

Participate in conference calls, planning meetings, drills and exercises as requested.

Maintain records and documentation for expenditures and resources utilized.

Receive list of critical infrastructure from Forsyth County Emergency Management such as shelters, nursing homes and dialysis centers.

#### **B. City of Cumming Public Utilities**

In coordination with the Forsyth County Emergency Management Agency, develop procedures for the conservation, distribution and use of potable and firefighting water.

Identify and locate chemicals to maintain water supply and to maintain current inventory of equipment and supplies.

Maintain records and documentation for expenditures and resources utilized.

Participate in conference calls, planning meetings, drills and exercises as requested.

Maintain emergency generators for back-up power needs.

If needed, prepare prescribed boil water advisory.



Notify State partners, as needed

#### C. Forsyth County Division of Roads and Bridges

Serve as the primary coordinator for debris, snow and ice removal and related tasks.

Maintain a current inventory of equipment and supplies.

Participate in conference calls, planning, drills and exercises as requested.

Maintain records and documentation for expenditures and resources utilized.

Maintain and update the Forsyth County Road Priority Clearing list.

Open public phone lines, as needed.

#### D. Forsyth County Emergency Management Agency

Serve as the primary damage assessment coordinator.

Receives reports of damage of public facilities from partner agencies and forwards reports to appropriate agencies.

Coordinate with ESF-12 for public utility damage assessment, as needed.

#### E. Forsyth County Planning and Development Department

Serve as a support agency for damage assessment efforts utilizing trained personnel and other needed equipment.

Provides staffing to the Emergency Operations Center, when requested.

Receives reports of damage of public facilities from partner agencies and forwards reports to appropriate agencies.

#### F. Forsyth County Tax Assessors Office

Serve as a support agency for damage assessment efforts utilizing trained

personnel and other needed equipment.

Provides staffing to the Emergency Operations Center, when requested.

Receives reports of damage of public facilities from partner agencies and forwards reports to appropriate agencies

#### G. Forsyth County Water and Sewer Department

Serve as co-primary agency for ESF-3 with Forsyth County Engineering Department.

In coordination with the Forsyth County Emergency Management Agency, develop procedures for the conservation, distribution and use of potable and firefighting water.

Identify and locate chemicals to maintain water supply and to maintain current inventory of equipment and supplies.

Maintain records and documentation for expenditures and resources utilized.

Participate in conference calls, planning meetings, drills and exercises as requested.

Maintain emergency generators for back-up power needs.

If needed, prepare prescribed boil water advisory.

Notify Etowah Water and Sewer Authority partners, as needed.

Notify State partners, as needed.

#### IV. COUNTY-SPECIFIC INFORMATION

Forsyth County utilizes WebEOC for critical incident information sharing. All appropriate partners will be provided log-in information and training on use of WebEOC by the Forsyth County Emergency Management Agency staff.

During ongoing events ESF-3 agencies may coordinate and communicate with the other ESF's such as:

Coordinate through ESF-5 for use of state resources

Coordinate with ESF-6 for support of shelter operations

Coordinate with ESF-8 and ESF-11 regarding the disposal of debris containing animal carcasses

Coordinate with ESF-10 for assistance regarding disposal of hazardous materials

Coordinate with ESF-4 regarding water supply for firefighting operations  
Coordinate with federal and state ESF-3 personnel assigned to the Forsyth  
County EOC

## EMERGENCY SUPPORT FUNCTION 4 FIREFIGHTING

### **Primary Agency**

Forsyth County Fire Department

### **Support Agencies**

Georgia Forestry Commission

Georgia Mutual Aid Group

## **I. INTRODUCTION**

The emergency support function of firefighting services involves direction and coordination, operations and follow-through during an emergency or disaster.

### **A. Purpose**

This ESF provides a comprehensive mechanism to ensure appropriate utilization of local fire resources before and after the impact of a disaster. This will include but is not limited to the detection and suppression of urban, rural, and wildland fires resulting from, or occurring coincidentally with a significant natural or man-made disaster.

### **B. Scope**

ESF 4 involves the management and coordination of firefighting resources in the detection and suppression of fires, during rescue situations, and when mobilizing and coordinating personnel, equipment, and supplies in support of local entities.

ESF 9, Search and Rescue and ESF10, Hazardous Materials, will be collocated with ESF 4 and are integral components of the function of ESF 4 support agencies. In preparation for and execution of its fire protection mission, ESF 4 will:

#### **1. Preparedness**

- a. Maintain current inventories of fire service facilities, equipment, and personnel throughout the County.
- b. Organize and train fire service emergency teams to rapidly respond to requests for assistance.
- c. Monitor weather and hazardous conditions that contribute to increased fire danger.
- d. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.
- e. Based on hazardous conditions, conduct fire prevention and

- education activities for the public.
- f. Participate in exercises and training to validate this annex and supporting SOPs.
- g. Ensure all ESF 4 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

## 2. Response

- a. Support local fire departments and the Forestry Commission with appropriate resources to include mobilizing and deploying firefighting teams and resources as needed.
- b. Coordinate with GEMA for use of state assets to support firefighting operations.
- c. Monitor status of firefighting resources committed to an incident.
- d. Maintain staging area locations.
- e. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
- f. Support fire investigations, as requested.
- g. Obtain and submit fire situation and damage assessment reports and provide information to EOC.
- h. Establish communications with the State Regional Fire Coordinator, when activated, to coordinate fire service response beyond the capability of County.
- i. When the situation dictates, coordinate with GEMA and/or SOC to invoke mutual aid agreements.
- j. Once resources are requested, provide for direct liaison with fire chiefs in affected areas to coordinate requests for specific assistance.
- k. Require supporting agencies maintain appropriate records of cost incurred during an event.
- l. Document any lost or damaged equipment, any personnel or equipment accidents.

## 3. Recovery

- a. Maintain adequate resources to support local operations and plan for a reduction of resources.
- b. Conduct reviews of incident actions with teams involved to improve future operations.
- c. Inventory lost or damaged equipment and record any personnel injuries or equipment accidents.
- d. Anticipate and plan for arrival of and coordination with state ESF 4 personnel in the EOC and the Joint Field Office (JFO).
- e. Inform agencies that provided resources where to send records for costs incurred during an event.

## 4. Mitigation

- a. Support and plan for mitigation measures.
- b. Support requests and directives from the state concerning mitigation

- and/or re-development activities.
- c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## II. CONCEPT OF OPERATIONS

### A. Fire Fighting Services

#### 1. Strategy

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this section of the ESF, in cooperation with the EMA. This function will be coordinated with and involve other support agencies and organizations.

The firefighting services function is the primary responsibility of Forsyth County Fire Department and support for this function is the responsibility of Georgia Forestry Commission and Georgia Mutual Aid Group.

#### 2. Actions

##### a. Mitigation/Preparedness

- i. Keep abreast of fire and weather forecasting information and maintain a state of readiness.
- ii. Implement efficient and effective MOUs among local fire agencies.
- iii. Establish reliable communications and incident command systems between support agencies, for an emergency site and EOC.
- iv. Recruit, train, and designate fire service personnel to serve in the EOC.
- v. Participate in drills and exercises to evaluate fire service response capability.

##### b. Response/Recovery

- i. Maintain a list of current fire service agencies and resource capabilities.
- ii. Coordinate fire services support among and between the EOC, functional support agencies, organizations, and SOC.
- iii. Obtain, maintain, and provide fire situation and damage assessment information.
- iv. Channel fire service information for public release through EOC.
- v. Conduct fire fighting operations.
- vi. Provide technical assistance and advice in the event of fires that involve hazardous materials.

- vii. Continue fire service operations through reentry.
- viii. Maintain records of expenditures and document resources utilized during recovery.

### **III. RESPONSIBILITIES**

#### **A. Forsyth County Fire Department**

Serve as the primary coordinator/agency for ESF-4.

Forward requests for mutual aid firefighting assistance to the Emergency Operations Center (EOC).

Provide staffing for the Forsyth County Emergency Operations Center, when activated.

Attend regularly scheduled coordination meetings to ensure planning functions are implemented to support ESF-4.

Conduct a needs analysis and prioritize the deployment of services based on available resources and critical needs.

Assemble a list of available firefighting resources within the area that may be available for response and coordinate this information with the EOC.

Maintain records and documentation for expenditures and resources utilized.

#### **B. Georgia Forestry Commission**

Provide resources and coordination thru mutual aid, as requested from the Forsyth County Emergency Operations Center and/or Georgia State Operations Center.

#### **C. Georgia Mutual Aid Group**

Provide resources and coordination thru mutual aid, as requested from the Forsyth County Emergency Operations Center and/or Georgia State Operations Center.

#### **IV. COUNTY-SPECIFIC INFORMATION**

Forsyth County utilizes WebEOC for critical incident information sharing and tracking. All appropriate partners will be provided log-in information and training on use of WebEOC by the Forsyth County Emergency Management Agency staff.

During on-going events ESF-4 agencies may coordinate and communicate with other ESF's such as:

Coordinate through ESF-5 for state mutual-aid assistance.

Coordinate with ESF-13 for traffic direction and scene security.

Receive information from ESF-3 on water supply issues that may affect firefighting capabilities.

Coordinate medical needs and response with ESF-8 - EMS.



## **EMERGENCY SUPPORT FUNCTION 5 EMERGENCY MANAGEMENT SERVICES**

### **Primary Agency**

Forsyth County Emergency Management Agency

### **Support Agencies**

City of Cumming  
Forsyth County Board of Commissioners  
Forsyth County Board of Education  
Forsyth County Geographic Information System  
Forsyth County Planning and Development Department  
Forsyth County Tax Assessors Office

## **I. INTRODUCTION**

The emergency support function of emergency management services involves direction and coordination, operations and follow-through during an emergency or disaster.

### **A. Purpose**

This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to collect, process, and disseminate information about an actual or potential disaster situation, and facilitate the overall activities of response and recovery. It also is used to make appropriate notifications and interface with other local and state entities.

1. Provide technical information on plans, SOPs, research and support.
2. Collect, process and disseminate essential information to the EOC staff.
3. Develop briefings, displays, and plans.
4. Consolidate key information into reports and other materials; describe and document overall response activities and inform appropriate authorities of the status of the overall response operations.
5. Maintain displays of key information such as maps, charts and status boards, and computer bulletin boards or electronic mail, as available.
6. Establish a pattern of information flow and support of the action planning process initiated by the Command Staff.
7. Provide logistical support for EOC staffing and facility needs.
8. Establish historical records collection process and event reconstruction.
9. Generate various reports and releases to support operations.
10. Coordinate Incident Action Planning to support operations.
11. Support the implementation of mutual aid agreements to ensure a seamless resource response to affected jurisdictions.
12. Maintain an on-call workforce of trained and skilled reserve employees to

- provide the capability to perform essential emergency management functions on short notice and for varied duration.
13. May follow established protocol to request additional state or federal assistance under the Stafford Act; communication made through the county emergency manager and GEMA based on need and scope of the emergency.

## B. Scope

1. This ESF is structured to coordinate overall information and planning activities from the EOC in support of response and recovery operations. The ESF assimilates incident information when the EOC is activated from municipal representatives and activated ESFs.
2. Activities within the scope of this function include:

- a. Supporting ESFs across the spectrum of incident management from prevention to response and recovery.
- b. Facilitating information flow in the preparedness phase in order to place assets on alert or to preposition assets for quick response.
- c. Coordinating those functions that are critical to support and facilitate multi-agency planning and coordination for operations involving potential and actual disasters and emergencies.
- d. Utilizing alert and notification measures to assist in incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for State assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

## 3. Preparedness

- a. Develop procedures and formats for information gathering and reporting to include procedures for SITREP format and submission.
- b. Train support agencies on roles and responsibilities.
- c. Develop information displays within the EOC.
- d. Ensure weather products are up to date and available for use in the SITREP.
- e. Participate in exercises and training to ensure planning functions are carried out to support this ESF and related SOPs.
- f. Ensure all ESF 5 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

## 4. Response

- a. Notify all ESF 5 supporting agencies upon activation.
- b. Assign duties to support agency personnel and provide training as required.
- c. Coordinate EOC effort in collecting, processing, reporting and displaying essential information to include development of the

#### SITREP.

- d. Conduct planning to identify priorities, develop approaches, and devise recommended solutions for future response operations.
- e. Provide weather information and briefings to the EOC and others as required.
- f. Plan for support of mobilization sites, staging areas, and distribution points.
- g. Coordinate the reception of state personnel.
- h. Plan for transition to JFO and recovery operations.

### 5. Recovery

- a. Continue information gathering and processing.
- b. Collect and process information concerning recovery activities to include anticipating types of recovery information the EOC and other government agencies will require.
- c. Assist in the transition of direction and control from the EOC to the JFO.
- d. Anticipate and plan for the support and establishment of staging areas, distribution sites in coordination with ESF 7, and other local, state and/or federal emergency work teams and activities in the impacted area.
- e. Operate ESF 5 cells in both the EOC and JFO, as required.
- f. Perform ESF 14 planning functions in the EOC until ESF 14 is established at the JFO.
- g. Ensure that ESF 5 team members or their agencies maintain appropriate records of costs incurred during the event.

### 6. Mitigation

- a. Support and plan for mitigation measures.
- b. Support requests and directives from the state concerning mitigation and/or re-development activities.
- c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## II. CONCEPT OF OPERATIONS

### A. Strategy

EMA will coordinate with appropriate agencies and organizations to ensure operational readiness and will develop and maintain Standard Operating Procedures (SOPs).

### B. Actions

#### 1. Mitigation/Preparedness

- a. Monitor potential or developing incidents and support the efforts of operations.
- b. Support the implementation of mutual aid agreements.
- c. Maintains schedule for staffing and operating the Emergency Operations Center (EOC) from activation to stand-down.
- d. Coordinate with agencies to establish evacuation procedures, to include personnel and resources needed.
- e. Coordinate damage assessment teams; collect, record, and report information to the SOC.
- f. Plan for and coordinate the basic needs of emergency medical and social services required during and after evacuation.
- g. Identify a staging area for personnel and equipment in conjunction with ESF 6 and ESF 8.
- h. Establish, organize, train, equip and provide for the deployment of damage assessment teams into affected area.
- i. Establish procedures for agencies, organizations and local governments to maintain expenditures.
- j. Plan and/or attend meetings to ensure planning functions are carried out to support this ESF.
- k. Participate in and/or conduct exercises and tests to evaluate local capability.
- l. Identify Points of Distribution (POD) locations in the county to serve the public; coordinate designation of these areas with GEMA.

## 2. Response/Recovery

- a. Alert support agencies and other jurisdictions regarding potential emergency or disaster.
- b. Activate and staff EOC according to event magnitude.
- c. Coordinate operations and situational reporting to the State Operations Center.
- d. Request logistical assistance from supporting agencies and MOUs partners, as necessary.
- e. Anticipate and plan for the support of staging areas, distribution sites, opening of shelters (to include neighboring jurisdictions), in conjunction with ESF 6 and ESF 8.
- f. Work with ESF 6 and ESF 8 to provide support for movement of people, including individuals with special needs, through coordination with appropriate agencies/organizations.
- g. Assign Damage Assessment Teams to survey impact to county.
- h. Compile initial damage assessments reports and forward to the SOC.
- i. Assist in coordination of state damage assessment activities.
- j. Maintain records of expenditures and document resources utilized during recovery.
- k. Collect and process information regarding recovery activities to include anticipating types of recovery information the EOC and other state agencies will require.
- l. Coordinate and/or participate in briefings, conference calls, etc. to maintain and provide situational awareness.
- m. Provide updated information for ESF 15 to distribute to the public and

- media.
- n. Resume day-to-day operations.

### **III. RESPONSIBILITIES**

#### **A. Forsyth County Emergency Management Agency**

Coordinate with each support agency through regular meetings to ensure planning functions are implemented to support this ESF.

Coordinate the flow of information within the Emergency Operations Center.

Coordinate the efforts to collect, process, report, and display essential information.

Facilitate support for planning response operations.

Distribute plans and reports to the state and other ESFs.

Maintain records of expenditures and document resources utilized during response and recovery efforts.

Attend regularly scheduled meetings to ensure planning functions are implemented in support.

Identify and provide staff representatives to support the ESF and other operational information related to these activities.

Request asset support from volunteer and private sector agencies.

Participate in drills and exercises to evaluate local response capabilities.

Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and forward records to the primary agencies.

#### **B. City of Cumming**

Attend coordination meetings to ensure planning functions are implemented to support ESF-5 (Emergency Management).

Identify and provide staff representatives to support the ESF and other operational information related to critical activities.

Request asset contributions from volunteer and private sector agencies.

Maintain records of expenditures and document resources utilized

#### C. Forsyth County Board of Commissioners

Attend coordination meetings to ensure planning functions are implemented to support ESF-5 (Emergency Management).

Identify and provide staff representatives to support the ESF and other operational information related to critical activities.

Request asset contributions from volunteer and private sector agencies.

Maintain records of expenditures and document resources utilized

#### D. Forsyth County Board of Education

Attend coordination meetings to ensure planning functions are implemented to support ESF-5 (Emergency Management).

Identify and provide staff representatives to support the ESF and other operational information related to critical activities.

Provide resources, assistance and support as requested and available.

Maintain records of expenditures and document resources utilized

#### E. Forsyth County Geographic Information System

Provide GIS resources, assistance and support as requested and available.

Staff the Emergency Operations Center, as requested.

Maintain records of expenditures and document resources utilized

#### F. Forsyth County Planning and Development Department

Provide resources, assistance and support to Damage Assessment operations utilizing building inspectors and others that meet training qualifications.

Prepare and implement the contractor registration process as required through Forsyth County ordinance.

#### G. Forsyth County Tax Assessors Office

Provide resources, assistance and support to Damage Assessment operations utilizing building inspectors and others that meet training qualifications.

#### **IV. COUNTY-SPECIFIC INFORMATION**

Forsyth County utilizes WebEOC for critical incident information sharing. All appropriate partners will be provided log-in information and training on use of WebEOC by the Forsyth County Emergency Management Agency staff.

During ongoing events ESF-5 agencies may coordinate and communicate with the other ESF's such as:

Coordinate requests of state resources

Notify appropriate agencies of Emergency Operations Center activation.

Ensure information flow from Emergency Operations Center to other agencies and partners.

Maintain records of expenditures and document resources utilized

## **EMERGENCY SUPPORT FUNCTION 6 MASS CARE, HOUSING, AND HUMAN SERVICES**

### **Primary Agency**

Forsyth County Dept. of Family and Children's Serv

### **Support Agencies**

American Red Cross - NE Georgia Chapter  
Forsyth County Board of Education  
Forsyth County Department of Public Health  
Forsyth County Parks and Recreation Department  
Salvation Army

## **I. INTRODUCTION**

The emergency support function of mass care, housing and human services involves direction and coordination, operations and follow-through during an emergency or disaster.

### **A. Purpose**

This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to coordinate activities involved with the emergency provision of temporary non-medical shelters, housing, and human services to include emergency mass feeding and disaster welfare information of individuals and/or families impacted by a disaster or emergency.

1. Coordinate the tasking of all sheltering activities during a disaster.
2. Coordinate with ESF 8 to establish and operate of mass feeding facilities in areas affected by disasters.
3. Coordinate with relief efforts provided by volunteer organizations performing mass care functions.
4. Coordinate the establishment of a system to provide shelter registration data to appropriate authorities.
5. Work with ESF 8 to coordinate provision of emergency first aid in shelters and fixed feeding sites.
6. Coordinate provision of medical support exceeding that required for standard first aid, for the prevention of communicable diseases, to include epidemiological and environmental health activities, as related to sheltering and feeding disaster victims.
7. Coordinate with ESF 12 to ensure each shelter has power generation capabilities.

### **B. Scope**



1. This ESF is structured to promote the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual disaster or emergency. This includes economic assistance and other services for individuals impacted by the incident.

2. Activities within the scope of this function include:

a. Preparedness

- i. The primary agency will prepare for disasters by coordinating with support agencies for their participation in exercises.
- ii. ESF 8 will provide ESF 6 with regularly updated lists of planned special needs shelters or other special needs units in existence in each county.
- iii. ESF 6 will maintain a roster of primary contact ESF personnel.
- iv. ESF 6 will coordinate with the American Red Cross (ARC), Forsyth County Emergency Management Agency, and GEMA to ensure an up-to-date shelter list is available.
- v. ESF 6 will procure and regularly update a list of all agencies (public and private) that have a mission and capability to provide mass feeding in times of disaster.
- vi. ESF 6 agencies will participate in exercises and training to validate this annex and supporting SOPs.
- vii. Ensure all ESF 6 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

b. Response

- i. Lead and support agencies will have and maintain appropriate listings of agency staff to notify for response activities.
- ii. ESF 6 will coordinate with ESF 5 and ESF 11 regarding mass feeding sites established by responding emergency management agencies.
- iii. Shelters will be opened and closed in accordance with public need as assessed by the appropriate volunteer organization, state and county emergency management agencies.
- iv. ESF 6 will monitor occupancy levels and ongoing victims needs, and will provide ESF 5 with an updated list of operational shelters.
- v. ESF 6 will coordinate with Forsyth County Emergency Management Agency, ARC, VOAD, and ESF 8 to update lists of available shelters including special needs shelters.
- vi. ESF 6 will coordinate with ESF 8 for the provision of medical services and mental health services in shelters with the appropriate agencies.
- vii. ESF 6 will coordinate with appropriate agencies to ensure that each shelter has a working communications system and has contact with the County EOC and the managing agency. This may include radio, telephone, computer, or cellular telephone

- communication devices.
- viii. ESF 6 will provide a list of mass care sites requiring restoration of services to EOC Operations.
- ix. ESF 6 will coordinate with ESF 13 regarding additional security resources, if needed, at mass care shelters.

#### c. Recovery

- i. ESF 6 will coordinate with ESF 5, ESF 11, and ESF 8 to establish or support existing mass feeding sites operated by the American Red Cross, Salvation Army, and other volunteer agencies. The first priority of mass feeding activities will be disaster victims. Emergency workers will be encouraged to utilize established mass feeding sites in lieu of individual site distribution.
- ii. ESF 6 will coordinate mass feeding locations to ensure optimal access for public service based on emergency needs.
- iii. ESF 6 will coordinate with ESF 3 for garbage removal and ESF 8 for sanitation requirements and inspections at mass feeding sites in conjunction with county agencies.
- iv. ESF 6 will coordinate with ESF 11 and other responsible agencies for the provision of food and water to mass feeding sites, if needed. Liaison will be established with ESF 11 and 8 to ensure continued coordination for mass feeding.
- v. Anticipate and plan for arrival of and coordination with state ESF 6 personnel in the EOC and Joint Field Office (JFO).

#### d. Mitigation

- i. ESF 6 agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.
- ii. Support requests and directives resulting from GEMA concerning mitigation and/or re-development activities.
- iii. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports, and action plans.

## II. CONCEPT OF OPERATIONS

### A. Mass Care Services

#### 1. Strategy

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this section of the ESF. This function will be coordinated with and involve other support agencies and organizations.

The mass care function is the primary responsibility of Forsyth County Dept. of Family and Children's Serv and support for this function is the responsibility of American Red Cross - NE Georgia Chapter, Forsyth County Board of Education, Forsyth County Department of Public Health, Forsyth County Parks and Recreation Department and Salvation Army.

## 2. Actions

### a. Mitigation/Preparedness

- i. Coordinate MOUs with appropriate agencies and organizations for the provision of services to or on behalf of affected individuals and families.
- ii. Maintain, through the County Department of Family and Children Services, in coordination with the EMA, American Red Cross, Public Health Department, and Rehabilitation Services Office, an updated list of shelters with all relevant information (e.g., location, capacity, health inspection status, accessibility level, pet space, contact telephone numbers, and pager numbers).
- iii. Request that the American Red Cross assume responsibility for securing shelter and feeding arrangements, train shelter workers, provide shelter management, prepare first-aid kits, prepare media releases of shelter locations, operate shelters, and maintain shelter records.
- iv. Coordinate with the American Red Cross and EMA to establish a communication system between the EOC and shelters.
- v. Prepare for evacuation and care of protective service recipients during an emergency or disaster.
- vi. Participate in drills and exercises to evaluate mass care and shelter response capability.

### b. Response/Recovery

- i. Support opening and operating American Red Cross shelter(s), at the request of the EMA.
- ii. Assist with the staffing of the American Red Cross shelters, in coordination with ESF 8 and other applicable agencies, as requested upon opening.
- iii. Provide staffing support for American Red Cross Services Centers and local Disaster Recovery Centers (DRCs), upon request.
- iv. Ensure evacuation and care of protective service recipients and arranging for re-entry.
- v. Maintain records of expenditures and document resources utilized during recovery.

## B. Food Services

## 1. Strategy

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this section of the ESF, in cooperation with the EMA. This function will be coordinated with ESF 11 and involve other support agencies and organizations.

Food services is the primary responsibility of Forsyth County Dept. of Family and Children's Serv and support for this function is the responsibility of American Red Cross - NE Georgia Chapter, Forsyth County Board of Education, Forsyth County Department of Public Health, Forsyth County Parks and Recreation Department and Salvation Army.

## 2. Actions

### a. Mitigation/Preparedness

- i. Identify agencies and organizations with food preparation and distribution capabilities and coordinate MOUs with appropriate entities.
- ii. Maintain procedures and responsibilities for food service, issuance, and distribution, in coordination with the EMA and/or other agencies.
- iii. Establish a system for county implementation of Expedited and/or Emergency Food Stamps.
- iv. Develop a system for mobile and on-site feeding of emergency workers and shelter residents.
- v. Participate in tests and exercises to evaluate food distribution and service response capability.

### b. Response/Recovery

- i. Work with the EMA to determine food and water needs.
- ii. Begin plan implementation as expeditiously as possible.
- iii. Coordinate community resources and personnel to assist with food and water services and/or distribution.
- iv. Establish sites for food and water service, distribution, and issuance.
- v. Implement the Expedited and/or Emergency Food Stamp Programs at the request of the local government, in coordination with the EMA director.
- vi. Work with ESF 8 and ESF 11 to monitor food and/or water for contamination and issuance of health-related public service announcements, as necessary.
- vii. Continue the provision of food and/or water throughout reentry and recovery.
- viii. Maintain records, expenditures, and document resources utilized during recovery.

### **III. RESPONSIBILITIES**

#### **A. Forsyth County Dept. of Family and Children's Serv**

Coordinate with each ESF-6 partner agency through regular meetings and exercises to ensure planning functions are implemented to support ESF-6.

Ensure the presence of resource and planning materials for operations. Materials may include but not be limited to; location of approved shelters with contact names and numbers.

Record in WebEOC all incoming requests for sheltering, mass feeding, response assignments and actions taken.

Establish a protocol for prioritizing response activities.

Maintain records of expenditures and document resources utilized during response and recovery efforts.

Notify Northside Hospital-Forsyth of any open shelters and type of open shelter.

Notify ESF-12 and ESF-3 of the location of any open shelters.

#### **B. American Red Cross - NE Georgia Chapter**

Open, administer and operate all shelters with coordination of Forsyth County Emergency Management.

Attend regular coordination meetings and/or exercises to ensure planning functions are implemented to support ESF-6.

Identify and provide staff representatives to support ESF-6 and other operational information related to these activities.

Request additional volunteer agencies and private resources with assets to contribute those assets to the response effort.

Participate in drills and exercises to evaluate local capability.

Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency.

#### **C. Forsyth County Board of Education**

Support sheltering activities with personnel and facilities, as requested by ESF-6 lead.

Provide coordination at Board of Education facilities shelters as required.

Attend regular meetings to ensure planning functions are implemented to support ESF-6.

Identify and provide staff representatives to support ESF-6 and other operational information related to these activities.

Participate in drills and exercises to evaluate local capability.

#### D. Forsyth County Department of Public Health

Establish a protocol for prioritizing response activities.

Coordinate activities with other ESFs.

Maintain records of expenditures and document resources utilized during response and recovery efforts.

Nursing:

Support sheltering activities with personnel as requested by lead.

Attend regular meetings to ensure planning functions are implemented.

Provide staffing and support to the Emergency Operations Center for Public Health related events.

Maintain records of expenditures and document resources utilized.

Environmental Health:

Inspect and approve potential shelters prior to use in an event.

Conduct yearly inspections of shelters and coordinate with Red Cross and EMA to maintain accurate list of facilities.

Insure food supplied to any shelter or mass feeding site are from an approved source and are conducted according to established food safety procedures.

#### E. Forsyth County Parks and Recreation Department

Support sheltering activities with personnel and facilities, as requested by ESF-6 lead.

Provide security at county facility shelters as required.

Attend regular meetings to ensure planning functions are implemented to support this ESF.

Identify and provide staff representatives to support the ESF and other operational information related to these activities.

Participate in drills and exercises to evaluate local capability.

#### F. Salvation Army

Coordinate with ESF-6 and local Emergency Management for food services.

Collaborate with the American Red Cross and other entities at their general population shelters, to Independent Shelters, and within the community for fixed and mobile feeding operations and bulk distribution of essential basic supplies (food, water, basic hygiene) to assist impacted residents.

Offer emotional and spiritual care as requested or needed.

Provide a report each morning containing the locations and numbers of meals served as of midnight the previous day to the ESF-6 Lead. When available, the report will include the locations of "Independent Shelters" and the counts of individuals receiving support at each site.

Identify a liaison for the Emergency Operations Center Operations if requested, and assure representative is trained on processes and equipment.

Participate in planning meetings, exercises, and other meetings to support ESF-6.

Maintain records of financial expenses, equipment and supplies, and staff/volunteer hours during response and recovery and provide to primary agency.

#### IV. COUNTY-SPECIFIC INFORMATION

Forsyth County utilizes WebEOC for critical incident information sharing. All appropriate partners will be provided log-in information and training on use of WebEOC by the Forsyth County Emergency Management Agency staff.

During ongoing events ESF-6 agencies may coordinate and communicate with the other ESF's such as:

Coordinate through ESF-5 for use of state resources

Notify appropriate agencies to coordinate for the medical assistance needs of evacuees upon arrival at temporary shelter locations

Notify ESF-3 and ESF-12 of any sheltering activities

Coordinate with ESF 10 for the decontamination of evacuees with HAZMAT exposure

Coordinate with ESF 8 to monitor conditions at shelter locations



# EMERGENCY SUPPORT FUNCTION 7

## RESOURCE SUPPORT

### **Primary Agency**

Forsyth County Emergency Management Agency

### **Support Agencies**

City of Cumming  
Forsyth County Board of Commissioners  
Forsyth County Board of Education  
Forsyth County Finance Department  
Forsyth County Parks and Recreation Department  
Forsyth County Procurement Department  
Forsyth County Public Facilities Department

## **I. INTRODUCTION**

The emergency support function of resource support services involves direction and coordination of volunteers, operations and follow-through during an emergency or disaster.

### **A. Purpose**

This ESF provides operational guidance to those who are assigned to work in this ESF. This ESF has been established to provide logistical and resource support to local entities in supporting emergency response and recovery efforts during an emergency or disaster.

1. ESF 7 shall plan, coordinate and managing resource support and delivery in response to and recovery from a major disaster or catastrophe.
2. ESF 7 shall provide supplies and equipment from county and municipal stocks, commercial sources and donated goods.
3. ESF 7 support agencies will furnish resources as required.
4. Procurement will be made in accordance with current local, state and federal laws and regulations that include emergency procedures under Georgia Statute and Forsyth County policies and ordinances.

### **B. Scope**

#### **1. Preparedness**

- a. Develop methods and procedures for responding to and complying with requests for resources.
- b. Develop procedures for reimbursing private vendors for services rendered.

- c. Develop lists of private vendors and suppliers and their available resources.
- d. Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies.
- e. Develop and train ESF 7 personnel on County emergency procurement procedures for acquiring supplies, resources, and equipment.
- f. Develop resource inventories based on hazard specific studies and corresponding likely resource requests by ESF.
- g. Participate in exercises and training to validate this annex and supporting SOPs.
- h. Develop a Countywide logistics plan and coordinate with ESF 1 to support logistics operations.
- i. Ensure all ESF 7 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

## 2. Response

- a. Alert those agencies whose personnel, equipment, or other resources may be used.
- b. Establish a resource tracking and accounting system, including management reports.
- c. Assess initial reports to identify potential resource needs.
- d. Identify procurement resources and potential facility locations in the disaster area of operations.
- e. Provide data to the Public Information Office for dissemination to the public.
- f. Locate, procure, and issue to county agencies the resources necessary to support emergency operations to include coordination with General Services Real Property Management to identify prospective staging area warehouses available for lease to replace damaged or destroyed facilities.
- g. Execute countywide logistics plan and coordinate with ESF 1 to support logistics operations.
- h. Coordinate with the state to develop procedures for deploying state resources and personnel in support of emergency operations at warehousing facilities, staging areas, and other areas where the need exists.
- i. Coordinate with ESF 13 to evaluate warehouse security requirements.

## 3. Recovery

- a. Continue to conduct procurement activities as long as necessary and until procurement needs have been met.
- b. Anticipate and plan for arrival of and coordination with state ESF 7 personnel in the EOC and the Joint Field Office (JFO).

## 4. Mitigation

- a. Support and plan for mitigation measures.
- b. Support requests and directives resulting from the state concerning mitigation and/or re-development activities.
- c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## II. CONCEPT OF OPERATIONS

### A. Strategy

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this ESF, in cooperation with the EMA. This function will be coordinated with and involve other support agencies and organizations.

The volunteer services function is the primary responsibility of Forsyth County Emergency Management Agency and support for this function is the responsibility of City of Cumming, Forsyth County Board of Commissioners, Forsyth County Board of Education, Forsyth County Finance Department, Forsyth County Parks and Recreation Department, Forsyth County Procurement Department and Forsyth County Public Facilities Department.

### B. Actions

#### 1. Mitigation/Preparedness

- a. Maintain a list of volunteers and private organizations, local businesses, and individuals available to provide services, resources, and donated goods.
- b. Execute MOUs between county EMA and support agencies/organizations.
- c. Notify volunteer organizations when an emergency or disaster is threatening or underway.
- d. Alert and request assistance, as appropriate.
- e. Participate in and/or conduct exercises and tests.

#### 2. Response/Recovery

- a. Support delivery of services to victims.
- b. Coordinate staging areas for volunteers to unload, store, or disperse donated goods.
- c. Assess the continuing volunteer service needs of the disaster victims.
- d. Resume day-to-day operations.

## III. RESPONSIBILITIES

#### A. Forsyth County Emergency Management Agency

Coordinate with each support agency through regular meetings to ensure planning functions are implemented.

Coordinate the development of a logistical framework to support recovery operations.

Identify, locate, and if necessary, recruit personnel to support incident operations after coordination with personnel services and county administration.

Develop procedures to maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.

Locate, procure, and issue resources to other county agencies for use in emergency operations necessary to support the County EOP or to promote public safety.

Locate and coordinate the use of available space for incident management activities.

Procure required stocks from vendors or suppliers when county supplies are not available.

Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

#### B. City of Cumming

Attend coordination meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.

Locate, procure, and issue resources to other city agencies for use in emergency operations necessary to support the EOP or to promote public safety.

Locate and coordinate the use of available space and equipment for incident management activities.

Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and customer supply

centers when available.

Procure required stocks from vendors or suppliers when county items are not available.

Maintain records of expenditures and document resources utilized during recovery.

#### C. Forsyth County Board of Commissioners

Attend coordination meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.

Locate, procure, and issue resources to other county agencies for use in emergency operations necessary to support the EOP or to promote public safety.

Locate and coordinate the use of available space and/or equipment for incident management activities.

Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and customer supply centers when available.

Procure required stocks from vendors or suppliers when county items are not available.

Maintain records of expenditures and document resources utilized during recovery.

#### D. Forsyth County Board of Education

Attend coordination meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.

Locate, procure, and issue resources to other BOE departments for use in emergency operations necessary to support the EOP or to promote public safety.

Locate and coordinate the use of available space and/or equipment for incident management activities.

Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and customer supply

centers when available.

Procure required stocks from vendors or suppliers when county items are not available.

Maintain records of expenditures and document resources utilized during recovery.

#### E. Forsyth County Finance Department

Coordinate with each support agency through regular meetings to ensure planning functions are implemented.

Develop procedures to maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.

Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

#### F. Forsyth County Parks and Recreation Department

Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.

Locate and coordinate the use of available space and/or equipment for incident management activities.

Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

#### G. Forsyth County Procurement Department

Coordinate with each support agency through regular meetings to ensure planning functions are implemented.

Coordinate the development of a logistical framework to support recovery operations.

Identify, locate, and if necessary, recruit personnel to support incident operations after coordination with other county departments.

Develop procedures to maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.

Locate, procure, and issue resources to other county agencies for use in emergency operations necessary to support the County Emergency Operations Plan or to promote

public safety.

Procure required stocks from vendors or suppliers when county supplies are not available.

Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

#### H. Forsyth County Public Facilities Department

Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.

Locate and coordinate the use of available space and/or equipment for incident management activities.

Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

### IV. COUNTY-SPECIFIC INFORMATION

Forsyth County utilizes WebEOC for critical incident information sharing. All appropriate partners will be provided log-in information and training on use of WebEOC by the Forsyth County Emergency Management Agency staff.

During ongoing events ESF-7 agencies may coordinate and communicate with the other ESF's such as:

Coordinate through ESF-5 for use of state resources

Coordinate with ESF-6 for support of shelter operations

Coordinate with ESF-8 and ESF-11 regarding the disposal of debris containing animal carcasses

Coordinate with ESF-10 for assistance regarding disposal of hazardous materials

Coordinate with federal and state ESF-7 personnel assigned to the Forsyth County EOC

## **EMERGENCY SUPPORT FUNCTION 8 PUBLIC HEALTH AND MEDICAL SERVICES**

### **Primary Agency**

Forsyth County Department of Public Health

### **Support Agencies**

American Red Cross - NE Georgia Chapter

Central EMS

Children's Healthcare of Atlanta

Forsyth County Fire Department

Northside Hospital-Forsyth

## **I. INTRODUCTION**

The emergency support function of health and medical services involves direction and coordination, operations and follow-through during an emergency or disaster.

### **A. Purpose**

This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to provide the mechanism for coordinated County assistance to supplement municipal resources in response to public health and medical care needs for potential or actual disasters and emergencies and/or during a developing potential health and medical situation. Additionally, to delineate procedures for the identification, recording, transportation, sheltering and care of persons requiring special needs in anticipation of, or during an emergency or disaster.

1. ESF 8 will coordinate all resources related to health and medical issues and shall monitor field deployment of medical personnel and resources.
2. ESF 8 will not release medical information on individual patients to the general public to ensure patient confidentiality protection.
3. ESF 8 will prepare reports on casualties/patients to be provided to the American Red Cross for inclusion in the Disaster Welfare Information System and to ESF 15 for informational releases.
4. ESF 8 will establish clear lines of communication and integration of expectations will be established on a routine basis with the EOC.

### **B. Scope**

This ESF is structured to oversee in identifying and meeting the public health and medical needs, to include emergency medical personnel, facilities, vehicles, equipment and supplies for victims, including people with special needs. The emergency operations necessary for the performance of this function include but are not limited to:



## 1. Preparedness

### a. General

- i. Develop mutual support relationships with professional associations and other private services and volunteer organizations that may assist during an emergency or disaster.
- ii. Participate in exercises and training to validate this annex and supporting SOPs.
- iii. Ensure all ESF 8 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

### b. Medical Care

- i. Coordinate the provision of medical and dental care.
- ii. Identify and coordinate the deployment of doctors, nurses, technicians and other medical personnel to disaster areas.
- iii. Maintain inventory lists of medical supplies, equipment, ambulance services, hospitals, clinics and first aid units.
- iv. Plan for establishment of staging areas for medical personnel, equipment, and supplies.
- v. When emergency facilities are not available, plan for establishment of emergency medical care centers.
- vi. Plan for requesting medical assistance teams and coordinate for their support while operating within the county.
- vii. Assure that health care facilities (i.e. hospitals, nursing homes, youth and adult medical care facilities) develop patient reduction, evacuation, and relocation procedures.

### c. Persons with Special Needs

- i. Identify and contact special needs populous and assisted living facilities to coordinate assistance and conduct needs assessments.
- ii. Consider all needs such as persons with physical disabilities, special medical needs, communication disabilities, elderly persons, and non-English speakers in the planning process.
- iii. Develop evacuation and relocation procedures for persons with special needs.
- iv. Develop procedures to monitor health information and records of persons being evacuated or relocated.
- v. Plan for deployment of food services or medical services to persons that may be mobility impaired.
- vi. Establish plans for evacuation and care of special needs in conjunction with state partners.

### d. Public Health and Sanitation

- i. Develop procedures to protect the public from communicable diseases and contamination of food, water, and drug supplies (including veterinary drugs).
- ii. Develop procedures to monitor public health information.
- iii. Develop sanitation inspection procedures and protocols to control unsanitary conditions.
- iv. Develop procedures for inspection of individual water supplies.
- v. Develop procedures for identification of disease, vector, and epidemic control.
- vi. Develop emergency immunization procedures.
- vii. Identify laboratory testing facilities.

#### e. Crisis Counseling

- i. Develop procedures for rapidly providing crisis counseling and mental health/substance abuse assistance to individuals and families, to include organizing and training crisis counseling teams.
- ii. Develop support relationships with government agencies, professional associations, private services, and volunteer organizations to provide mental health and substance abuse assistance during disasters.

## 2. Response

#### a. General

- i. Coordinate information releases to the public with the public information officer in the EOC Public Information Group.
- ii. Coordinate with State and Federal agencies as required.
- iii. Maintain records of expenditures and resources used for possible later reimbursement.

#### b. Medical Care

- i. Coordinate the delivery of health and medical services.
- ii. Arrange for the provision of medical personnel, equipment, pharmaceuticals, and supplies.
- iii. Assist the coordination of patient evacuation and relocation.
- iv. Assist with hazardous materials response.

#### c. Public Health and Sanitation

- i. Manage public health and sanitation services.
- ii. Determine need for health surveillance programs throughout County.
- iii. Issue Public Health notice for clean-up on private property.
- iv. Arrange for the provision of medical personnel, equipment, and

- supplies as well as special dietary and housing needs.
- v. Notify state of planning limitations regarding evacuation and core individuals with special needs.

d. Crisis Counseling: Coordinate for the provision of mental health and recovery services to individuals, families, and communities.

### 3. Recovery

#### a. General

- i. Anticipate and plan for arrival of, and coordination with state ESF 8 personnel in the EOC and the Joint Field Office (JFO).
- ii. Ensure ESF 8 members or their agencies maintain appropriate records of activities and costs incurred during the event.

#### b. Medical Care

- i. Assist with restoration of essential health and medical care systems.
- ii. Assist with restoration of permanent medical facilities to operational status.
- iii. Assist with restoration of pharmacy services to operational status.
- iv. Assist with emergency pharmacy and laboratory services.

#### c. Persons with Special Needs

- i. Continue coordination with agencies and organizations caring for people with special needs for return to assisted living facilities or relocation.
- ii. Encourage and assist vulnerable populations to create and keep emergency preparedness and response plans.

#### d. Public Health and Sanitation

- i. Monitor environmental and epidemiological surveillance.
- ii. Continue long-term emergency environmental activities.

e. Crisis Counseling: Coordinate the management of continuous mental health and substance abuse assistance to individuals and families.

### 4. Mitigation

- a. Support and plan for mitigation measures.
- b. Support requests and directives resulting from the state concerning mitigation and/or re-development activities.
- c. Document matters that may be needed for inclusion in agency or

state/federal briefings, situation reports and action plans.

## II. CONCEPT OF OPERATIONS

### A. Strategy

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this ESF, in cooperation with the EMA. This function will be coordinated with and involve other support agencies and organizations.

The health and medical services function is the primary responsibility of Forsyth County Department of Public Health and support for this function is the responsibility of American Red Cross - NE Georgia Chapter, Central EMS, Children's Healthcare of Atlanta, Forsyth County Fire Department and Northside Hospital-Forsyth.

### B. Actions

#### 1. Mitigation/Preparedness

- a. Coordinate MOUs with all appropriate agencies and organizations for the provision of services to or on behalf of affected individuals and families.
- b. Plan for the continuity of health and medical services, in conjunction with the EMA, American Red Cross, Community Mental Health agency and Rehabilitation Services office.
- c. Establish a directory of health and medical resources.
- d. Work with the American Red Cross on the identification of volunteers and provision of training.
- e. Maintain a coordinated approach with state public health.
- f. Participate in drills and exercises to evaluate health and medical services response capability.

#### 2. Response/Recovery

- a. Assist the EMA with health and medical resources, services, and personnel upon notification of an emergency or disaster.
- b. Support the American Red Cross with health and medical services during shelter operations, as requested upon opening.
- c. Secure, in conjunction with the EMA, American Red Cross, other agencies and organizations, and the private sector, mental health, rehabilitation assistance, and other services, when necessary.
- d. Assist EMA, American Red Cross, other community agencies and organizations, and the private sector with issues affecting people who have special needs.
- e. Provide informational support to emergency medical services;
- f. Channel all relevant health and medical information for public release through the EMA and state public health.

- g. Continue service assistance throughout reentry and until all health and medical issues are resolved.
- h. Maintain records of expenditures and document resources utilized during recovery.

### **III. RESPONSIBILITIES**

#### **A. Forsyth County Department of Public Health**

Coordinate with each support agency through regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Provide leadership in directing, coordinating and integrating the overall county efforts to provide medical and public health assistance to the affected area.

Staff the Forsyth County Emergency Operations Center when activated, as requested.

Conduct initial assessment of health and medical needs.

Determine need for additional personnel and resources and initiate request mutual aid to EOC.

Coordinate and direct the activation and deployment of voluntary resources of health/medical personnel, supplies and equipment.

Establish, as needed, active and passive surveillance systems for the protection of public health.

Coordinate the response for: safety of food and drugs, radiological hazards, mental health problems victims, water systems and victim identification/mortuary services.

Coordinate the disposal of contaminated food items, as needed.

#### **B. American Red Cross - NE Georgia Chapter**

Coordinate with other medical agencies on medical needs in the community and as part of sheltering activities.

Provide assistance with medical and mental health as requested.

### C. Central EMS

Staff the Forsyth County Emergency Operations Center during activation, as request

Coordinate the evacuation of patients from the disaster area as requested.

Coordinate the transport of victims to medical facilities outside the county in accordance with approved trauma transport protocols.

Maintain communications with the Forsyth County Emergency Operations Center.

Perform triage and appropriate on-scene medical care to victims and responding personnel.

Coordinate advanced-life support, basic-life support, Emergency Medical Technicians and Paramedics, as required.

### D. Children's Healthcare of Atlanta

Serve as the pediatric specialty coordinating hospital for the State of Georgia

Will offer pediatric trauma services through both Egleston (Level 1) and Scottish Rite (Level 2) campuses

Will activate the systems emergency operations plan to manage large scale incidents that include but are not limited to mass injury, mass casualty and/or decontamination purposes.

Will establish communications with the Forsyth County Emergency Operations Center to assist with patient identification and tracking.

### E. Forsyth County Fire Department

Staff the Forsyth County Emergency Operations Center during activation, as request

Coordinate the evacuation of patients from the disaster area as requested.

Coordinate the transport of victims to medical facilities outside the county in accordance with approved trauma transport protocols.

Maintain communications with the Forsyth County Emergency Operations Center.

Perform triage and appropriate on-scene medical care to victims and responding personnel.

Coordinate advanced-life support, basic-life support, Emergency Medical Technicians and Paramedics, as required.

#### F. Northside Hospital-Forsyth

Update overall hospital status with the Forsyth County Emergency Operations Center to include facility conditions, available resources and number and type of beds available, as requested.

Establish communications with the Forsyth County Emergency Operations Center and field EMS personnel.

Coordinate with emergency responders to isolate and decontaminate patients if needed, utilizing planned equipment

Activate facility disaster plans/area to manage victims, concerned individuals and the media.

Implement diversion or transfer protocols as necessary.

#### IV. COUNTY-SPECIFIC INFORMATION

Forsyth County utilizes WebEOC for critical incident information sharing. All appropriate partners will be provided log-in information and training on use of WebEOC by the Forsyth County Emergency Management Agency staff.

During ongoing events ESF-8 agencies may coordinate and communicate with the other ESF's such as:

Coordinate through ESF-5 for use of state resources

Notify appropriate agencies to coordinate for the medical assistance needs of evacuees upon arrival at temporary shelter locations

Notify ESF-3 and ESF-12 of any engineering or energy issues

Coordinate with ESF-10 for the decontamination of patients with HAZMAT exposure

Coordinate with ESF-6 to share information on sheltering activities

Coordinate with ESF-4 on EMS transport needs.





# EMERGENCY SUPPORT FUNCTION 9

## SEARCH AND RESCUE

### **Primary Agency**

Forsyth County Fire Department

### **Support Agencies**

Forsyth County Emergency Management Agency

Forsyth County Sheriff's Office

## **I. INTRODUCTION**

The emergency support function of search and rescue involves direction and coordination, operations and follow-through during an emergency or disaster.

### **A. Purpose**

Rapidly deploy local search and rescue components to provide specialized life-saving assistance to municipal authorities during an emergency or disaster.

1. EMA will assist in coordinating county assets and augment agencies having SAR responsibilities and may request state and Federal SAR assistance.
2. ESF 9 will interface with ESFs 1 and 8 to assist with medical assistance and the transportation of victims beyond initial collection points.

### **B. Scope**

Urban SAR activities include, but are not limited to, locating, extricating, and providing immediate medical assistance to victims trapped in collapsed structures. Non-urban SAR activities include, but are not limited to, emergency incidents that involve locating missing persons, boats which are lost at sea, locating downed aircraft, extrication if necessary, and treating any victims upon their rescue.

The emergency operations necessary for the performance of this function include, but are not limited to:

#### **1. Preparedness**

- a. Maintain a current inventory of resources, including trained personnel, which could support search and rescue operations. Maintain records reflecting local capability.
- b. Participate in exercises and training to validate this annex and supporting SOPs.
- c. Maintain liaison with State urban search and rescue assets and plan

- for reception of external assets.
- d. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.
- e. Assist local governments in training of personnel and rescue organizations for search and rescue operations.
- f. Ensure all ESF 9 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

## 2. Response

- a. Support local agencies with appropriate resources, to include mobilizing and deploying teams and equipment as needed.
- b. Using the ICS, assume responsibility for coordinating and tracking all resources committed to an incident. This may include placing personnel at a forward command post. Establish staging areas with the requesting group.
- c. Deploy liaison teams to county EOC or incident base of operations, as needed.
- d. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
- e. Coordinate other State and Federal support for search and rescue operations to include planning for reception and deployment to area of operations.
- f. Coordinate with ESF 1 for use of buses to transport rescue teams or rescued victims or persons evacuated from an emergency area to a safe location or emergency shelter.

## 3. Recovery

- a. Continue to support local operations and plan for a reduction of operations.
- b. Inventory any lost or damaged equipment and record any personnel injuries or equipment accidents.
- c. Anticipate and plan for arrival of and coordinate with state ESF 9 personnel in the EOC and the Joint Field Office (JFO).
- d. Require ESF 9 team members and their agencies maintain appropriate records of costs incurred during the event.

## 4. Mitigation

- a. Support and plan for mitigation measures.
- b. Support requests and directives resulting from the Governor and/or GEMA concerning mitigation and/or re-development activities.
- c. Document matters that may be needed for inclusion in county or state/federal briefings, situation reports and action plans.

## II. CONCEPT OF OPERATIONS

### A. Strategy

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this section of the ESF, in cooperation with the EMA. This function will be coordinated with and involve other support agencies and organizations.

The search and rescue function is the primary responsibility of Forsyth County Fire Department and support for this function is the responsibility of Forsyth County Emergency Management Agency and Forsyth County Sheriff's Office.

### 1. Actions

#### a. Mitigation/Preparedness

- i. Establish and maintain uniform search and rescue procedures.
- ii. Recruit, train, and certify search and rescue personnel.
- iii. Develop an inventory of resources, equipment, and personnel.
- iv. Enter MOUs for additional assistance and/or logistical support.
- v. Conduct and/or support community education programs on survival.
- vi. Establish a record keeping system.
- vii. Participate in drills and exercises to evaluate search and rescue response capability.

#### b. Response/Recovery

- i. Respond to requests by the EMA.
- ii. Monitor response efforts.
- iii. Channel emergency search and rescue information to the EMA-EOC.
- iv. Support request from other community agencies and/or jurisdictions.
- v. Maintain records, expenditures, and document resources utilized during recovery.

## III. RESPONSIBILITIES

### A. Forsyth County Fire Department

Coordinate with each support agency through regular meetings to ensure planning functions are implemented to support this ESF.

Coordinate the flow of information within the Emergency Operations Center.

Coordinate the efforts to collect, process, report, and display essential information.

Facilitate support for planning response operations.

Distribute plans and reports to the state and other ESFs.

Maintain records of expenditures and document resources utilized during response and recovery efforts.

Attend regularly scheduled meetings to ensure planning functions are implemented in support.

Identify and provide staff representatives to support the ESF and other operational information related to these activities.

Request asset support from volunteer and private sector agencies.

Participate in drills and exercises to evaluate local response capabilities.

#### B. Forsyth County Emergency Management Agency

Support and coordinate with the incident commander for mutual-aid needs and response

Coordinate with the State Operations Center and State Warning Point

#### C. Forsyth County Sheriff's Office

Lead agency for Non-USAR activities such as missing persons, aircraft and boats/boating accidents.

Coordinate with each support agency through regular meetings to ensure planning functions are implemented to support this ESF.

Facilitate support for planning response operations.

Maintain records of expenditures and document resources utilized during response and recovery efforts.

Attend regularly scheduled meetings to ensure planning functions are implemented in support.

Identify and provide staff representatives to support the ESF and other operational information related to these activities.

Participate in drills and exercises to evaluate local response capabilities.

#### **IV. COUNTY-SPECIFIC INFORMATION**

Forsyth County utilizes WebEOC for critical incident information sharing and tracking. All appropriate partners will be provided log-in information and training on use of WebEOC by the Forsyth County Emergency Management Agency staff.

During on-going events ESF-9 agencies may coordinate and communicate with other ESF's such as:

Coordinate through ESF-5 for state & federal mutual-aid assistance (to include aircraft support).

Coordinate with ESF-13 for traffic direction and scene security.

Coordinate with ESF-15 for media relations.

Coordinate medical needs and response with ESF-8 - EMS.

# EMERGENCY SUPPORT FUNCTION 10

## HAZARDOUS MATERIALS

### **Primary Agency**

Forsyth County Fire Department

### **Support Agencies**

Forsyth County Emergency Management Agency

Forsyth County Sheriff's Office

Georgia Bureau of Investigation - Spec Operations

## **I. INTRODUCTION**

The emergency support function of hazardous materials involves direction and coordination, operations and follow-through during an emergency or disaster.

### **A. Purpose**

This ESF coordinates County support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials during disasters or emergencies.

### **B. Scope**

This ESF will provide a coordinated response by local resources and initiate requests for state and federal resources when necessary to minimize adverse effects on the population and environment resulting from the release of or exposure to hazardous or radiological materials.

1. The emergency operations necessary for the performance of both radiological and non-radiological components of this function include but are not limited to:

#### **a. Preparedness**

- i. Prepare an inventory of existing threats using SARA Title III, Tier II information.
- ii. Plan for response to hazardous materials incidents.
- iii. Develop plans for communications, warning, and public information.
- iv. Develop procedures for identification, control, and clean-up of hazardous materials.
- v. Provide, obtain, or recommend training for response personnel using courses made available by FEMA, Department of Energy (DOE), Nuclear Regulatory Commission (NRC), the Georgia Public Safety Training Center, EPA, and manufacturers and

- transporters of hazardous materials, as well as training based on OSHA requirements for each duty position.
- vi. Maintain a listing of private contractors capable of performing emergency and/or remedial actions associated with a hazardous materials incident.
  - vii. Maintain an inventory of local assets capable of responding to a hazardous materials incident.
  - viii. Develop plans and/or mutual aid agreements regarding hazardous materials incidents with local agencies, other county agencies, contiguous states, federal agencies, and private organizations as required.
  - ix. Collect and utilize licensing, permitting, monitoring, and/or transportation information from the appropriate local, county, state, or federal agencies and/or private organizations to facilitate emergency response.
  - x. Participate in exercises and training to validate this annex and supporting SOPs.
  - xi. Ensure all ESF 10 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

b. Response

- i. ESF 10 will coordinate, with the Unified/Incident Command, all hazardous substance response specific efforts and provide information to the EOC for coordination of all other municipal efforts.
- ii. Provide 24-hour response capability and dispatch personnel to an incident scene as necessary.
- iii. ESF 10 will assess the situation to include: the nature, amount and location of real or potential releases of hazardous materials; pathways to human and environmental exposure; probable direction and time of travel of the materials; potential impact on human health, welfare, safety, and the environment; types, availability, and location of response resources, technical support, and cleanup services; and priorities for protecting human health, welfare and the environment.
- iv. After reviewing reports, gathering and analyzing information and consulting with appropriate agencies, determine and provide, as available, the necessary level of assistance.
- v. Provide protective action recommendations, as the incident requires.
- vi. Provide for monitoring to determine the extent of the contaminated area and consult with appropriate support agencies to provide access and egress control to contaminated areas.
- vii. Consult with appropriate local, state, or federal agencies and/or private organizations with regard to the need for decontamination. Coordinate with ESF 8 regarding decontamination of injured or deceased personnel.
- viii. Coordinate decontamination activities with appropriate local,

- state, and federal agencies.
- ix. Coordinate with appropriate local, state, and federal agencies to ensure the proper disposal of wastes associated with hazardous materials incidents; and assist in monitoring or tracking such shipments to appropriate disposal facilities.
- x. Coordinate with ESF 1 for the use of staging areas and air assets, and technical advice and assistance on regulated rail.
- xi. Coordinate with ESF 3 for technical assistance on water, wastewater, solid waste, and disposal.
- xii. Coordinate with ESF 12 for technical advice and assistance on intra-County pipelines.
- xiii. Coordinate with GEMA for use of state assets.

c. Recovery

- i. Terminate operations when the emergency phase is over and when the area has been stabilized by responsible personnel.
- ii. Request and maintain documented records of all expenditures, money, and physical resources of the various governmental department/agencies involved in emergency operations. Ensure that ESF 10 team members or their agencies maintain appropriate records of costs incurred during the event.
- iii. Anticipate and plan for arrival of, and coordination with, state ESF 10 personnel in the EOC and the Joint Field Office (JFO).

d. Mitigation

- i. Support and plan for mitigation measures.
- ii. Support requests and directives resulting from the Governor and/or GEMA concerning mitigation and/or re-development activities.
- iii. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## II. CONCEPT OF OPERATIONS

### A. Strategy

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this section of the ESF, in cooperation with the EMA. This function will be coordinated with and involve other support agencies and organizations.

The hazardous materials services function is the primary responsibility of Forsyth County Fire Department and support for this function is the responsibility of Forsyth County Emergency Management Agency, Forsyth County Sheriff's Office and Georgia Bureau of Investigation - Spec Operations.



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## B. Actions

### 1. Mitigation/Preparedness

- a. Prepare a facility profile and inventory of potential hazardous materials.
- b. Identify potential contacts and resources in order to conduct a community vulnerability analysis to determine potential hazardous materials threats and on-site inspections.
- c. Plan for response to hazardous materials incidents and coordinate with the EMA and other first responders.
- d. Develop procedures for identification, communications, warning, public information, evacuation, control, and monitoring and/or supervising cleanup of hazardous materials.
- e. Obtain training for response personnel available through GEMA, Georgia Fire Academy, manufacturers and shippers of hazardous materials, and/or other sources.
- f. Participate in drills and exercises to evaluate hazardous materials response capabilities.

### 2. Response/Recovery

- a. Verify incident information and notify the EMA and other applicable agencies.
- b. Establish a command post at a safe distance near the scene or staff the EOC, if the situation becomes excessive.
- c. Provide further information on the situation to the EMA and convey warnings for dissemination to the public.
- d. Request assistance for emergency health and medical, as well as mass care, if the situation warrants.
- e. Ensure availability of expertise and equipment to manage the incident.
- f. Utilize proper procedures for containment to prevent additional dangers.
- g. Support response teams, owner, shipper, state, and/or federal environmental personnel during cleanup.
- h. Establish area security and prohibit all unauthorized personnel from entering the containment area.
- i. Terminate cleanup operations after dangerous situation subsides.
- j. Maintain records, expenditures, and document resources utilized during recovery.

## III. RESPONSIBILITIES

### A. Forsyth County Fire Department

Serve as the primary coordinator/agency for ESF-10.

Forward requests for mutual aid relating to hazardous materials incident assistance to the Emergency Operations Center (when activated).

Conduct a needs analysis and prioritize the deployment of services based on available resources and critical needs.

Provide staffing for the Forsyth County Emergency Operations Center, when activated.

Maintain a current list of available hazardous materials resources within the area that may be available for response and coordinate this information with the EOC.

Update private contractor clean-up contact information, as needed.

Maintain a copy of the Forsyth County hazardous materials stand-by clean up contractor contract and information book in the EOC.

Attend regularly scheduled coordination meetings to ensure planning functions are implemented to support ESF-10.

Participate in planning and exercises as requested.

Maintain records and expenditures and resources utilized.

#### B. Forsyth County Emergency Management Agency

Request state mutual aid resources through the Georgia State Operations Center and/or Georgia Emergency Management & Homeland Security Agency.

Provide coordination and support as appropriate for each incident.

#### C. Forsyth County Sheriff's Office

Provide investigation assistance for hazardous materials incidents, if needed.

Create traffic plan if incident involves closing roadways.

Provide coordination and support for incidents as needed or requested.

#### D. Georgia Bureau of Investigation - Spec Operations

Provide coordination and support for hazardous materials incident involving

explosive ordinance or materials.

#### **IV. COUNTY-SPECIFIC INFORMATION**

Forsyth County utilizes WebEOC for critical incident information sharing and tracking. All appropriate partners will be provided log-in information and training on use of WebEOC by the Forsyth County Emergency Management Agency staff.

During ongoing events ESF-10 will be colocated with ESF-4 and will utilize the same personnel. ESF-4 personnel may bring in additional subject matter experts as needed to support ESF-10.

Other ESF's and agencies that ESF-10 may coordinate and communicate with include:

Coordinate through ESF-1 for any evacuations requiring transporting persons.

Coordinate through ESF-5 for state mutual aid assistance.

Receive information from ESF-3 on water supply issues that may affect response and mitigation.

Notify ESF-13 for investigation support.

Notify Georgia Environmental Protection Division, EPA and the National Response Center (1-800-424-8802), as required.

# EMERGENCY SUPPORT FUNCTION 11

## AGRICULTURE AND NATURAL RESOURCES

### **Primary Agency**

Forsyth County Emergency Management Agency

### **Support Agencies**

Forsyth County Animal Services  
Forsyth County Animal Shelter  
Forsyth County Department of Public Health  
Forsyth County Extension Service  
Forsyth County Parks and Recreation Department

## **I. INTRODUCTION**

The emergency support function of agriculture and natural resources involves direction and coordination, operations and follow-through during an emergency or disaster.

### **A. Purpose**

This ESF provides operational guidance to those who are assigned to work this ESF. This ESF has been established to support provision of nutrition assistance, management of diseases, food safety, and to protect significant properties.

1. Actions undertaken through ESF 11 are coordinated with and conducted cooperatively with state and local incident management officials and with private entities.
2. Each supporting agency is responsible for managing its respective assets and resources after receiving direction from the primary agency for the incident.
3. Food Safety and Inspections are activated upon notification of the occurrence of a potential or actual disaster or emergency by the Department of Public Health.
4. Actions undertaken are guided by and coordinated with County and local emergency preparedness and response officials and State and Federal officials and include existing USDA internal policies and procedures.
5. Actions undertaken under ESF 11 to protect, conserve, rehabilitate, recover and restore resources are guided by the existing internal policies and procedures of the primary agency for each incident.
6. The primary agency for each incident coordinates with appropriate ESFs and other annexes to ensure appropriate use of volunteers and their health and safety and to ensure appropriate measures are in place to protect the health and safety of all workers.

7. Control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective exotic plant disease, or economically devastating plant pest infestation.
8. Assurance of food safety and food security.
9. Protection of natural and cultural resources and historic property resources before, during, and/or after a disaster or emergency.

## B. Scope

To provide for the following functional responsibilities:

Identify, secure and distribute food, bottled beverages, and supplies, and support the provision for sanitary food storage, distribution, and preparation during an emergency or disaster; Provide for mitigation, response and recovery to natural disasters, and/or acts of terrorism affecting animals, agriculture production, and the food sector; Assist agriculture in an outbreak of a highly infectious/contagious or economically devastating animal/zoonotic disease, or a highly ineffective or economically devastating plant pest disease or infestation; Assist with agriculture production, animal industry, and wildlife adversely affected by a disaster, either natural or man-made; and, Conserve, rehabilitate, recover and restore natural, cultural, and historic properties prior to, during, and after a man-made or natural disaster.

### 1. Preparedness

- a. Maintain an accurate roster of personnel assigned to perform ESF 11 duties during a disaster.
- b. Identify and schedule disaster response training for ESF 11 personnel.
- c. Maintain current food resource directories to include maintaining points of contact.
- d. Identify likely transportation needs and coordinate with ESF 1.
- e. Ensure all ESF 11 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

### 2. Response

- a. Lead support agencies will maintain a roster of personnel assigned to perform ESF 11 duties during a disaster.
- b. Coordinate with ESF 6 and ESF 5, regarding mass feeding sites established by responding emergency management agencies.
- c. ESF 11 will coordinate with EMA and Public Health to update lists of all available provision of medical services with appropriate agencies.
- d. ESF 6 will provide a list of mass care sites requiring restoration of services to EOC Operations.
- e. ESF 6 will coordinate with ESF 13 regarding additional security resources, if needed, at mass care shelters.

### 3. Recovery

- a. ESF 11 will coordinate with ESFs 5, 6, and 8 to establish or support existing mass feeding sites operated to ensure optimal access for public service based on emergency needs.
- b. ESF 11 will coordinate with State agencies for the provision of food and water to mass feeding sites, if necessary.

#### 4. Mitigation

- a. Support and plan for mitigation measures.
- b. Support requests and directives resulting from GEMA and/or other state agencies and federal partners concerning mitigation and/or re-development activities.
- c. Document matters that may be needed for inclusion in agency, county, or state/federal briefings, situation reports and action plans.
- d. Work to educate citizens on disaster preparedness and disaster mitigation activities.

## II. CONCEPT OF OPERATIONS

### A. Natural Disaster and Animals, Animal Industry and Wildlife

#### 1. Strategy

The agency assigned primary responsibility for ESF 11 will coordinate with appropriate agencies and organizations to ensure operational readiness. Agencies with responsibilities for this section of ESF 11 will coordinate with the Georgia Department of Agriculture (GDA) and the Georgia Department of Natural Resources (DNR), and the lead state agencies for ESF 11. The GDA will develop and maintain Standard Operating Procedures to include, but not limited to poultry, cattle, swine, dairy, equine, goats, sheep, and companion animal industries for a natural disaster. DNR will develop and maintain Standard Operating Procedures regarding aquaculture, seafood, wildlife, and exotic animals for natural disasters and the preservation of natural, cultural, and historic resources.

#### 2. Actions

##### a. Mitigation/Preparedness

- i. Develop mutual aid agreements with professional associations and private agencies/organizations.
- ii. Coordinate with ESF 6 in identifying potential pet friendly shelters near approved emergency American Red Cross shelters.
- iii. Participate in and/or conduct exercises or tests regularly, to validate this ESF and related SOPs.
- iv. Prepare, in conjunction with GEMA, public service

- announcements (PSAs) to increase public awareness regarding pet options and animal directives.
- v. Participate in drills and exercises to evaluate animal and animal industry response capability.

#### b. Response/Recovery

- i. Support the EMA-EOC with all available resources.
- ii. Coordinate local emergency response with regional and state systems.
- iii. Request additional personnel and equipment for triage and shelter facilities, when necessary.
- iv. Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease dissemination.
- v. Obtain additional supplies, equipment, personnel, and technical assistance from support agencies and the private sector.
- vi. Provide assistance and care for livestock and other animals impacted by the disaster. If this assistance and care cannot be provided locally, request assistance from ESF 11 through the SOC.
- vii. Provide information to state ESF 11 on all available animal shelter facilities and confinement areas identified, before, during and after the disaster.
- viii. Assist with the evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease dissemination. Request additional assistance from state ESF 11 as needed.
- ix. Support GA-SART(s) as necessary.
- x. Coordinate with supporting agencies and Volunteer Agencies Active in Disaster (VOAD) for additional animal emergency sheltering and stabling for both large and small animals.
- xi. Restore equipment and supplies to a normal state of operational readiness.
- xii. Maintain financial records on personnel, supplies, and other resources utilized. Report to EMA upon request.
- xiii. Resume day-to-day operations.

### B. Nutrition Assistance and Food Safety

#### 1. Strategy

The agency assigned primary responsibility for ESF 11 will coordinate with appropriate agencies and organizations to ensure operational readiness. Agencies with responsibilities for this section of the ESF, will coordinate with the EMA, GDA, and DNR. This function will be coordinated with and involve other support agencies and organizations.

## 2. Actions

### a. Mitigation/Preparedness

- i. Identify agencies and organizations responsible for food safety inspections and monitoring and coordinate MOUs with appropriate entities.
- ii. Maintain procedures and responsibilities for food inspection and response to threatened food supplies.
- iii. Establish a system for the notification process of suspected or adulterated food supplies.
- iv. Participate in tests and exercises to evaluate communication with other agencies with food safety and security duties.
- v. Coordinate with ESF 6, the response to mass food distribution from secured sources.
- vi. Coordinate the development of an operational plan that will ensure timely distribution of food and drinking water.
- vii. Assess the availability of food supplies and storage facilities capable of storing dry, chilled, or frozen food.
- viii. Assess the availability of handling equipment and personnel for support.
- ix. Develop notification procedures for mobilizing food services, personnel, and resources.

### b. Response/Recovery

- i. Coordinate with state and local agencies and authorities for requested support if county agencies are overwhelmed.
- ii. Identify proper state and federal agencies to contact in the event of suspicious activity contributing to adulterated food supplies.
- iii. Provide guidance for immediate local protective actions and reports, and establish communication with GDA and the Department of Human Resources (DHR).
- iv. Work with local EMA to determine critical food needs of the affected population in terms of numbers of people and their location.
- v. Coordinate community resources and personnel to assist with delivery services and/or distribution as necessary for secured food supplies.
- vi. Provide assistance in support of ESF 6 Mass Care, establishing distribution sites and requirements for distribution.
- vii. Establish linkages with volunteer and private agencies/organizations involved in congregate meal services.
- viii. Secure food, transportation, equipment, storage, and distribution facilities.
- ix. Initiate procurement of essential food and supplies not available from existing inventories.
- x. Refer victims needing additional food to volunteer and private agencies/organizations.



- xi. Coordinate with appropriate law enforcement in events where contamination of the food supply with a chemical or biological agent may have been suspicious or intentional.
- xii. Designate certain individuals to serve as expert points of contact for law enforcement.
- xiii. Provide for communication, surveillance, and response with all appropriate agencies in response to an act of agro-terrorism.
- xiv. Coordinate public information and provide updates for ESF 15 to distribute to the public and media.
- xv. Maintain financial records on personnel, supplies, and resources utilized, and report expenditures to local EMA and GEMA upon request.
- xvi. Resume day-to-day operations.

## C. Animal and Plant Diseases and Pests

### 1. Strategy

The agency assigned primary responsibility for ESF 11 will coordinate with appropriate agencies and organizations to ensure operational readiness. Agencies with responsibilities for this section of the ESF, will coordinate with the EMA, GDA, and DNR. This function will be coordinated with and involve other support agencies and organizations.

### 2. Actions

#### a. Mitigation/Preparedness

- i. Develop mutual aid agreements with government agencies, professional associations, and private agencies/organizations.
- ii. Work with GDA and DNR to train first responders, community leaders, and the agricultural industry at the awareness level in agro-security and agro-terrorism.
- iii. Work with GDA and DNR to provide for surveillance of foreign animal diseases or an animal disease, syndrome, chemical, poison, or toxin that may pose a substantial threat to the animal industries, aquaculture or seafood industries, the economy, or public health of the state.
- iv. Provide for surveillance of pests which may pose a potential or substantial threat to agriculture, horticulture, the economy, or the public health of the state.
- v. Develop local plans and resources to enhance awareness of surveillance for early detection of animal health emergencies and agro-terrorism.
- vi. Conduct and/or participate in exercises, training sessions, and workshops to assist local communities and support agencies/organizations.
- vii. Encourage support agencies to develop emergency operations

plans that detail their support functions for ESF 11.

b. Response/Recovery

- i. Work with GDA and other appropriate state agencies to coordinate the collection of samples, ensure proper packaging and handling, and deliver them to designated laboratories for testing.
- ii. Coordinate the crisis response and the resulting consequences, as well as cooperate with law enforcement officials and the State of Georgia in criminal investigations, if a terrorist act is suspected in connection with an agriculture, animal, or food incident.
- iii. Work with GDA to coordinate the decontamination and/or destruction of animals, plants, cultured aquatic products, food, and their associated facilities as determined necessary.
- iv. Support GDA's efforts to quarantine, stop sale, stop movement, and place other restrictions under GDA authority of animals, plants, equipment, and products as necessary to control and eradicate diseases and pests.
- v. Secure supplies, equipment, personnel and technical assistance from support agencies/organizations, and other resources to carry out the response plans associated with animal health emergency management or any act of agro-terrorism that may pose a substantial threat to the state.
- vi. Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease dissemination.
- vii. Support any identified County Agriculture Response Teams (CARTs) and other local emergency response teams with the statewide support network and the State Agriculture Response Teams (GA-SARTs).
- viii. Determine need for mutual aid assistance and implement requests for assistance through local mutual aid agreements or through GEMA for state assistance, or mutual aid assistance through agreements such as the Emergency Management Assistance Compact (EMAC).
- ix. Request Veterinary Medical Assistance Team (VMAT) assistance through the SOC if needed.
- x. Coordinate operations to assure occupational safety measures are followed.
- xi. Coordinate damage assessment as necessary.
- xii. Restore equipment and supplies to a normal state of operational readiness.
- xiii. Coordinate public information to provide updates to ESF 15.
- xiv. Maintain financial records on personnel, supplies, and other resources utilized and report to local EMA and GEMA upon request.
- xv. Resume day-to-day operations.

## D. Resource Protection

### 1. Strategy

The agency assigned primary responsibility for ESF 11 will coordinate with appropriate agencies and organizations to ensure operational readiness. Agencies with responsibilities for this section of the ESF, will coordinate with the EMA, GDA, and DNR. This function will be coordinated with and involve other support agencies and organizations. ESF 11 agencies will coordinate with public natural, cultural, and historic properties and state agencies to develop Standard Operating Procedures(SOPs) for disaster prevention, preparedness, and recovery. On the state level, the Georgia Archives will manage, monitor, and assist in or conduct response and recovery actions to minimize damage to natural, cultural, or historic property resources, including essential government and historical records. ESF 11 agencies will request assistance for this resource through the SOC.

### 2. Actions

#### a. Mitigation/Preparedness

- i. Participate in mutual aid agreements with government agencies, professional organizations, private agencies, and organizations.
- ii. Develop inventory of natural, cultural, and historic resources that will be covered by this plan.
- iii. Participate in a and/or conduct workshops for historical and cultural properties to encourage developmental plans for disaster prevention, preparedness, and recovery.

#### b. Response/Recovery

- i. Support the disaster recovery with all available resources.
- ii. If criminal activity is suspected, cooperate with the criminal investigation jointly with appropriate state and federal law enforcement agencies.
- iii. Coordinate public information and provide updates for ESF 15 to distribute to the public and media.
- iv. Provide technical assistance to public natural, historic and cultural properties in damage assessment; request needed technical assistance and damage assessment support from the state or federal government through the SOC.
- v. Work with the state to reopen public natural, historic, and cultural properties as soon as safely possible, to the public.
- vi. Request assistance from the state for preservation, scientific/technical, and records and archival management advice and information for stabilization, security, logistics, and contracting for recovery services of damaged natural, historic or

- cultural resources pertaining to documentary and archival records and historic documents.
- vii. Maintain financial records on personnel, supplies, and other resources utilized and report to local EMA and GEMA upon request.
- viii. Resume day-to-day operations.

### **III. RESPONSIBILITIES**

#### **A. Forsyth County Emergency Management Agency**

Serve as the ESF-11 Primary Agency and coordinate with other support agencies.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Annually evaluate Critical Workforce Staffing needs and report sheltering and equipment staging locations when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines.

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

## B. Forsyth County Animal Services

Serve as the Primary Agency for ESF-11A

Coordinate annual ESF meetings to ensure planning functions are carried out to support this ESF

Coordinate ESF-11 functions County-wide Coordinate staffing for the ESF-11 Animals Group Supervisor (Operations Section) in the EOC when activated

Coordinate resources to support post event animal rescue and support operations

Coordinate additional resources as available to support the ESF-11 function.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Annually evaluate Critical Workforce Staffing needs and report sheltering and equipment staging locations when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

#### C. Forsyth County Animal Shelter

Coordinate with ESF-11 Primary to provide available resources to support pre-event animal evacuations, animal sheltering and post event animal rescue and support

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Annually evaluate Critical Workforce Staffing needs and report sheltering and equipment staging locations when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines.

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document

resources utilized during response and recovery operations.

#### D. Forsyth County Department of Public Health

Support provisions to ensure food safety and sanitary conditions are maintained during retail food preparation and distribution.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Annually evaluate Critical Workforce Staffing needs and report sheltering and equipment staging locations when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

#### E. Forsyth County Extension Service

Coordinate with ESF-11 Primary to provide available resources to support pre-event animal evacuations, animal sheltering and post event animal rescue and support

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Annually evaluate Critical Workforce Staffing needs and report sheltering and equipment staging locations when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines.

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

#### F. Forsyth County Parks and Recreation Department

Serve as ESF-11C Lead for Natural Resource protection and recovery

Identify vulnerabilities through risk assessments.

Develop a COOP Plan for facility and long-range recovery.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists,



Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Annually evaluate Critical Workforce Staffing needs and report sheltering and equipment staging locations when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines.

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

#### **IV. COUNTY-SPECIFIC INFORMATION**

For Forsyth County, ESF-11 is divided into three parts (A, B and C).

ESF-11A coordinates all Animals in Disaster actions and is lead by Forsyth County Sheriff's Office - Animal Control

ESF-11B coordinates all Food and Water actions and is lead by Forsyth County Public Health - Environmental Health

ESF-11C coordinates all Natural Resource actions and is lead by Forsyth County Parks and Recreation

Forsyth County utilizes WebEOC for critical incident information sharing. All appropriate partners will be provided log-in information and training on use of WebEOC by the Forsyth County Emergency Management Agency staff.

During ongoing events ESF-11 agencies may coordinate and communicate with the other ESF's such as:

- Coordinate through ESF-5 for use of state resources

- Coordinate with ESF-6 for support of shelter operations

- Coordinate with ESF-8 and ESF-3 regarding the disposal of debris containing animal carcasses

- Coordinate with ESF-10 for assistance regarding disposal of hazardous materials

- Coordinate with federal and state ESF-11 personnel assigned to the Forsyth County EOC

# EMERGENCY SUPPORT FUNCTION 12

## ENERGY

**Primary Agency**

Forsyth County Emergency Management Agency

**Support Agencies**

Amicalola EMC  
Atlanta Gas Light  
Georgia Power  
Sawnee EMC

### I. INTRODUCTION

The emergency support function of energy services direction and coordination, operations and follow-through during an emergency or disaster.

#### A. Purpose

This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to coordinate response activities of energy and utility organizations in responding to and recovering from fuel shortages, power outages, and capacity shortages which impact or threaten to impact Forsyth County citizens and visitors during and after a potential of actual disaster or emergency.

1. This ESF will coordinate providing sufficient fuel supplies to emergency response organizations and areas along evacuation routes.
2. Coordinate the provision of materials, supplies, and personnel for the support of emergency activities being conducted.
3. Maintain communication with utility representatives to determine emergency response and recovery needs.
4. Coordinate with schools and other critical facilities within the county to identify emergency shelter power generation status/needs; and coordinate with other ESFs with assistance in providing resources for emergency power generation.
5. Maintain lists of energy-centric critical assets and infrastructures, and continuously monitors those resources to identify and correct vulnerabilities to energy facilities.
6. Addresses significant disruptions in energy supplies for any reason, whether caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, or unusual economic or political events.

#### B. Scope

This ESF is structured to coordinate the provision of emergency supply and transportation of fuel and the provision of emergency power to support immediate response operations as well as restoring the normal supply of power to normalize community functioning. This ESF will work closely with local and state agencies, energy offices, energy suppliers and distributors.

The emergency operations necessary for the performance of this function include but are not limited to:

## 1. Preparedness

- a. Develop and maintain current directories of suppliers of services and products associated with this function.
- b. Establish liaison with support agencies and energy-related organizations.
- c. In coordination with public and private utilities, ensure plans for restoring and repairing damaged energy systems are updated.
- d. In coordination with public and private utilities, establish priorities to repair damaged energy systems and coordinate the provision of temporary, alternate, or interim sources of natural gas supply, petroleum fuels, and electric power.
- e. Promote and assist in developing mutual assistance compacts with the suppliers of all power resources.
- f. Develop energy conservation protocols.
- g. Ensure all ESF 12 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

## 2. Response

- a. Analyze affected areas to determine operational priorities and emergency repair procedures with utility field personnel. Provide status of energy resources to the EOC Operations Group as required and, when possible, provide data by county.
- b. In coordination with public and private utilities, prioritize rebuilding processes, if necessary, to restore power to affected areas.
- c. Locate fuel for emergency operations.
- d. Administer, as needed, statutory authorities for energy priorities and allocations.
- e. Apply necessary County resources, to include debris removal, in accordance with established priorities in response to an emergency.
- f. Provide energy emergency information, education and conservation guidance to the public in coordination with the EOC Public Information Group.
- g. Coordinate with ESF 1 for information regarding transport of critical energy supplies.
- h. Plan for and coordinate security for vital energy supplies with ESF 13.
- i. Maintain continual status of energy systems and the progress of restoration.
- j. Utility repair and restoration activities to include collecting and providing energy damage assessment data to ESF 3.

- k. Recommend energy conservation measures.

### 3. Recovery

- a. Maintain coordination with all supporting agencies and organizations on operational priorities and emergency repair and restoration.
- b. Continue to provide energy emergency information, education and conservation guidance to the public in coordination with ESF15.
- c. Anticipate and plan for arrival of and coordinate with state ESF12 personnel in the EOC and the Joint Field Office.
- d. Continue to conduct restoration operations until all services have been restored.
- e. Ensure that ESF12 team members or their support agencies maintain appropriate records of costs incurred during the event.

### 4. Mitigation

- a. Anticipate and plan for mitigation measures.
- b. Support requests and directives resulting from the Governor and/or the state concerning mitigation and/or redevelopment activities.
- c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## II. CONCEPT OF OPERATIONS

### A. Strategy

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this section of the ESF, in cooperation with the EMA. This function will be coordinated with and involve other support agencies and organizations.

Energy services is the primary responsibility of Forsyth County Emergency Management Agency and support for this function is the responsibility of Amicalola EMC, Atlanta Gas Light, Georgia Power and Sawnee EMC.

### 1. Actions

#### a. Mitigation/Preparedness

- i. Establish liaison support to ensure responsiveness, in conjunction with EMA and the private sector.
- ii. Identify additional resources and assistance teams;
- iii. Develop emergency response support plans.
- iv. Prepare damage assessment, repair and restoration procedures, and reporting mechanisms.
- v. Recommend actions to conserve energy and conservation guidance.

- vi. Participate in drills and exercises to evaluate energy response capabilities.

b. Response/Recovery

- i. Determine critical energy supply needs of priority populations (e.g., infants, elderly, and other people with special needs).
- ii. Gather, assess, and share information on energy system damage, as well as estimate repair and restoration time.
- iii. Activate assistance teams and obtain necessary resources to assist in recovery.
- iv. Serve as the focal point for the EMA and EOC in order to protect the health and safety of affected persons.
- v. Work with the EMA to provide public service announcements on energy conservation, mitigation impacts, and restoration forecasts.
- vi. Coordinate with other affected areas to maximize resources and information exchange.
- vii. Conduct repair and maintenance operations until restoration of all services.
- viii. Maintain records, expenditures, and document resources utilized during recovery.

### **III. RESPONSIBILITIES**

A. Forsyth County Emergency Management Agency

Provide coordination, information exchange and documentation as required and appropriate for each incident.

Schedule regular meetings to ensure planning functions are implemented to support this ESF.

Communicate with support partners regularly during EOC activations and/or request representation from support agencies in the EOC as needed.

Assemble a list of energy and utility related assets available to support recovery and coordinate this information with the EOC.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

B. Amicalola EMC

Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility.

Communicate with the EOC regularly during activations and/or provide representation in the EOC if requested.

Assemble a list of energy and utility related assets available to support recovery and coordinate this information with the EOC.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

#### C. Atlanta Gas Light

Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility.

Communicate with the EOC regularly during activations and/or provide representation in the EOC if requested.

Assemble a list of energy and utility related assets available to support recovery and coordinate this information with the EOC.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

#### D. Georgia Power

Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility.

Communicate with the EOC regularly during activations and/or provide representation in the EOC if requested.

Assemble a list of energy and utility related assets available to support recovery and coordinate this information with the EOC.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

#### E. Sawnee EMC

Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility.

Communicate with the EOC regularly during activations and/or provide representation in the EOC if requested.

Assemble a list of energy and utility related assets available to support recovery and coordinate this information with the EOC.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

#### IV. COUNTY-SPECIFIC INFORMATION

Forsyth County utilizes WebEOC for critical incident information sharing. All appropriate partners will be provided log-in information and training on use of WebEOC by the Forsyth County Emergency Management Agency staff.

During ongoing events ESF-12 agencies may coordinate and communicate with the other ESF's such as:

- Coordinate through ESF-5 for use of state resources

- Coordinate with ESF-6 for support of shelter operations

- Coordinate with ESF-8 to support healthcare operations

- Coordinate with ESF-4 regarding water supply

- Coordinate with federal and state ESF-12 personnel assigned to the Forsyth County EOC



## **EMERGENCY SUPPORT FUNCTION 13 PUBLIC SAFETY AND SECURITY SERVICES**

### **Primary Agency**

Forsyth County Sheriff's Office

### **Support Agencies**

City of Cumming Police Department  
Forsyth County Arson Investigation Unit  
Forsyth County Coroner's Office  
Georgia State Patrol - Post 37

## **I. INTRODUCTION**

The emergency support function of public safety and security services involves direction and coordination, operations and follow-through during an emergency or disaster.

### **A. Purpose**

This ESF integrates countywide public safety and security capabilities and resources to support the full range of incident management activities associated with potential or actual disaster or emergency.

1. Local, private sector, and specific State and Federal authorities have primary responsibility for public safety and security, and typically are the first line of response and support in these functional areas.
2. In most incident situations, local jurisdictions have primary authority and responsibility for law enforcement activities, utilizing the Incident Command System on-scene. In larger-scale incidents, additional resources should first be obtained through the activation of mutual aid agreements with neighboring localities and/or State authorities, with incident operations managed through a Unified Command structure.
3. Through ESF 13, State and/or Federal resources could supplement County and local resources when requested or required, as appropriate, and are integrated into the incident command structure using NIMS principals and protocols.
4. ESF 13 primary agencies facilitate coordination among supporting agencies to ensure that communication and coordination processes are consistent with stated incident management missions and objectives.
5. When activated, ESF 13 coordinates the implementation of authorities that are appropriated for the situation and may provide protection and security resources, planning assistance, technology support, and other technical assistance to support incident operations, consistent with agency authorities and resource availability.

## B. Scope

This ESF is structured to oversee public safety to include law enforcement, victim recovery, and deceased identification and mortuary services. The emergency operations necessary for the performance of this function include but are not limited to:

### 1. Preparedness

- a. ESF 13 capabilities support incident management requirements including force and critical infrastructure protection, security, planning and technical assistance, technology support, and public safety in both pre-incident and post-incident situations.
- b. ESF 13 is generally activated in situations requiring extensive assistance to provide public safety and security and where local government resources are overwhelmed or are inadequate, or in pre-incident or post-incident situations that require protective solutions or capabilities unique to the county.
- c. ESF 13 will procure and regularly update a list of all agencies (public and private) that have the capability to provide law enforcement and security services and victim recovery and mortuary services.

### 2. Response

- a. Provide warning and communications in support of the communications and warning plans.
- b. Staff the EOC as directed.
- c. Provide security to the EOC.
- d. Secure evacuated areas, including safeguarding critical facilities, and controlling entry and exit points to the disaster area as requested.
- e. ESF 13 will coordinate with ESF 5 to request additional resources, if needed.
- f. ESF 13 will activate existing MOUs with appropriate entities.

### 3. Recovery

- a. Continue those operations necessary to protect people and property.
- b. Assist in return of evacuees.
- c. Assist with reconstitution of law enforcement agencies as necessary.
- d. Require ESF 13 team members or their agencies maintain appropriate records of costs incurred during the event.
- e. Phase down operations as directed by the EOC.

### 4. Mitigation

- a. ESF 13 agencies will conduct and/or support community education programs on survival and safety.
- b. Support requests and directives resulting from GEMA and/or other state agencies and federal partners concerning mitigation and/or

- redevelopment activities.
- c. Document matters that may be needed for inclusion in agency, county, state/federal briefings, situation reports and action plans.

## **II. CONCEPT OF OPERATIONS**

### **A. Law Enforcement and Security**

#### **1. Strategy**

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this ESF, in cooperation with the EMA. This function will be coordinated with and involve other support agencies and organizations.

#### **2. Actions**

##### **a. Mitigation/Preparedness**

- i. Analyze hazards and determine law enforcement requirements.
- ii. Identify agencies, organizations and individuals capable of providing support services.
- iii. Develop MOUs with adjacent and support law enforcement agencies.
- iv. Analyze hazards, critical facilities, determine law enforcement requirements, and develop plans to preposition assets.
- v. Train regular and support personnel in emergency duties.
- vi. Develop plans to conduct initial damage assessment.
- vii. Establish and maintain liaison with federal, state and local agencies.
- viii. Develop and maintain standard operating procedures and plans, to include alerting lists of personnel and agencies.
- ix. Participate in and/or conduct exercises and training to validate this ESF and supporting SOPs.
- x. Ensure all ESF 13 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

##### **b. Response/Recovery**

- i. Provide warning and communications assistance in support of ESF 2.
- ii. Staff the EOC as directed.
- iii. Coordinate security for critical facilities, as needed.
- iv. Support evacuation plans with traffic control, communications, area patrols and security for shelters.
- v. Control entry and exit to the emergency or disaster area.
- vi. Control vehicle and individual access to restricted areas.
- vii. Continue operations necessary to protect people and property.

- viii. Coordinate public information and provide updates for ESF 15.
- ix. Assist in return of evacuees.
- x. Maintain records of expenditures and document resources utilized during recovery.
- xi. Resume day-to-day operations.

## B. Victim Recovery Services

### 1. Strategy

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this ESF, in cooperation with the EMA. This function will be coordinated with and involve other support agencies and organizations.

### 2. Actions

#### a. Mitigation/Preparedness

- i. This function will be coordinated with and involve other agencies/organizations.
- ii. Develop and maintain standard operating procedures and plans, to include alerting lists of personnel and agencies.
- iii. Establish and maintain standards for human remains recovery operations.
- iv. Establish and maintain human remains recovery support and reporting procedures.
- v. Recruit, train, and certify recovery personnel.
- vi. Develop an inventory of resources and establish a record keeping system.
- vii. Conduct or participate in exercises to evaluate recovery response capability.
- viii. Conduct and/or support community education programs on survival.

#### b. Response/Recovery

- i. Respond to requests by local EMA; monitor response efforts.
- ii. Support requests from neighboring counties and MOU/EMAC agreements.
- iii. Maintain records, expenditures, and document resources utilized during response and recovery.

## C. Deceased Identification and Mortuary Services

### 1. Strategy

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this ESF, in cooperation with the EMA. This function will be coordinated with ESF 5 and involve other support agencies and organizations.

## 2. Actions

### a. Mitigation/Preparedness

- i. Develop plans for location, identification, removal and disposition of the deceased.
- ii. Establish a system for collecting and disseminating information regarding victims and have the operational capability to deliver the information in a field environment in coordination with the EOC Public Information Group.
- iii. Develop protocols and maintain liaison with Disaster Mortuary Operational Response Teams (DMORT).
- iv. Identify agencies, organizations and individuals capable of providing support services for deceased identification including the county coroner.
- v. Maintain a description of capabilities and procedures for alert, assembly and deployment of mortuary assistance assets.
- vi. Identify public and private agencies and organizations capable of providing support to victims families.

### b. Response/Recovery

- i. Initiate the notification of deceased identification teams.
- ii. Retain victim identification records.
- iii. Support evacuation plans with traffic control, communications, area patrols and security for shelters.
- iv. Coordinate DMORT teams and services through existing MOUs and EMAC agreements.
- v. Coordinate county assistance for next-of-kin notification.
- vi. Maintain records of expenditures and document resources utilized during response and recovery.

## III. RESPONSIBILITIES

### A. Forsyth County Sheriff's Office

Serve as primary agency for ESF-13 Law Enforcement.

Coordinate with each support agency through annual meetings to ensure

planning functions are carried out to support this ESF.

Provide staff for the EOC during activation.

Coordinate with other ESFs to consolidate reports of law enforcement efforts.

Act as liaison between the EOC and the State EOC for law enforcement activities.

Identify and facilitate resolution of area responsibility among agencies involved.

Maintain contact with municipal liaisons to collect and relay information.

Provide direction on policy issues.

Assist with public information releases regarding law enforcement activities.

Establish a protocol for prioritizing response activities of ESF-13.

Maintain record of expenditures and document resources utilized during a response and recovery.

Participate in drills and exercises to evaluate law enforcement capabilities.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

## B. City of Cumming Police Department

Provide law enforcement support to the jurisdiction & mutual aid support to county law enforcement agencies when requested.

Participate in planning for areas of agency expertise.

Provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies.

Participate in annual meetings, training and exercises.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the agency's responsibilities to this ESF.

Identify agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center, as necessary.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

### C. Forsyth County Arson Investigation Unit

Provide law enforcement support to the jurisdiction & mutual aid support to county law enforcement agencies when requested.

Lead security operations for the Public Safety Complex (PSC) during EOC activations.

Participate in planning for areas of agency expertise.

Provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies.

Participate in annual meetings, training and exercises.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the agency's responsibilities to this ESF.

Identify agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center, as necessary.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

#### D. Forsyth County Coroner's Office

Provide mortuary services support to the jurisdiction & mutual aid support to county agencies.

Participate in planning for areas of agency expertise.

Provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies.

Participate in annual meetings, training and exercises.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.



Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Document disaster related activities related to the ESF lead agency.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

#### **E. Georgia State Patrol - Post 37**

Provide law enforcement support to the jurisdiction & mutual aid support to county law enforcement agencies when requested and available.

Participate in planning for areas of agency expertise.

Provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies.

Participate in annual meetings, training and exercises.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the agency's responsibilities to this ESF.

Identify agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center, as necessary.

Document disaster related activities related to this ESF.

#### **IV. COUNTY-SPECIFIC INFORMATION**

Forsyth County utilizes WebEOC for critical incident information sharing. All

appropriate partners will be provided log-in information and training on use of WebEOC by the Forsyth County Emergency Management Agency staff.

During ongoing events ESF-13 agencies may coordinate and communicate with the other ESF's such as:

- Coordinate through ESF-5 for use of state resources

- Coordinate with ESF-6 for support of shelter operations

- Coordinate with ESF-8 to support healthcare operations

- Coordinate with federal and state ESF-13 personnel assigned to the Forsyth County EOC

## **EMERGENCY SUPPORT FUNCTION 14 LONG TERM RECOVERY AND MITIGATION**

### **Primary Agency**

Forsyth County Emergency Management Agency

### **Support Agencies**

City of Cumming  
Forsyth County Board of Commissioners  
Forsyth County Board of Education  
Forsyth County Chamber of Commerce  
Forsyth County Finance Department  
Forsyth County Geographic Information System

## **I. INTRODUCTION**

### **A. Purpose**

This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to provide a framework for Forsyth County Emergency Management Agency support to municipal governments, nongovernmental organizations, and the private sector designed to enable community recovery from the long-term consequences of a disaster or emergency.

1. ESF 14 recognizes the primacy of affected governments and the private sector in defining and addressing risk reduction and long-term community recovery priorities.
2. Agencies continue to provide recovery assistance under independent authorities to municipal governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance through the ESF 14 coordinator.
3. Support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of state and federal resources.
4. Long-term community recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the economy, with attention to mitigation of future impacts of a similar nature, when feasible.
5. The Federal Government uses the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts.
6. ESF 14 facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure (e.g., in repairing hospitals or emergency operation centers to mitigate for future risk).

## B. Scope

Structure: This ESF will provide coordination during large-scale or catastrophic incidents that require assistance to address significant long-term impacts in the affected area (e.g., impacts on housing, businesses and employment, community infrastructure, and social services). Activities within the scope of this function include:

### 1. Preparedness

- a. Develop systems to use predictive modeling to determine vulnerable critical facilities as a basis for identifying recovery activities.
- b. Review County Hazard Mitigation Plan to identify vulnerable facilities.
- c. Analyze and evaluate long-term damage assessment data.
- d. Ensure all ESF 14 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

### 2. Response

Use predictive modeling to determine vulnerable critical facilities as a basis for identifying recovery activities.

### 3. Recovery

- a. Analyze evaluate long-term damage assessment data.
- b. In coordination with the state government, assign staff to identify and document economic impact and losses avoided due to previous mitigation and new priorities for mitigation in affected areas.
- c. Review the County Hazard Mitigation Plan for affected areas to identify potential mitigation projects.

### 4. Mitigation

- a. Support requests and directives resulting from the state and/or federal government concerning mitigation and/or re-development activities.
- b. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## II. CONCEPT OF OPERATIONS

- A. This ESF will assess the social and economic consequences in the impacted area and coordinate efforts to address long-term community recovery issues resulting from a disaster or emergency.
- B. Advise on the long-term recovery implications of response activities and coordinate the transition from response to recovery in field operations.
- C. Work with municipal governments; non-governmental organizations; and private-sector organizations to conduct comprehensive market disruption and

loss analysis and develop a comprehensive long-term recovery plan for the community.

- D. Identify appropriate State and Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.
- E. Determine/identify responsibilities for recovery activities, and provide a vehicle to maintain continuity in program delivery among departments and agencies, and with municipal governments and other involved parties, to ensure follow-through of recovery and hazard mitigation efforts.
- F. Develops coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.
- G. Establishes procedures for integration of pre-incident planning and risk assessment with post-incident recovery and mitigation efforts.
- H. Facilitates recovery decision making across ESFs. Also facilitates awareness of post incident digital mapping and pre-incident County and municipal hazard mitigation and recovery planning across ESFs

### **III. RESPONSIBILITIES**

Supporting information and hazard analyses are contained in the appendix section of this plan.

#### **A. Forsyth County Emergency Management Agency**

Serve as primary role in ESF-14a Hazard Mitigation Coordinate with each support agency through at least quarterly meetings to ensure planning functions are carried out to support this ESF.

Review and critique all actions and activities for possible future modifications and updates to county EOC procedures, the EOP, Hazard Mitigation Plan and the Disaster Recovery Plan.

Operate the EOC and transition from a EOC to an Recovery Coordination Center.

Advise County Commission and government of recovery requirements and procedures

Recommend long term economic recovery strategies in concert with Finance Department and other stakeholders.

Identify and facilitate resolution of area responsibility among agencies involved.

Maintain contact with municipal liaisons to collect and relay information.

Provide direction on policy issues.

Maintain record of expenditures and document resources utilized during response and recovery

Attend at least annual meetings to ensure planning functions are carried out to support this ESF.

Participate in drills and exercises to evaluate local damage assessment capabilities.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

## B. City of Cumming

Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility.

Develop procedures to obtain private sector support as required.

Request volunteer agencies and private resources with assets to contribute to the response effort.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

Participate in drills and exercises to evaluate local communications capability.

#### C. Forsyth County Board of Commissioners

Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility.

Develop procedures to obtain private sector support as required.

Request volunteer agencies and private resources with assets to contribute to the response effort.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

Participate in drills and exercises to evaluate local communications capability.

#### D. Forsyth County Board of Education

Identify all damages and losses and prepare an action plan for recovery activities

Reopen school facilities

Ensure schools are back in session as soon as possible

Provide education and awareness for students, families, and teachers

Identify alternate locations for school facilities as necessary

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

#### E. Forsyth County Chamber of Commerce

Communicate recovery information to the business community.

Advise County Commission and government of recovery requirements and procedures

Recommend long term economic recovery strategies in concert with Finance Department and other stakeholders.

Provide direction on policy issues.

Prepare to support the Emergency Operations Center as necessary.

#### F. Forsyth County Finance Department

Maintain accounting costs associated with response and recovery from emergencies and disasters

Reestablish payroll for employee



Recommend long-term economic recovery strategies in concert with FCEMA.

Submit financial packages for reimbursement

Audit all finances throughout recovery process

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

#### G. Forsyth County Geographic Information System

Document all disaster related activities and costs

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate all pertinent disaster recovery information with the County JIC  
Identify all damages and losses and prepare an action plan for recovery

activities

Provide mapping and analysis services

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

#### **IV. COUNTY-SPECIFIC INFORMATION**

No County-specific information provided.

## **EMERGENCY SUPPORT FUNCTION 15 EXTERNAL AFFAIRS**

### **Primary Agency**

Forsyth County Department of Communications

### **Support Agencies**

City of Cumming  
Forsyth County Board of Education  
Forsyth County Emergency Management Agency  
Forsyth County Fire Department  
Forsyth County Sheriff's Office

## **I. INTRODUCTION**

The emergency support function of external affairs includes direction, policies, responsibilities, and procedures for disseminating timely, accurate, and easily understood information to the public before, during, and after a disaster or emergency situation. Hazard-specific appendices to this plan contain additional information for such specific emergencies.

### **A. Purpose**

1. Ensures that sufficient County assets are deployed to the field during a potential or actual a disaster or emergency to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the populace.
2. This ESF includes a provision for providing information in a clear, concise and accurate manner on actions to be taken by local agencies and governments and actions to be taken by the public. Every effort shall be made to prevent and counter rumors and inaccurate information.

### **B. Scope**

The emergency operations necessary for the performance of this function include, but are not limited to:

#### **1. Preparedness**

- a. Develop a public information program to educate the public regarding the effects of common, emergency, and disaster situations.
- b. Develop plans to coordinate with international, national, state and local news media for emergency operations, before, during and after emergency situations.
- c. Develop plans to conduct a multi-agency/jurisdiction coordinated

- public information program during emergencies and disasters; this includes the establishment of a Joint Information Center (JIC).
- d. Develop plans and programs to educate news media that ESF 15 is the primary information center during emergency situations.
  - e. Develop procedures to organize and operate a media briefing area and/or a JIC.
  - f. Develop and maintain pre-scripted EAS messages, news releases, and public service announcements, for all hazards to include hurricane and coastal storm, rainwater flooding, storm surge and tornado.
  - g. Encourage development of disaster plans and kits for the public.
  - h. Provide evacuation information to the affected public.
  - i. Participate in exercises and training to validate this annex and supporting SOPs.
  - j. Update public information responder listing, as necessary.
  - k. Develop and implement training programs for all ESF members.
  - l. Develop and maintain a roster with contact information of all ESF personnel.
  - m. Ensure all ESF 15 personnel integrate NIMS and ICS principles in all planning and preparedness initiatives.

## 2. Response

- a. Alert agencies whose personnel, equipment, or other resources may be used.
- b. Provide timely and accurate EAS messages and news releases in common language and terminology to inform the public.
- c. Provide emergency public information to special needs populations.
- d. Coordinate with news media regarding emergency operations.
- e. Provide mass notification to urban and rural populations and provide periodic media updates.
- f. Execute a multi-agency/jurisdiction coordinated public information program.
- g. Organize and operate a press briefing area and a JIC, as appropriate.
- h. Supplement local emergency management public information operations, as necessary, and when resources are available.

## 3. Recovery

- a. Continue public information activities to include updating the public on recovery efforts.
- b. Anticipate and plan for arrival of and coordinate with state ESF 15 personnel in the EOC, and the Joint Field Office (JFO).
- c. Process and disseminate disaster welfare and family reunification information.

## 4. Mitigation

- a. Support and plan for mitigation measures.

- b. Support requests and directives resulting from the Governor and/or GEMA concerning mitigation and/or re-development activities.
- c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## II. CONCEPT OF OPERATIONS

### A. Strategy

EMA will coordinate overall information and planning activities for state agencies and organizations.

EMA will coordinate with appropriate agencies to ensure operational readiness of the Intel Function for the Emergency Operations Center (EOC).

Forsyth County Department of Communications provides primary responsibility of this ESF and support for this function is the responsibility of City of Cumming, Forsyth County Board of Education, Forsyth County Emergency Management Agency, Forsyth County Fire Department and Forsyth County Sheriff's Office.

### B. Response Actions

#### 1. Mitigation/Preparedness

- a. Develop a briefing and reporting system to include an EOC briefing, situation report, public information and federal request format for the EOC Intel Function;
- b. Share Intel formats with agencies and organizations that have primary functional responsibilities;
- c. Update the information and planning system as required; and
- d. Participate in and/or conduct exercises.

#### 2. Response/Recovery

- a. Begin Intel Function upon activation of the EOC;
- b. Collect and process information from state agencies and organizations with primary Emergency Support Function responsibilities;
- c. Prepare EOC briefings, situation reports and geographic data for mapping to keep state and federal agencies and organizations, officials, local governments and local Emergency Management Agencies (EMAs) abreast of the severity and magnitude and provide updates to Public Affairs for media release;
- d. Provide technical assistance information and analysis to the EMA Director and EOC Chief, upon request;
- e. Coordinate needs and damage assessment of affected areas for dissemination to appropriate agencies and organizations;
- f. Track and record data necessary for federal declaration;

- g. Prepare information for after-action reports; and
- h. Resume day-to-day operations.

## C. Public Information Services

### 1. Strategy

Standard Operating Procedures (SOPs) will be developed and maintained by the agency or organization that has primary responsibility for this section of the ESF. This function will be coordinated with and involve other support agencies and organizations.

The public information services function is the primary responsibility of Forsyth County Department of Communications and support for this function is the responsibility of City of Cumming, Forsyth County Board of Education, Forsyth County Emergency Management Agency, Forsyth County Fire Department and Forsyth County Sheriff's Office.

### 2. Actions

#### a. Mitigation/Preparedness

- i. Designate an individual to serve as a public information officer or coordinator.
- ii. Develop protocol and designate a liaison for communication with local, state, and federal governments and to handle legislative inquiries.
- iii. Assist agencies and organizations with ESF responsibilities in development of uniform procedures for media releases (refer to Appendix I, Public Information Procedures).
- iv. Maintain a media directory (refer to Appendix J, Media Contact List).
- v. Support disaster public awareness initiatives through dissemination of information, news articles, PSAs, and presentation of audio-visual materials.
- vi. Establish communication resources to provide people with sensory disability (e.g., visual and hearing impaired) and non-English speaking persons with emergency management information regarding emergencies or disasters.
- vii. Educate the public on alert messages such as watches and warnings through media such as radio, television, and newspaper.
- viii. Develop protocols for agencies and organizations with functional support responsibilities (e.g., American Red Cross ? opening of shelters, Department of Transportation ? evacuation routing) to inform the media about emergency and/or disaster plans.
- ix. Participate in drills and exercises to evaluate public information capacity.

#### b. Response/Recovery

- i. Define public notification timeframe regarding an emergency or disaster and disseminate information to the media.
- ii. Maintain a system to ensure accurate dissemination of emergency information such as location, type of hazard, extent of damage, casualties, shelters open, evacuation routes, and other protective actions.
- iii. Provide a designated area for media briefings and/or press conferences and conduct briefings in a timely manner.
- iv. Provide updates (e.g., response to inquiries about missing relatives, restricted areas of access and reentry) regarding the emergency or disaster.
- v. Establish media responsibilities and appropriate spokespersons from local government, agencies, and organizations with ESF responsibilities.
- vi. Continue provision of public safety and other necessary assistance information throughout the recovery phase.
- vii. Provide advanced media releases to the GEMA-SOC.
- viii. Coordinate with other jurisdictions that share the media market.
- ix. Maintain records of expenditures and document resources utilized during recovery.

### **III. RESPONSIBILITIES**

#### **A. Forsyth County Department of Communications**

Serve as primary agency in ESF-15 External Affairs.

Maintain updated contact information of PIO's from other agencies.

Coordinate with each support agency through at least annual meetings to ensure planning functions are carried out to support this ESF.

Provide an employee to staff the EOC during an activation.

Provide direction on policy issues.

Maintain record of expenditures and document resources utilized during response and recovery.

Coordinate the planning required to identify and plan for public education campaigns in terms of preparedness, response and recovery.

Coordinate with other ESFs to ensure public information efforts are accurate and timely.

Coordinate with Incident Commander to identify key messages that the public

must be made aware of and ensure incident communications is successful.

Coordinate initial notifications to final recovery information.

Coordinate media interviews and media inquiries.

Maintain contact with other agency public information officers to collect and relay information.

Coordinate social media efforts to ensure accurate information is released, rumor monitoring is being done, and timely information is being disseminated.

Maintain resources to establish a Joint Information Center if needed during an emergency

#### B. City of Cumming

Provide support to ensure a unified message is delivered to the public.

Provide logistical and resource support during the establishment of a Joint Information Center.

Provide logistical and resource support if requested during a smaller event.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

#### C. Forsyth County Board of Education

Provide support to ensure a unified message is delivered to the public.



Provide logistical and resource support during the establishment of a Joint Information Center.

Provide logistical and resource support if requested during a smaller event.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

#### D. Forsyth County Emergency Management Agency

Provide support to ensure a unified message is delivered to the public.

Provide logistical and resource support during the establishment of a Joint Information Center.

Provide logistical and resource support if requested during a smaller event.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

#### E. Forsyth County Fire Department

Provide support to ensure a unified message is delivered to the public.

Provide logistical and resource support during the establishment of a Joint Information Center.

Provide logistical and resource support if requested during a smaller event.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

#### F. Forsyth County Sheriff's Office

Provide support to ensure a unified message is delivered to the public.

Provide logistical and resource support during the establishment of a Joint Information Center.

Provide logistical and resource support if requested during a smaller event.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

#### **IV. COUNTY-SPECIFIC INFORMATION**

Forsyth County utilizes WebEOC for critical incident information sharing. All appropriate partners will be provided log-in information and training on use of WebEOC by the Forsyth County Emergency Management Agency staff.

During ongoing events ESF-15 agencies may coordinate and communicate with the other ESF's such as:

Coordinate through ESF-5 for use of state resources or state mutual-aid assistance

Coordinate with ESF-6 to communicate any sheltering activities

Coordinate with the EOC Director for any EOC related messaging

## ACRONYM

<b>ARC</b>	American Red Cross
<b>BOE</b>	Board of Education
<b>CERT</b>	Community Emergency Response Team
<b>DFACS</b>	Department of Family and Children's Services
<b>DFO</b>	Disaster Field Office
<b>DRC</b>	Disaster Recovery Center
<b>EAS</b>	Emergency Alert System
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>ESF</b>	Emergency Support Function
<b>FCO</b>	Federal Coordinating Officer
<b>FEMA</b>	Federal Emergency Management Agency
<b>GANG</b>	Georgia National Guard
<b>GEMA</b>	Georgia Emergency Management Agency
<b>IC</b>	Incident Commander
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>JFO</b>	Joint Field Office
<b>JIC</b>	Joint Information Center
<b>JOC</b>	Joint Operations Center
<b>MOU</b>	Memorandum of Understanding
<b>NIMS</b>	National Incident Management System
<b>NRP</b>	National Response Plan
<b>OHS</b>	Office of Homeland Security
<b>PDAT</b>	Preliminary Damage Assessment Team
<b>PIO</b>	Public Information Officer
<b>POC</b>	Point of Contact
<b>SA</b>	Salvation Army
<b>SAR</b>	Search and Rescue
<b>SCO</b>	State Coordinating Officer
<b>SITREP</b>	Situation Report
<b>SNPS</b>	Special Needs Population Shelters
<b>SOC</b>	State Operations Center
<b>SOP</b>	Standard Operating Procedure
<b>USACE</b>	US Army Corps of Engineers
<b>VOAD</b>	Volunteer Organizations Active in Disasters
<b>WMD</b>	Weapons of Mass Destruction

## **AUTHORITIES AND REFERENCES**

- Georgia Emergency Management Act of 1981, as amended.
- Georgia Emergency Operations Plan, revised January 2008.
- Local Resolution for Emergency Management.
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. (<http://www.fema.gov/library/stafact.shtm>)

## **EMERGENCY SUPPORT FUNCTION ACTIVATION CHECKLIST**

- ☐ 1. Receive notification of ESF Activation from Forsyth County Emergency Management Agency.
- ☐ 2. Notify all ESF supporting agencies.
- ☐ 3. Verify status of Activation of the EOC.
- ☐ 4. Send Representative to the EOC at designated times.
- ☐ 5. Sign in at EOC Security Station to receive badge and log hours.
- ☐ 6. Report arrival to Operations Chief and EOC Manager.
- ☐ 7. Obtain situation briefing from EOC staff.
- ☐ 8. Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.
- ☐ 9. Inventory go kits and work area. Check supplies, phone, and computer. Report any deficiencies to the EOC Manager.
- ☐ 10. Establish filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments, mission tasking, telephone rosters, daily reports, etc).
- ☐ 11. Establish contact with forward deployed teams or other agencies, as required. Exchange point of contact information and establish reporting times for all elements.
- ☐ 12. Begin gathering information and provide operational report to Operations Chief.

## GLOSSARY

**Alternate Emergency Operations Center** - A site located away from the primary Emergency Operations Center where officials exercise direction and coordination in an emergency or disaster.

**Area Command** - An organization established to oversee the management of multiple incidents that are each being handled by an Incident Command System organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned.

**Catastrophic Incident** - A natural or manmade incident, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, and/or government functions

**Command Post** - A designated location to communicate and exercise direction and coordination over an emergency or disaster.

**Continuity of Government** - Measures taken to ensure coordination of essential functions of government in the event of an emergency or disaster.

**Critical Facilities** - Schools, libraries, hospitals, public roads, water and sanitation systems, public safety buildings and other essential infrastructure.

**Cyber** - Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

**Damage Assessment** - An appraisal or determination of the number of injuries or deaths, damage to public or private property, status of critical facilities, services, communication networks, public works and utilities, and transportation resulting from a man-made or natural disaster.

**Decontamination** - Reduction or removal of chemical, biological or radioactive material from a structure, area, object, or person.

**Direction and Coordination** - Determining and understanding responsibilities so as to respond appropriately and expeditiously at a centralized center and/or on-scene location during emergency operations.

**Disaster** - A man-made or natural disaster resulting in severe property damage, injuries and/or death within a community or multi-jurisdictional area that requires local, state, and federal assistance to alleviate damage, loss, hardship, or suffering.

**Disaster Recovery Center (DRC)** - A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

**Drill** - A practical approach or procedure that involves elements of a preparedness plan or the use of specific equipment to evaluate a plan prepared response.

**Emergency** - As defined by the Stafford Act, an emergency is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States."

**Emergency Alert System (EAS)** - A digital voice/text technology communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communications Commission to provide public information before, during, and after disasters.

**Emergency Management** - An organized analysis, planning, direction, and coordination of resources to mitigate, prepare, respond, and assist with recovery from an emergency or disaster.

**Emergency Management Agency (EMA)** - Local government agency, established by local resolution(s), charged with the responsibility for local emergency management mitigation, preparedness, response, and recovery activities within the jurisdiction.

**Emergency Management Agency Director** - An individual with primary responsibility for emergency management mitigation, preparedness, response, and recovery within the jurisdiction.

**Emergency Operations Center (EOC)** - Physical location at which local government officials and designated agencies and/or organization representatives coordinate information and resources to support domestic management activities.

**Emergency Operations Plan (EOP)** - A document describing mitigation, preparedness, response, and recovery actions necessary by local government and designated and supporting agencies or organizations in preparation of an anticipated emergency or disaster.

**Emergency Support Function (ESF)** - 15 identified government and private-sector capabilities organized into a structure to facilitate assistance required during mitigation, preparedness, response, and recovery to save lives, protect health and property, and maintain public safety.

**Evacuation** - Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Evacuees** - Persons moving from areas threatened or struck by an emergency or disaster.

**Exercise** - A simulated occurrence of a man-made or natural emergency or disaster involving planning, preparation, operations, practice and evaluation.

**Federal Disaster Assistance** - Aid to disaster victims and state and local governments by the Federal Emergency Management Agency and other federal agencies available once a Presidential Declaration has been made.

**First Responder** - Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment.

**Georgia Emergency Management Agency (GEMA)** - A state agency established by state law, responsible for statewide emergency management mitigation, preparedness, response and recovery activities within the State of Georgia.

**Hazard** - A dangerous situation or occurrence that may result in an emergency or disaster.

**Hazard Mitigation** - Any measure that will reduce potential damage to property, persons or life from a disaster or emergency from a predetermined possible hazard.

**Hazardous Material** - Substance or material that has been determined to be capable of posing an unreasonable risk to health, safety, and property including pollutants and contaminants when released into the environment.

**Hazardous Materials Incident** - An occurrence resulting in the uncontrolled release of hazardous materials accident capable of posing a risk to health, safety, and property.

**In-Kind Donations** - Donations given in the form of goods, commodities, or services rather than money.

**Incident** - An occurrence or event, natural manmade caused, that requires an emergency response to protect life or property.

**Incident Command Post (ICP)** - Field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities.

**Incident Command System (ICS)** - A management tool consisting of procedures for organizing personnel, facilities, equipment and communications at the scene of an emergency.

**Incident Commander** - The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident



operations at the incident site.

**Incident of Critical Significance** - An actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of County, local, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.

**Infrastructure** - The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

**Joint Information Center (JIC)** - A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Operations Center (JOC)** - The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident.

**Jurisdiction** - A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical. (e.g., city, county, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Liaison Officer** - A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government** - County, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments, regional or interstate government entity, or agency or instrumentality of a local government; or a rural community, unincorporated town or village, or other public entity.

**Major Disaster** - As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Memorandum of Understanding (MOU)** - A written memorandum of understanding between agencies and organizations to share resources and assistance during an emergency or disaster.

**Mitigation** - Activities designed to reduce or eliminate risks to persons or property or life, to lessen the actual or potential effects or consequences of an emergency or disaster.

**Mobile Command Post (MCP)** - A vehicle having the capability to communicate and exercise direction and coordination over an emergency or disaster.

**Mutual Aid Agreement** - Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

**National Incident Management System (NIMS)** - A system that provides a consistent, nationwide approach for Federal, State, and local governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

**Natural Resources** - Natural resources include agriculture, biota, fish, livestock, wildlife, domesticated animals, plants, and water.

**Nongovernmental Organization** - A nonprofit or private-sector entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government.

**Occupational Safety and Health Administration (OSHA)** - Branch of the U.S. Department of Labor responsible for establishing and enforcing safety and health standards in the workplace.

**Operating Condition (OPCON)** - Scale with increasing levels of preparedness from five to one requiring performance of predetermined actions in response to a perceived or real threat.

**Power Outage** - An interruption or loss of electrical service due to disruption of power generation or transmission caused by accident, sabotage, natural hazards, equipment failure, or fuel shortage.

**Preparedness** - Maintaining emergency management capabilities in readiness, preventing capabilities from failing, and augmenting the jurisdiction's capability including training, developing, conducting and evaluating exercises, identifying, and correcting deficiencies, and planning to safeguard personnel, equipment, facilities, and resources from effects of a hazard.

**Presidential Declaration** - When disaster exceeds local and state government's capacity to respond, or provide sufficient resources for response, the state's Governor may request federal assistance, which is then approved by the President in the form of a Presidential Declaration which then increases federal aid to the affected areas.

**Primary Responsibility** - An agency or organization designated leadership and coordination of a specific emergency support function so as to mitigate, prepare, respond, and assist with recovery of an emergency or disaster.

**Private Sector** - Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.

**Public Health** - Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

**Public Information** - Dissemination of information in anticipation of an emergency or disaster and timely actions, updates, and instructions regarding an actual occurrence.

**Public Information Officer** - A designated individual responsible for preparing and coordinating the dissemination of emergency public information.

**Public Works** - Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

**Recovery** - Long-term activities beyond damage assessment necessary to satisfy immediate life support needs, maintain logistical support, begin restoration of the infrastructure, identify individuals and communities eligible for disaster assistance, and implement post-disaster mitigation.

**Resources** - Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center.

**Response** - Time sensitive actions to save lives and/or protect property, stabilize emergency or disaster situations, and initiate actions to notify emergency management representatives of the crisis, evacuate and/or shelter the population, inform the public about the situation, assess the damage, and request additional assistance, as needed.

**SARA** - Superfund Amendments and Reauthorization Act of 1986.

**Shelter** - A designated facility that provides temporary congregate care for individuals and families who have been forced from their homes by an emergency or disaster.

**Shelter Management** - The internal organization, administration, and operation of a shelter facility by the American Red Cross.

**Staging Area** - A location pre-selected for emergency management equipment, vehicles, and personnel to begin coordinated operations, deployment of personnel to host jurisdictions and other assistance to affected communities.

**Standard Operating Procedures (SOP)** - Directions, detailing task assignments, and a step-by-step process of responsibilities relating to each Emergency Support Function or in relation to organizational response.

**State Operations Center (SOC)** - Permanent facility designated by the State Emergency Management Agency as the central location for information gathering, disaster analysis, and response coordination before, after and during a disaster.

**Strategic Plan** - A plan that addresses long-term issues such as impact of weather forecasts, time-phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

**Support Agencies** - An agency or organization which provides assistance to the primary agency or organization with designated Emergency Support Function responsibility.

**Terrorism** - The unlawful use or threatened use of force or violence by a person or an organized group against people or property with the intention of intimidating or coercing societies or governments, often for ideological or political reasons.

**Unaffiliated Volunteer** - An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a "spontaneous" or "emergent" volunteer.

**Unified Command** - An application of Incident Command System (ICP) used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

**Unsolicited Goods** - Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.

**Urban Search and Rescue** - Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed or damaged structures.

**Volunteer** - Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed.

**Volunteer and Donations Coordination Center** - Facility from which the Volunteer and Donations Coordination Team operates to review and process offers.

**Warning** - Alerting local government, agencies and organizations with emergency support function responsibilities, and the public regarding the threat of extraordinary danger (e.g., tornado warning, hurricane warning, severe storm warning) and that such occurrence has been sighted or observed specifying related effects that may occur due to this hazard.

**Watch** - Indications by the National Weather Service that, in a defined area, conditions are possible or favorable for the specific types of severe weather (e.g., flashflood watch, tropical storm watch).

**Weapon of Mass Destruction** - Any weapon that is designed or intended to cause widespread destruction resulting in serious bodily injury or death through the release, dissemination, or impact of toxic substance at a level dangerous to human life.

## ESF MATRIX OF PRIMARY AND SUPPORT AGENCIES

Forsyth County	ESF														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Amatuer Radio Emergency Services - Forsyth County															
American Red Cross - NE Georgia Chapter					s		s								
Amicalola EMC											s				
Atlanta Gas Light											s				
Central EMS							s								
Children's Healthcare of Atlanta							s								
City of Cumming				s		s							s	s	
City of Cumming Police Department		s										s			
City of Cumming Public Utilities			s												
Forsyth County 911 Center		s													
Forsyth County Animal Services											s				
Forsyth County Animal Shelter											s				
Forsyth County Arson Investigation Unit												s			
Forsyth County Board of Commissioners				s		s							s		
Forsyth County Board of Education	P			s	s	s							s	s	
Forsyth County Chamber of Commerce													s		
Forsyth County Coroner's Office												s			
Forsyth County Department of Communications														P	
Forsyth County Department of Public Health					s		P			s					
Forsyth County Dept. of Family and Children's Serv					P										
Forsyth County Division of Roads and Bridges			s												
Forsyth County Emergency Management Agency		P	s	P		P		s	s	P	P		P	s	
Forsyth County Engineering Department			P												
Forsyth County Extension Service											s				
Forsyth County Finance Department						s							s		
Forsyth County Fire Department			P				s	P	P					s	
Forsyth County Fleet Maintenance															
Forsyth County Geographic Information System				s									s		
Forsyth County Info Systems & Tech Department		s													
Forsyth County Parks and Recreation Department					s	s					s				

Forsyth County Planning and Development Department			s		s														
Forsyth County Procurement Department							s												
Forsyth County Public Facilities Department							s												
Forsyth County Public Transportation (Dial-A-Ride)	s																		
Forsyth County Senior Services	s																		
Forsyth County Sheriff's Office		s							s	s				P				s	
Forsyth County Tax Assessors Office			s		s														
Forsyth County Tax Commissioner's Office																			
Forsyth County Water and Sewer Department			s																
GEMA																			
Georgia Bureau of Investigation - Spec Operations										s									
Georgia Forestry Commission				s															
Georgia Mutual Aid Group				s															
Georgia Power														s					
Georgia State Patrol - Aviation Division																			
Georgia State Patrol - Post 37															s				
Northside Hospital-Forsyth								s											
Salvation Army						s													
Sawnee EMC														s					

**P = PRIMARY AGENCY:**

Responsible for Management of the ESF; Devise, coordinate, and implement disaster recovery plans for the ESF.

**S = SUPPORT AGENCY:**

Responsible to provide expertise, experience, and assts to the ESF as needed or requested by the Primary Agency.

**ESF's:**

- 1 = TRANSPORTATION
- 2 = COMMUNICATIONS
- 3 = PUBLIC WORKS / ENGINEERING
- 4 = FIREFIGHTING
- 5 = EMERGENCY MANAGEMENT
- 6 = MASS CARE
- 7 = RESOURCE SUPPORT
- 8 = PUBLIC HEALTH / MEDICAL
- 9 = SEARCH AND RESCUE
- 10 = HAZARDOUS MATERIALS
- 11 = AG / NATURAL RESOURCES
- 12 = ENERGY
- 13 = PUBLIC SAFETY
- 14 = LONG TERM RECOVERY
- 15 = EXTERNAL AFFAIRS



## **ESF SUMMARY OF RESPONSIBILITIES**

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### **Amatuer Radio Emergency Services - Forsyth County**

No responsibilities have been provided.

### **American Red Cross - NE Georgia Chapter**

#### **ESF 6: Mass Care (Support)**

Open, administer and operate all shelters with coordination of Forsyth County Emergency Management.

Attend regular coordination meetings and/or exercises to ensure planning functions are implemented to support ESF-6.

Identify and provide staff representatives to support ESF-6 and other operational information related to these activities.

Request additional volunteer agencies and private resources with assets to contribute those assets to the response effort.

Participate in drills and exercises to evaluate local capability.

Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and report these records to the primary agency.

#### **ESF 8: Public Health / Medical (Support)**

Coordinate with other medical agencies on medical needs in the community and as part of sheltering activities.

Provide assistance with medical and mental health as requested.

### **Amicalola EMC**

#### **ESF 12: Energy (Support)**

Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility.

Communicate with the EOC regularly during activations and/or provide representation in the EOC if requested.

Assemble a list of energy and utility related assets available to support

recovery and coordinate this information with the EOC.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

## **Atlanta Gas Light**

### **ESF 12: Energy (Support)**

Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility.

Communicate with the EOC regularly during activations and/or provide representation in the EOC if requested.

Assemble a list of energy and utility related assets available to support recovery and coordinate this information with the EOC.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

## **Central EMS**

### **ESF 8: Public Health / Medical (Support)**

Staff the Forsyth County Emergency Operations Center during activation, as request

Coordinate the evacuation of patients from the disaster area as requested.

Coordinate the transport of victims to medical facilities outside the county in accordance with approved trauma transport protocols.

Maintain communications with the Forsyth County Emergency Operations Center.

Perform triage and appropriate on-scene medical care to victims and responding personnel.

Coordinate advanced-life support, basic-life support, Emergency Medical Technicians and Paramedics, as required.

## **Children's Healthcare of Atlanta**

### **ESF 8: Public Health / Medical (Support)**

Serve as the pediatric specialty coordinating hospital for the State of Georgia

Will offer pediatric trauma services through both Egleston (Level 1) and



Scottish Rite (Level 2) campuses

Will activate the systems emergency operations plan to manage large scale incidents that include but are not limited to mass injury, mass casualty and/or decontamination purposes.

Will establish communications with the Forsyth County Emergency Operations Center to assist with patient identification and tracking.

## **City of Cumming**

### **ESF 5: Emergency Management (Support)**

Attend coordination meetings to ensure planning functions are implemented to support ESF-5 (Emergency Management).

Identify and provide staff representatives to support the ESF and other operational information related to critical activities.

Request asset contributions from volunteer and private sector agencies.

Maintain records of expenditures and document resources utilized

### **ESF 7: Resource Support (Support)**

Attend coordination meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.

Locate, procure, and issue resources to other city agencies for use in emergency operations necessary to support the EOP or to promote public safety.

Locate and coordinate the use of available space and equipment for incident management activities.

Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and customer supply centers when available.

Procure required stocks from vendors or suppliers when county items are not available.

Maintain records of expenditures and document resources utilized during recovery.

### **ESF 14: Long Term Recovery (Support)**

Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility.

Develop procedures to obtain private sector support as required.

Request volunteer agencies and private resources with assets to contribute to the response effort.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

Participate in drills and exercises to evaluate local communications capability.

#### **ESF 15: External Affairs (Support)**

Provide support to ensure a unified message is delivered to the public.

Provide logistical and resource support during the establishment of a Joint Information Center.

Provide logistical and resource support if requested during a smaller event.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

### **City of Cumming Police Department**

#### **ESF 2: Communications (Support)**

Attend regular coordination meetings to ensure planning functions are implemented in support.

Conduct a needs assessment and prioritize the deployment of services based

on available resources and critical needs.

Develop procedures to obtain telecommunications industry support as required.

Assemble a list of communications assets available to support the recovery.

Coordinate communication asset needs and information with the EOC.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

Maintain all documentation and records of resources utilized for response and recovery and any others as requested.

### ESF 13: Public Safety (Support)

Provide law enforcement support to the jurisdiction & mutual aid support to county law enforcement agencies when requested.

Participate in planning for areas of agency expertise.

Provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies.

Participate in annual meetings, training and exercises.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the agency's responsibilities to this ESF.

Identify agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center, as necessary.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

## **City of Cumming Public Utilities**

### **ESF 3: Public Works / Engineering (Support)**

In coordination with the Forsyth County Emergency Management Agency, develop procedures for the conservation, distribution and use of potable and firefighting water.

Identify and locate chemicals to maintain water supply and to maintain current inventory of equipment and supplies.

Maintain records and documentation for expenditures and resources utilized.

Participate in conference calls, planning meetings, drills and exercises as requested.

Maintain emergency generators for back-up power needs.

If needed, prepare prescribed boil water advisory.

Notify State partners, as needed

## **Forsyth County 911 Center**

### **ESF 2: Communications (Support)**

Attend regular coordination meetings to ensure planning functions are implemented in support.

Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs.

Develop procedures to obtain telecommunications industry support as required.

Assemble a list of communications assets available to support the recovery.

Maintain and support the Forsyth County Public Safety Radio System infrastructure and end-users.

Coordinate communication asset needs and information with the EOC.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

Maintain all documentation and records of resources utilized for response and recovery and any others as requested.

## **Forsyth County Animal Services**

### **ESF 11: Ag / Natural Resources (Support)**

Serve as the Primary Agency for ESF-11A

Coordinate annual ESF meetings to ensure planning functions are carried out to support this ESF

Coordinate ESF-11 functions County-wide Coordinate staffing for the ESF-11 Animals Group Supervisor (Operations Section) in the EOC when activated

Coordinate resources to support post event animal rescue and support operations

Coordinate additional resources as available to support the ESF-11 function.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Annually evaluate Critical Workforce Staffing needs and report sheltering and equipment staging locations when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

## **Forsyth County Animal Shelter**

### **ESF 11: Ag / Natural Resources (Support)**

Coordinate with ESF-11 Primary to provide available resources to support pre-event animal evacuations, animal sheltering and post event animal rescue and support

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Annually evaluate Critical Workforce Staffing needs and report sheltering and equipment staging locations when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines.

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

## **Forsyth County Arson Investigation Unit**

### **ESF 13: Public Safety (Support)**

Provide law enforcement support to the jurisdiction & mutual aid support to

county law enforcement agencies when requested.

Lead security operations for the Public Safety Complex (PSC) during EOC activations.

Participate in planning for areas of agency expertise.

Provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies.

Participate in annual meetings, training and exercises.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the agency's responsibilities to this ESF.

Identify agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center, as necessary.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

## **Forsyth County Board of Commissioners**

### **ESF 5: Emergency Management (Support)**

Attend coordination meetings to ensure planning functions are implemented to support ESF-5 (Emergency Management).

Identify and provide staff representatives to support the ESF and other operational information related to critical activities.

Request asset contributions from volunteer and private sector agencies.

Maintain records of expenditures and document resources utilized

#### ESF 7: Resource Support (Support)

Attend coordination meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.

Locate, procure, and issue resources to other county agencies for use in emergency operations necessary to support the EOP or to promote public safety.

Locate and coordinate the use of available space and/or equipment for incident management activities.

Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and customer supply centers when available.

Procure required stocks from vendors or suppliers when county items are not available.

Maintain records of expenditures and document resources utilized during recovery.

#### ESF 14: Long Term Recovery (Support)

Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility.

Develop procedures to obtain private sector support as required.

Request volunteer agencies and private resources with assets to contribute to the response effort.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

Participate in drills and exercises to evaluate local communications capability.

### **Forsyth County Board of Education**

#### ESF 1: Transportation (Primary)

Serve as the primary coordinator for ESF-1 with support from other ESF-1 agencies.



Provide staffing and information to the Emergency Operations Center, as requested.

Coordinate with the support agencies in directing transportation resources and prioritizing the needs for transportation services.

Immediately following an incident of critical significance, assess the overall status of the transportation system within the county and begin determination of potential needs and resources.

Make school buses, resources, personnel, equipment and fuel available as needed to fulfill requested transportation needs.

Coordinate with ESF-13 and ESF-3 on current road closures and road infrastructure status.

#### ESF 5: Emergency Management (Support)

Attend coordination meetings to ensure planning functions are implemented to support ESF-5 (Emergency Management).

Identify and provide staff representatives to support the ESF and other operational information related to critical activities.

Provide resources, assistance and support as requested and available.

Maintain records of expenditures and document resources utilized

#### ESF 6: Mass Care (Support)

Support sheltering activities with personnel and facilities, as requested by ESF-6 lead.

Provide coordination at Board of Education facilities shelters as required.

Attend regular meetings to ensure planning functions are implemented to support ESF-6.

Identify and provide staff representatives to support ESF-6 and other operational information related to these activities.

Participate in drills and exercises to evaluate local capability.

#### ESF 7: Resource Support (Support)

Attend coordination meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.

Locate, procure, and issue resources to other BOE departments for use in

emergency operations necessary to support the EOP or to promote public safety.

Locate and coordinate the use of available space and/or equipment for incident management activities.

Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and customer supply centers when available.

Procure required stocks from vendors or suppliers when county items are not available.

Maintain records of expenditures and document resources utilized during recovery.

#### ESF 14: Long Term Recovery (Support)

Identify all damages and losses and prepare an action plan for recovery activities

Reopen school facilities

Ensure schools are back in session as soon as possible

Provide education and awareness for students, families, and teachers

Identify alternate locations for school facilities as necessary

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County

EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

#### ESF 15: External Affairs (Support)

Provide support to ensure a unified message is delivered to the public.

Provide logistical and resource support during the establishment of a Joint Information Center.

Provide logistical and resource support if requested during a smaller event.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

### **Forsyth County Chamber of Commerce**

#### ESF 14: Long Term Recovery (Support)

Communicate recovery information to the business community.

Advise County Commission and government of recovery requirements and procedures

Recommend long term economic recovery strategies in concert with Finance Department and other stakeholders.

Provide direction on policy issues.

Prepare to support the Emergency Operations Center as necessary.

## **Forsyth County Coroner's Office**

### **ESF 13: Public Safety (Support)**

Provide mortuary services support to the jurisdiction & mutual aid support to county agencies.

Participate in planning for areas of agency expertise.

Provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies.

Participate in annual meetings, training and exercises.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Document disaster related activities related to the ESF lead agency.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

## **Forsyth County Department of Communications**

### **ESF 15: External Affairs (Primary)**

Serve as primary agency in ESF-15 External Affairs.

Maintain updated contact information of PIO's from other agencies.

Coordinate with each support agency through at least annual meetings to ensure planning functions are carried out to support this ESF.

Provide an employee to staff the EOC during an activation.

Provide direction on policy issues.

Maintain record of expenditures and document resources utilized during response and recovery.

Coordinate the planning required to identify and plan for public education campaigns in terms of preparedness, response and recovery.

Coordinate with other ESFs to ensure public information efforts are accurate and timely.

Coordinate with Incident Commander to identify key messages that the public must be made aware of and ensure incident communications is successful.

Coordinate initial notifications to final recovery information.

Coordinate media interviews and media inquiries.

Maintain contact with other agency public information officers to collect and relay information.

Coordinate social media efforts to ensure accurate information is released, rumor monitoring is being done, and timely information is being disseminated.

Maintain resources to establish a Joint Information Center if needed during an emergency

## **Forsyth County Department of Public Health**

### **ESF 6: Mass Care (Support)**

Establish a protocol for prioritizing response activities.

Coordinate activities with other ESFs.

Maintain records of expenditures and document resources utilized during response and recovery efforts.

Nursing:

Support sheltering activities with personnel as requested by lead.

Attend regular meetings to ensure planning functions are implemented.

Provide staffing and support to the Emergency Operations Center for Public Health related events.

Maintain records of expenditures and document resources utilized.

#### Environmental Health:

Inspect and approve potential shelters prior to use in an event.

Conduct yearly inspections of shelters and coordinate with Red Cross and EMA to maintain accurate list of facilities.

Insure food supplied to any shelter or mass feeding site are from an approved source and are conducted according to established food safety procedures.

#### ESF 8: Public Health / Medical (Primary)

Coordinate with each support agency through regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Provide leadership in directing, coordinating and integrating the overall county efforts to provide medical and public health assistance to the affected area.

Staff the Forsyth County Emergency Operations Center when activated, as requested.

Conduct initial assessment of health and medical needs.

Determine need for additional personnel and resources and initiate request mutual aid to EOC.

Coordinate and direct the activation and deployment of voluntary resources of health/medical personnel, supplies and equipment.

Establish, as needed, active and passive surveillance systems for the protection of public health.

Coordinate the response for: safety of food and drugs, radiological hazards, mental health problems victims, water systems and victim identification/mortuary services.

Coordinate the disposal of contaminated food items, as needed.

#### ESF 11: Ag / Natural Resources (Support)

Support provisions to ensure food safety and sanitary conditions are maintained during retail food preparation and distribution.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Annually evaluate Critical Workforce Staffing needs and report sheltering and equipment staging locations when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

## **Forsyth County Dept. of Family and Children's Serv**

### **ESF 6: Mass Care (Primary)**

Coordinate with each ESF-6 partner agency through regular meetings and exercises to ensure planning functions are implemented to support ESF-6.

Ensure the presence of resource and planning materials for operations. Materials may include but not be limited to; location of approved shelters with contact names and numbers.

Record in WebEOC all incoming requests for sheltering, mass feeding, response assignments and actions taken.

Establish a protocol for prioritizing response activities.

Maintain records of expenditures and document resources utilized during response and recovery efforts.

Notify Northside Hospital-Forsyth of any open shelters and type of open shelter.

Notify ESF-12 and ESF-3 of the location of any open shelters.

## **Forsyth County Division of Roads and Bridges**

### **ESF 3: Public Works / Engineering (Support)**

Serve as the primary coordinator for debris, snow and ice removal and related tasks.

Maintain a current inventory of equipment and supplies.

Participate in conference calls, planning, drills and exercises as requested.

Maintain records and documentation for expenditures and resources utilized.

Maintain and update the Forsyth County Road Priority Clearing list.

Open public phone lines, as needed.

## **Forsyth County Emergency Management Agency**

### **ESF 2: Communications (Primary)**

Serve as co-primary agency for ESF-2 Communications.

Coordinate with each support agency through regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Oversee the coordination and management of communications resources, facilities and equipment and initiate alternate and backup systems as needed.

Develop maintenance and protection arrangements for inoperative communications equipment.

Develop procedures to obtain telecommunications industry support as required.

Coordinate communications with response operations, shelters, lodging, and food facilities.

Continue coordinated communications to achieve rapid recovery and contact with the Emergency Operations Center (EOC).

Coordinate and oversee all types of communications within the county not limited to phone lines, cell phones, radio, amateur radio and emergency response communication, resources, facilities and equipment during incidents.

Maintain records of expenditures and documents resources used during response and recovery operations.

Maintain list of certified Communication Unit Leaders (COML) and Communications Unit Technicians (COMT).

Develop and maintain maintenance and protection agreements for



communications equipment.

Participate in planning, drills, and exercises as requested.

Initiate alternate and back-up systems as needed.

### ESF 3: Public Works / Engineering (Support)

Serve as the primary damage assessment coordinator.

Receives reports of damage of public facilities from partner agencies and forwards reports to appropriate agencies.

Coordinate with ESF-12 for public utility damage assessment, as needed.

### ESF 5: Emergency Management (Primary)

Coordinate with each support agency through regular meetings to ensure planning functions are implemented to support this ESF.

Coordinate the flow of information within the Emergency Operations Center.

Coordinate the efforts to collect, process, report, and display essential information.

Facilitate support for planning response operations.

Distribute plans and reports to the state and other ESFs.

Maintain records of expenditures and document resources utilized during response and recovery efforts.

Attend regularly scheduled meetings to ensure planning functions are implemented in support.

Identify and provide staff representatives to support the ESF and other operational information related to these activities.

Request asset support from volunteer and private sector agencies.

Participate in drills and exercises to evaluate local response capabilities.

Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies and procedures and forward records to the primary agencies.

### ESF 7: Resource Support (Primary)

Coordinate with each support agency through regular meetings to ensure planning functions are implemented.

Coordinate the development of a logistical framework to support recovery

operations.

Identify, locate, and if necessary, recruit personnel to support incident operations after coordination with personnel services and county administration.

Develop procedures to maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.

Locate, procure, and issue resources to other county agencies for use in emergency operations necessary to support the County EOP or to promote public safety.

Locate and coordinate the use of available space for incident management activities.

Procure required stocks from vendors or suppliers when county supplies are not available.

Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

#### ESF 9: Search and Rescue (Support)

Support and coordinate with the incident commander for mutual-aid needs and response

Coordinate with the State Operations Center and State Warning Point

#### ESF 10: Hazardous Materials (Support)

Request state mutual aid resources through the Georgia State Operations Center and/or Georgia Emergency Management & Homeland Security Agency.

Provide coordination and support as appropriate for each incident.

#### ESF 11: Ag / Natural Resources (Primary)

Serve as the ESF-11 Primary Agency and coordinate with other support agencies.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Annually evaluate Critical Workforce Staffing needs and report sheltering and equipment staging locations when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines.

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

#### ESF 12: Energy (Primary)

Provide coordination, information exchange and documentation as required and appropriate for each incident.

Schedule regular meetings to ensure planning functions are implemented to support this ESF.

Communicate with support partners regularly during EOC activations and/or request representation from support agencies in the EOC as needed.

Assemble a list of energy and utility related assets available to support recovery and coordinate this information with the EOC.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

#### ESF 14: Long Term Recovery (Primary)

Serve as primary role in ESF-14a Hazard Mitigation Coordinate with each

support agency through at least quarterly meetings to ensure planning functions are carried out to support this ESF.

Review and critique all actions and activities for possible future modifications and updates to county EOC procedures, the EOP, Hazard Mitigation Plan and the Disaster Recovery Plan.

Operate the EOC and transition from a EOC to an Recovery Coordination Center.

Advise County Commission and government of recovery requirements and procedures

Recommend long term economic recovery strategies in concert with Finance Department and other stakeholders.

Identify and facilitate resolution of area responsibility among agencies involved.

Maintain contact with municipal liaisons to collect and relay information.

Provide direction on policy issues.

Maintain record of expenditures and document resources utilized during response and recovery

Attend at least annual meetings to ensure planning functions are carried out to support this ESF.

Participate in drills and exercises to evaluate local damage assessment capabilities.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance

measurements annually when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

#### ESF 15: External Affairs (Support)

Provide support to ensure a unified message is delivered to the public.

Provide logistical and resource support during the establishment of a Joint Information Center.

Provide logistical and resource support if requested during a smaller event.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

### **Forsyth County Engineering Department**

#### ESF 3: Public Works / Engineering (Primary)

Serve as co-primary agency for ESF-3 with the Forsyth County Water and Sewer Department.

Coordinate with other ESF's to relay reports of damage and assessment efforts of affected infrastructure.

Maintain a current inventory of equipment and supplies.

Participate in conference calls, planning meetings, drills and exercises as requested.

Maintain records and documentation for expenditures and resources utilized.

Receive list of critical infrastructure from Forsyth County Emergency Management such as shelters, nursing homes and dialysis centers.

## **Forsyth County Extension Service**

### **ESF 11: Ag / Natural Resources (Support)**

Coordinate with ESF-11 Primary to provide available resources to support pre-event animal evacuations, animal sheltering and post event animal rescue and support

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Annually evaluate Critical Workforce Staffing needs and report sheltering and equipment staging locations when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines.

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

## **Forsyth County Finance Department**

### **ESF 7: Resource Support (Support)**

Coordinate with each support agency through regular meetings to ensure planning functions are implemented.

Develop procedures to maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.

Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

### **ESF 14: Long Term Recovery (Support)**

Maintain accounting costs associated with response and recovery from emergencies and disasters

Reestablish payroll for employee

Recommend long-term economic recovery strategies in concert with FCEMA.

Submit financial packages for reimbursement

Audit all finances throughout recovery process

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

## **Forsyth County Fire Department**

### **ESF 4: Firefighting (Primary)**

Serve as the primary coordinator/agency for ESF-4.

Forward requests for mutual aid firefighting assistance to the Emergency Operations Center (EOC).

Provide staffing for the Forsyth County Emergency Operations Center, when activated.

Attend regularly scheduled coordination meetings to ensure planning functions are implemented to support ESF-4.

Conduct a needs analysis and prioritize the deployment of services based on available resources and critical needs.

Assemble a list of available firefighting resources within the area that may be available for response and coordinate this information with the EOC.

Maintain records and documentation for expenditures and resources utilized.

### **ESF 8: Public Health / Medical (Support)**

Staff the Forsyth County Emergency Operations Center during activation, as request

Coordinate the evacuation of patients from the disaster area as requested.

Coordinate the transport of victims to medical facilities outside the county in accordance with approved trauma transport protocols.

Maintain communications with the Forsyth County Emergency Operations Center.



Perform triage and appropriate on-scene medical care to victims and responding personnel.

Coordinate advanced-life support, basic-life support, Emergency Medical Technicians and Paramedics, as required.

#### ESF 9: Search and Rescue (Primary)

Coordinate with each support agency through regular meetings to ensure planning functions are implemented to support this ESF.

Coordinate the flow of information within the Emergency Operations Center.

Coordinate the efforts to collect, process, report, and display essential information.

Facilitate support for planning response operations.

Distribute plans and reports to the state and other ESFs.

Maintain records of expenditures and document resources utilized during response and recovery efforts.

Attend regularly scheduled meetings to ensure planning functions are implemented in support.

Identify and provide staff representatives to support the ESF and other operational information related to these activities.

Request asset support from volunteer and private sector agencies.

Participate in drills and exercises to evaluate local response capabilities.

#### ESF 10: Hazardous Materials (Primary)

Serve as the primary coordinator/agency for ESF-10.

Forward requests for mutual aid relating to hazardous materials incident assistance to the Emergency Operations Center (when activated).

Conduct a needs analysis and prioritize the deployment of services based on available resources and critical needs.

Provide staffing for the Forsyth County Emergency Operations Center, when activated.

Maintain a current list of available hazardous materials resources within the area that may be available for response and coordinate this information with the EOC.

Update private contractor clean-up contact information, as needed.

Maintain a copy of the Forsyth County hazardous materials stand-by clean up

contractor contract and information book in the EOC.

Attend regularly scheduled coordination meetings to ensure planning functions are implemented to support ESF-10.

Participate in planning and exercises as requested.

Maintain records and expenditures and resources utilized.

#### **ESF 15: External Affairs (Support)**

Provide support to ensure a unified message is delivered to the public.

Provide logistical and resource support during the establishment of a Joint Information Center.

Provide logistical and resource support if requested during a smaller event.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

#### **Forsyth County Fleet Maintenance**

No responsibilities have been provided.

#### **Forsyth County Geographic Information System**

##### **ESF 5: Emergency Management (Support)**

Provide GIS resources, assistance and support as requested and available.

Staff the Emergency Operations Center, as requested.

Maintain records of expenditures and document resources utilized

## ESF 14: Long Term Recovery (Support)

Document all disaster related activities and costs

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate all pertinent disaster recovery information with the County JIC  
Identify all damages and losses and prepare an action plan for recovery activities

Provide mapping and analysis services

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

## **Forsyth County Info Systems & Tech Department**

### ESF 2: Communications (Support)

Serve a co-primary agency for ESF-2 Communications.

Coordinate with each support agency through regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Provide support to the communications systems, county network, and end-users in the Emergency Operations Center during disasters, emergencies and drill/exercises as needed.

Oversee the coordination and management of communications resources, facilities and equipment and initiate alternate and backup systems as needed.

Develop procedures to obtain telecommunications industry support as required.

Develop maintenance and protection arrangements for inoperative communications equipment.

Coordinate communications with response operations and other support and county operations.

Continue coordinated communications to achieve rapid recovery and contact with the Emergency Operations Center (EOC).

Maintain records of expenditures and document resources utilized during response and recovery efforts.

## **Forsyth County Parks and Recreation Department**

### **ESF 6: Mass Care (Support)**

Support sheltering activities with personnel and facilities, as requested by ESF-6 lead.

Provide security at county facility shelters as required.

Attend regular meetings to ensure planning functions are implemented to support this ESF.

Identify and provide staff representatives to support the ESF and other operational information related to these activities.

Participate in drills and exercises to evaluate local capability.

### **ESF 7: Resource Support (Support)**

Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.

Locate and coordinate the use of available space and/or equipment for incident management activities.

Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

## ESF 11: Ag / Natural Resources (Support)

Serve as ESF-11C Lead for Natural Resource protection and recovery

Identify vulnerabilities through risk assessments.

Develop a COOP Plan for facility and long-range recovery.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Ensure Agency Staff maintain NIMS compliance and report compliance measurements annually when requested.

Annually evaluate Critical Workforce Staffing needs and report sheltering and equipment staging locations when requested.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines.

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

## **Forsyth County Planning and Development Department**

### ESF 3: Public Works / Engineering (Support)

Serve as a support agency for damage assessment efforts utilizing trained

personnel and other needed equipment.

Provides staffing to the Emergency Operations Center, when requested.

Receives reports of damage of public facilities from partner agencies and forwards reports to appropriate agencies.

#### **ESF 5: Emergency Management (Support)**

Provide resources, assistance and support to Damage Assessment operations utilizing building inspectors and others that meet training qualifications.

Prepare and implement the contractor registration process as required through Forsyth County ordinance.

### **Forsyth County Procurement Department**

#### **ESF 7: Resource Support (Support)**

Coordinate with each support agency through regular meetings to ensure planning functions are implemented.

Coordinate the development of a logistical framework to support recovery operations.

Identify, locate, and if necessary, recruit personnel to support incident operations after coordination with other county departments.

Develop procedures to maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.

Locate, procure, and issue resources to other county agencies for use in emergency operations necessary to support the County Emergency Operations Plan or to promote public safety.

Procure required stocks from vendors or suppliers when county supplies are not available.

Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

### **Forsyth County Public Facilities Department**

#### **ESF 7: Resource Support (Support)**

Conduct a needs assessment and prioritize the deployment of services based on your area of responsibility.

Locate and coordinate the use of available space and/or equipment for incident management activities.

Maintain records of expenditures and document resources utilized during recovery in accordance with Resource Support policies.

## **Forsyth County Public Transportation (Dial-A-Ride)**

### **ESF 1: Transportation (Support)**

Provide staffing and information to the Emergency Operations Center, as requested.

Provide current resources (not limited to the Dial-A-Ride buses) and coordination with needs and prioritization of services available.

Following an incident of critical significance, provide status of transportation system/resources to the Forsyth County Emergency Operations Center

## **Forsyth County Senior Services**

### **ESF 1: Transportation (Support)**

Provide staffing and information to the Emergency Operations Center, as requested.

Provide current resources and coordination with needs and prioritization of services available.

Following an incident of critical significance, provide status of transportation system/resources to the Forsyth County Emergency Operations Center

## **Forsyth County Sheriff's Office**

### **ESF 2: Communications (Support)**

Attend regular coordination meetings to ensure planning functions are implemented in support.

Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs.

Assemble a list of communications assets available to support the recovery.

Train personnel on the Command & Tactical Operations Center (CTOC) Team for roles in the EOC such as COML and COMT.

Coordinate communication asset needs and information with the EOC.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

Maintain all documentation and records of resources utilized for response and recovery and any others as requested.

### **ESF 9: Search and Rescue (Support)**

Lead agency for Non-USAR activities such as missing persons, aircraft and boats/boating accidents.

Coordinate with each support agency through regular meetings to ensure planning functions are implemented to support this ESF.

Facilitate support for planning response operations.

Maintain records of expenditures and document resources utilized during response and recovery efforts.

Attend regularly scheduled meetings to ensure planning functions are implemented in support.

Identify and provide staff representatives to support the ESF and other operational information related to these activities.

Participate in drills and exercises to evaluate local response capabilities.

#### ESF 10: Hazardous Materials (Support)

Provide investigation assistance for hazardous materials incidents, if needed.

Create traffic plan if incident involves closing roadways.

Provide coordination and support for incidents as needed or requested.

#### ESF 13: Public Safety (Primary)

Serve as primary agency for ESF-13 Law Enforcement.

Coordinate with each support agency through annual meetings to ensure planning functions are carried out to support this ESF.

Provide staff for the EOC during activation.

Coordinate with other ESFs to consolidate reports of law enforcement efforts.

Act as liaison between the EOC and the State EOC for law enforcement activities.

Identify and facilitate resolution of area responsibility among agencies involved.

Maintain contact with municipal liaisons to collect and relay information.

Provide direction on policy issues.

Assist with public information releases regarding law enforcement activities.

Establish a protocol for prioritizing response activities of ESF-13.

Maintain record of expenditures and document resources utilized during a



response and recovery.

Participate in drills and exercises to evaluate law enforcement capabilities.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the Agency's responsibilities to this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

Identify damages and losses and prepare an action plan for recovery activities.

Prepare to collect and maintain records of expenditures and document resources utilized during response and recovery operations.

#### ESF 15: External Affairs (Support)

Provide support to ensure a unified message is delivered to the public.

Provide logistical and resource support during the establishment of a Joint Information Center.

Provide logistical and resource support if requested during a smaller event.

Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits, and other supporting documentation as needed to facilitate execution of the Agency's responsibilities to this ESF.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF Agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Identify Agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center as necessary.

Document disaster related activities related to this ESF.

Conduct recovery and restoration task in coordination with the County

EOC/RCC and federal assistance program guidelines

Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).

### **Forsyth County Tax Assessors Office**

#### **ESF 3: Public Works / Engineering (Support)**

Serve as a support agency for damage assessment efforts utilizing trained personnel and other needed equipment.

Provides staffing to the Emergency Operations Center, when requested.

Receives reports of damage of public facilities from partner agencies and forwards reports to appropriate agencies

#### **ESF 5: Emergency Management (Support)**

Provide resources, assistance and support to Damage Assessment operations utilizing building inspectors and others that meet training qualifications.

### **Forsyth County Tax Commissioner's Office**

No responsibilities have been provided.

### **Forsyth County Water and Sewer Department**

#### **ESF 3: Public Works / Engineering (Support)**

Serve as co-primary agency for ESF-3 with Forsyth County Engineering Department.

In coordination with the Forsyth County Emergency Management Agency, develop procedures for the conservation, distribution and use of potable and firefighting water.

Identify and locate chemicals to maintain water supply and to maintain current inventory of equipment and supplies.

Maintain records and documentation for expenditures and resources utilized.

Participate in conference calls, planning meetings, drills and exercises as requested.

Maintain emergency generators for back-up power needs.

If needed, prepare prescribed boil water advisory.

Notify Etowah Water and Sewer Authority partners, as needed.

Notify State partners, as needed.

## **GEMA**

No responsibilities have been provided.

## **Georgia Bureau of Investigation - Spec Operations**

### **ESF 10: Hazardous Materials (Support)**

Provide coordination and support for hazardous materials incident involving explosive ordinance or materials.

## **Georgia Forestry Commission**

### **ESF 4: Firefighting (Support)**

Provide resources and coordination thru mutual aid, as requested from the Forsyth County Emergency Operations Center and/or Georgia State Operations Center.

## **Georgia Mutual Aid Group**

### **ESF 4: Firefighting (Support)**

Provide resources and coordination thru mutual aid, as requested from the Forsyth County Emergency Operations Center and/or Georgia State Operations Center.

## **Georgia Power**

### **ESF 12: Energy (Support)**

Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility.

Communicate with the EOC regularly during activations and/or provide representation in the EOC if requested.

Assemble a list of energy and utility related assets available to support recovery and coordinate this information with the EOC.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

## **Georgia State Patrol - Aviation Division**

No responsibilities have been provided.

## **Georgia State Patrol - Post 37**

### **ESF 13: Public Safety (Support)**

Provide law enforcement support to the jurisdiction & mutual aid support to county law enforcement agencies when requested and available.

Participate in planning for areas of agency expertise.

Provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies.

Participate in annual meetings, training and exercises.

Participate in drills, exercises, and other preparedness events to measure the Agency's readiness to support this ESF.

Coordinate with other ESF agencies through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.

Ensure the presence of resources (human and physical) is in sufficient numbers to support the agency's responsibilities to this ESF.

Identify agency staff representatives supporting this ESF and other operational practices during emergency and disaster operations.

Prepare to support the Emergency Operations Center, as necessary.

Document disaster related activities related to this ESF.

## **Northside Hospital-Forsyth**

### **ESF 8: Public Health / Medical (Support)**

Update overall hospital status with the Forsyth County Emergency Operations Center to include facility conditions, available resources and number and type of beds available, as requested.

Establish communications with the Forsyth County Emergency Operations Center and field EMS personnel.

Coordinate with emergency responders to isolate and decontaminate patients if needed, utilizing planned equipment

Activate facility disaster plans/area to manage victims, concerned individuals and the media.

Implement diversion or transfer protocols as necessary.

## **Salvation Army**

### **ESF 6: Mass Care (Support)**

Coordinate with ESF-6 and local Emergency Management for food services.

Collaborate with the American Red Cross and other entities at their general population shelters, to Independent Shelters, and within the community for fixed and mobile feeding operations and bulk distribution of essential basic supplies (food, water, basic hygiene) to assist impacted residents.

Offer emotional and spiritual care as requested or needed.

Provide a report each morning containing the locations and numbers of meals served as of midnight the previous day to the ESF-6 Lead. When available, the report will include the locations of “Independent Shelters” and the counts of individuals receiving support at each site.

Identify a liaison for the Emergency Operations Center Operations if requested, and assure representative is trained on processes and equipment.

Participate in planning meetings, exercises, and other meetings to support ESF-6.

Maintain records of financial expenses, equipment and supplies, and staff/volunteer hours during response and recovery and provide to primary agency.

## **Sawnee EMC**

### **ESF 12: Energy (Support)**

Attend regularly scheduled meetings to ensure planning functions are implemented to support this ESF.

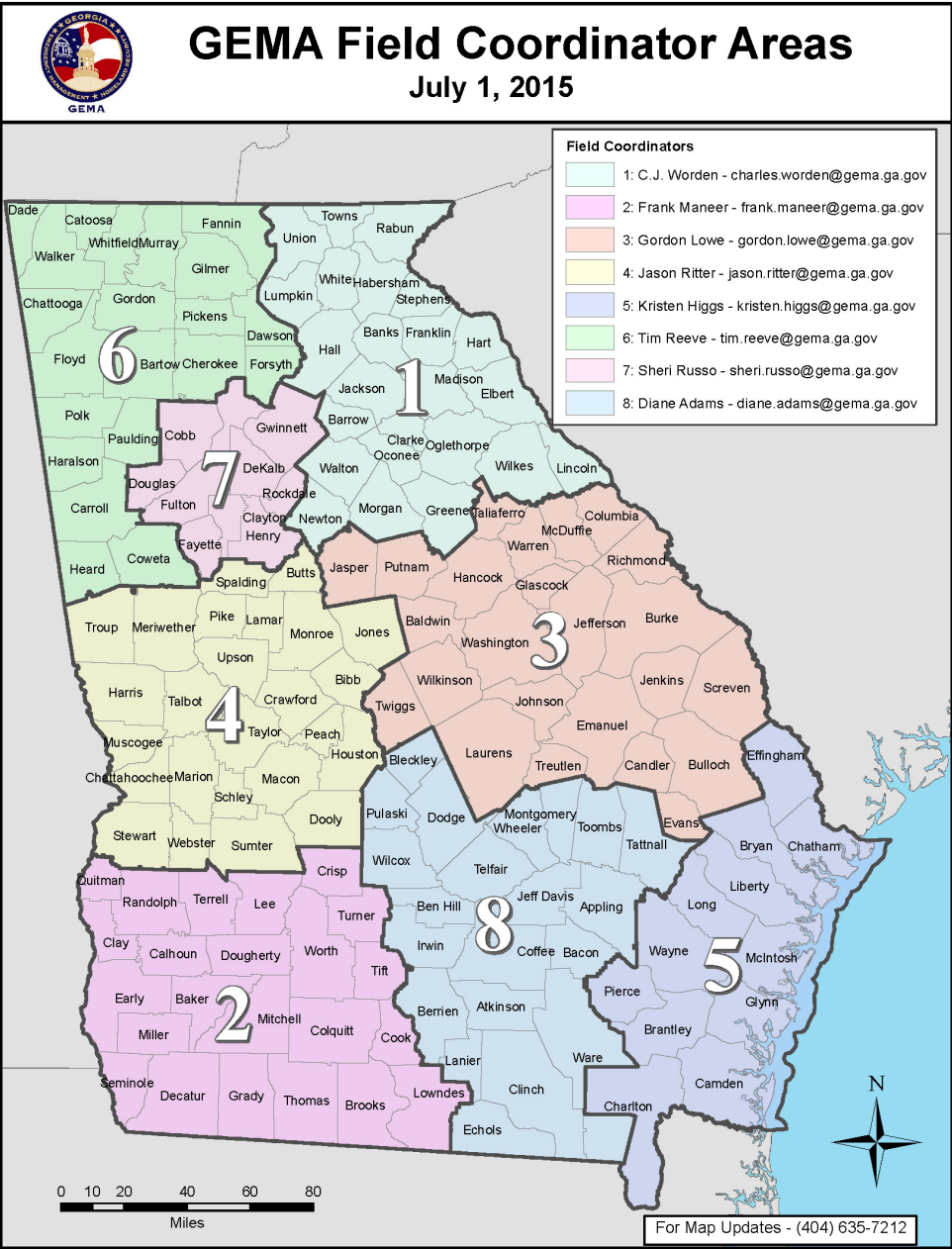
Conduct a needs assessment and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility.

Communicate with the EOC regularly during activations and/or provide representation in the EOC if requested.

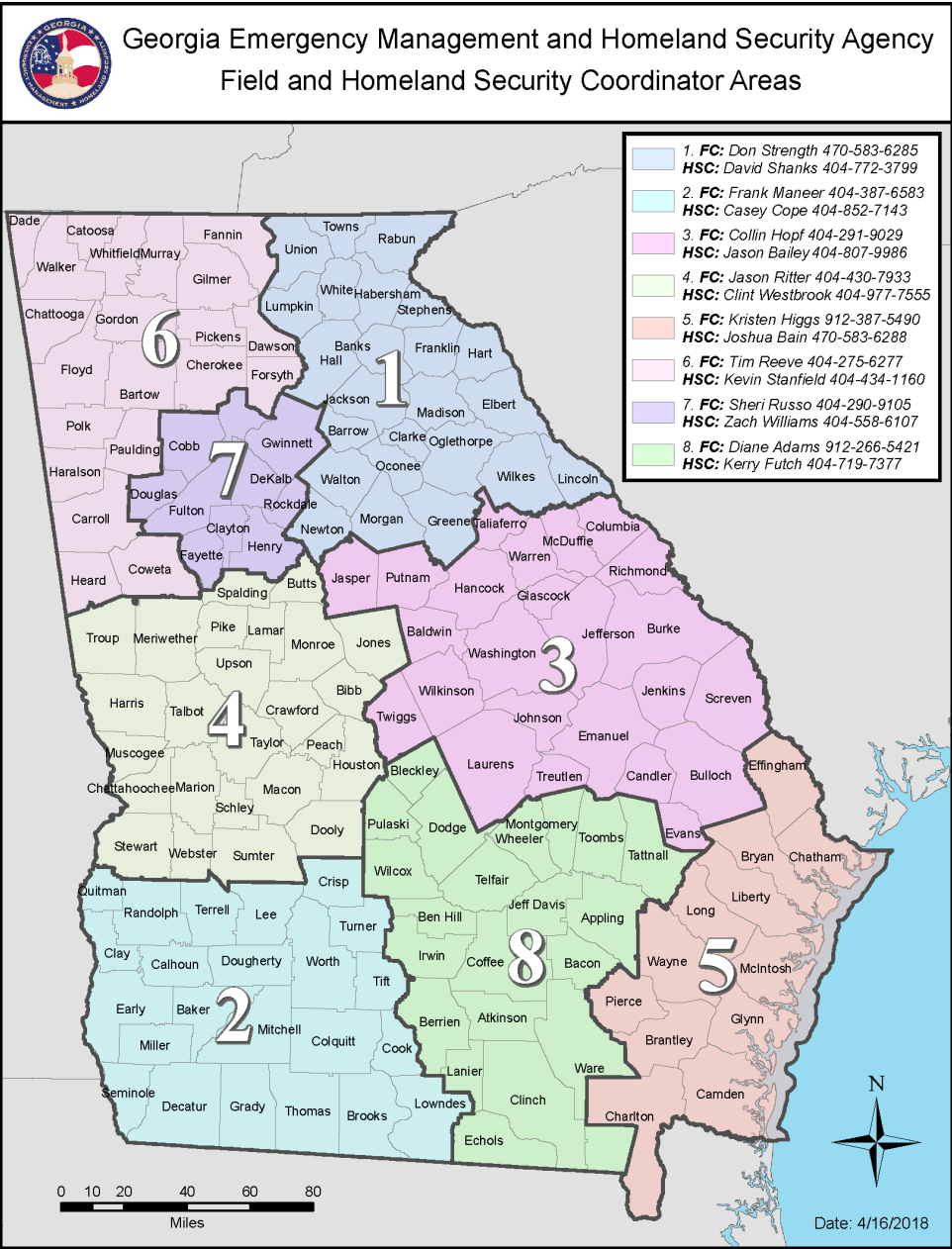
Assemble a list of energy and utility related assets available to support recovery and coordinate this information with the EOC.

Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.

Map of GEMA Areas



# Map of School Safety Coordinator Areas



**Hazmat Facility Details**



**Emergency Shelter Details**

## Local Agencies

### **Amatuer Radio Emergency Services - Forsyth County**

Address: 100 Court House Square

City: Cumming

Zip: 30040

Phone: 770-667-2580 ext. 230318

Fax:

Website: [forsythares.com](http://forsythares.com)

### **American Red Cross - NE Georgia Chapter**

Address: 675 White Sulphur Rd Ste230

City: Gainesville

Zip: 30503

Phone: 7705328453

Fax: 7702871236

Website: [www.negaredcross.org](http://www.negaredcross.org)

### **Amicalola EMC**

Address: 544 Hwy 515 S

City: Jasper

Zip: 30143

Phone: 706-253-5213

Fax:

Website:

### **Atlanta Gas Light**

Address: P. O. Box 4569

City: Atlanta

Zip: 30302

Phone: 7709941946

Fax: 8004421427

Website: [www.atlantagaslight.com](http://www.atlantagaslight.com)

### **Central EMS**

Address: 205 Hembree Park Drive, Suite 100

City: Roswell

Zip: 30076

Phone: 866-342-4867

Fax:

Website:

### **Children's Healthcare of Atlanta**

Address: 410 Peachtree Parkway

City: Cumming

Zip: 30041

Phone: 404-785-5437

Fax:

Website:

**City of Cumming**

Address: 100 Main Street  
City: Cumming  
Zip: 30040  
Phone: 770-781-2010  
Fax: 770-781-2021  
Website: [cityofcumming.net](http://cityofcumming.net)

**City of Cumming Police Department**

Address: 301 Veterans Memorial Parkway  
City: Cumming  
Zip: 30040  
Phone: 770-781-2000  
Fax:  
Website: <http://www.cummingpd.net>

**City of Cumming Public Utilities**

Address: 100 E. Main Street  
City: Cumming  
Zip: 30040  
Phone: 7707812101  
Fax:  
Website:

**Forsyth County 911 Center**

Address: 3520 Settingdown Rd  
City: Cumming  
Zip: 30028  
Phone: 770-781-3087  
Fax: 770-781-2202  
Website: [forsythco.com](http://forsythco.com)

**Forsyth County Animal Services**

Address: 4065 County Way  
City: Cumming  
Zip: 30028  
Phone: 770-781-2138  
Fax:  
Website:

**Forsyth County Animal Shelter**

Address: County Way  
City: Cumming  
Zip: 30028  
Phone: 770-888-2500  
Fax:  
Website:

**Forsyth County Arson Investigation Unit**

Address: 3520 Settingdown Road  
City: Cumming  
Zip: 30028  
Phone: 770-781-2108  
Fax:  
Website:

**Forsyth County Board of Commissioners**

Address: 110 E Main Street

City: Cumming

Zip: 30040

Phone: 770 781 2101

Fax:

Website: [www.forsythco.com](http://www.forsythco.com)

**Forsyth County Board of Education**

Address: 1120 Dahlonega Hwy

City: Cumming

Zip: 30040

Phone: 770-887-2461

Fax:

Website: [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us)

**Forsyth County Chamber of Commerce**

Address: 212 Kelly Mill Road

City: Cumming

Zip: 30040

Phone: (770) 887-6461

Fax: (770) 781-8800

Website: <https://www.cummingforsythchamber.org/>

**Forsyth County Coroner's Office**

Address: Doc Bramlett Road

City: Cumming

Zip: 30040

Phone: 770-781-3011

Fax:

Website:

**Forsyth County Department of Communications**

Address: 110 East Main Street, Suite 210

City: Cumming

Zip: 30040

Phone: 770-781-2101

Fax:

Website: [www.forsythco.com](http://www.forsythco.com)

**Forsyth County Department of Public Health**

Address: 428 Canton Highway

City: Cumming

Zip: 30040

Phone: 770-781-6900

Fax: 770-781-6929

Website:

**Forsyth County Dept. of Family and Children's Serv**

Address: 426 Canton Highway

City: Cumming

Zip: 30028

Phone: 770-781-6700

Fax: 770-781-6742

Website:

**Forsyth County Division of Roads and Bridges**

Address: 4140 County Way

City: Cumming

Zip: 30028

Phone: 770-781-2155

Fax:

Website:

**Forsyth County Emergency Management Agency**

Address: 3520 Settingdown Road

City: Cumming

Zip: 30028

Phone: 770-205-5674

Fax: 770-887-4910

Website: [www.forsythco.com](http://www.forsythco.com)

**Forsyth County Engineering Department**

Address: 110 East Main Street

City: Cumming

Zip: 30040

Phone: 770-781-2165

Fax:

Website: <http://www.forsythco.com/departments.asp?DeptID=4>

**Forsyth County Extension Service**

Address: 875 Lanier 400 Pkwy

City: Cumming

Zip: 30028

Phone: 770 887 2418

Fax: 770 887 2403

Website:

**Forsyth County Finance Department**

Address: 110 East Main Street, Suite255

City: Cumming

Zip: 30040

Phone: 7708862820

Fax:

Website: [www.forsythco.com](http://www.forsythco.com)

**Forsyth County Fire Department**

Address: 3520 Settingdown Road

City: Cumming

Zip: 30028

Phone: 7707812180

Fax:

Website: [www.forsythco.com](http://www.forsythco.com)

**Forsyth County Fleet Maintenance**

Address: County Way

City: Cumming

Zip: 30028

Phone: 770-781-2156

Fax: 770-781-2159

Website:

**Forsyth County Geographic Information System**

Address: 110 East Main Street

City: Cumming

Zip: 30040

Phone: 770-781-2180

Fax:

Website:

**Forsyth County Info Systems & Tech Department**

Address: 110 East Main Street, Suite 230

City: Cumming

Zip: 30040

Phone: 770-886-2108

Fax:

Website: [www.forsythco.com](http://www.forsythco.com)

**Forsyth County Parks and Recreation Department**

Address: 2300 Keith Bridge Rd

City: Cumming

Zip: 30040

Phone: 7707812215

Fax:

Website: [www.forsythco.com](http://www.forsythco.com)

**Forsyth County Planning and Development Department**

Address: 110 East Main Street, Suite 100

City: Cumming

Zip: 30040

Phone: 7702054572

Fax:

Website: [www.forsythco.com](http://www.forsythco.com)

**Forsyth County Procurement Department**

Address: 514 West Maple St Suite 104

City: Cumming

Zip: 30040

Phone: 770 888 8872

Fax:

Website:

**Forsyth County Public Facilities Department**

Address: 110 East Main Street, Suite 240

City: Cumming

Zip: 30040

Phone: 7708862819

Fax:

Website: [www.forsythco.com](http://www.forsythco.com)

**Forsyth County Public Transportation (Dial-A-Ride)**

Address: 4140 County Way

City: Cumming

Zip: 30028

Phone: 770-781-2195

Fax:

Website:

**Forsyth County Senior Services**

Address: 595 Dahlonega Highway P.O. Box 988

City: Cumming

Zip: 30040

Phone: 7707812178

Fax:

Website: <http://www.forsythco.com/departments.asp?DeptID=19>

**Forsyth County Sheriff's Office**

Address: 202 Veterans Memorial Blvd

City: Cumming

Zip: 30040

Phone: 7707812222

Fax:

Website: <http://www.forsythsheriff.org/>

**Forsyth County Tax Assessors Office**

Address: 110 East Main Street, Suite 260

City: Cumming

Zip: 30040

Phone: 7707812106

Fax:

Website: [www.forsythco.com](http://www.forsythco.com)

**Forsyth County Tax Commissioner's Office**

Address: 110 East Main Street, Suite 130

City: Cumming

Zip: 30040

Phone: 770-781-2110

Fax:

Website: [www.forsythco.com](http://www.forsythco.com)

**Forsyth County Water and Sewer Department**

Address: 110 East Main Street, Suite 150

City: Cumming

Zip: 30040

Phone: 7707812160

Fax:

Website: [www.forsythco.com](http://www.forsythco.com)

**GEMA**

Address: PO Box 18055

City: Atlanta

Zip: 30316

Phone: 1-800-879-4362

Fax:

Website:

**Georgia Bureau of Investigation - Spec Operations**

Address: 3121 Panthersville Road

City: Decatur

Zip: 30034

Phone: 404-244-2600

Fax:

Website:

**Georgia Forestry Commission**

Address: 4500 Hwy. 53 East

City: Dawsonville

Zip: 30534

Phone: 706-216-2713

Fax:

Website:

**Georgia Mutual Aid Group**

Address: PO Box 18055

City: Atlanta

Zip: 30316

Phone: 404-320-1505

Fax:

Website:

**Georgia Power**

Address: 11675 Wills Road

City: Alpharetta

Zip: 30004

Phone: 770-740-7702

Fax:

Website:

**Georgia State Patrol - Aviation Division**

Address: 1900 Airport Road

City: Kennesaw

Zip: 30144

Phone: 404-624-6077

Fax:

Website:

**Georgia State Patrol - Post 37**

Address: 4055 County Way

City: Cumming

Zip: 30028

Phone: 770-205-5400

Fax:

Website:

**Northside Hospital-Forsyth**

Address: 1200 Northside Forsyth Drive

City: Cumming

Zip: 30041

Phone: 770-844-3200

Fax:

Website: [www.northside.com](http://www.northside.com)

**Salvation Army**

Address: 1000 Center Place, NW

City: Norcross

Zip: 30093

Phone: (770) 441-6200

Fax:

Website: [www.salvationarmy-georgia.org](http://www.salvationarmy-georgia.org)



**Sawnee EMC**

Address: 543 Atlanta Highway

City: Cumming

Zip: 30040

Phone: 7708872363

Fax:

Website: [www.sawnee.com](http://www.sawnee.com)

**Local Government**

Government Official Name: Greg Allen

Title: Clerk of Court

Jurisdiction: Forsyth County

Office Phone: 7707812120

Fax Phone: 770 887 2858

Email: [desorrells@forsythco.com](mailto:desorrells@forsythco.com)

Government Official Name: Jeffrey Bagley

Title: Other

Jurisdiction: Forsyth County Superior Court Judge

Office Phone: 7707812133

Fax Phone:

Email: [jsbagley@forsythco.com](mailto:jsbagley@forsythco.com)

Government Official Name: Troy Brumbalow

Title: Mayor

Jurisdiction: City of Cumming

Office Phone: 770 781 2010

Fax Phone:

Email:

Government Official Name: Ron Freeman

Title: Sheriff

Jurisdiction: Forsyth County

Office Phone: 770-781-2222

Fax Phone:

Email: [rhfreeman@forsythco.com](mailto:rhfreeman@forsythco.com)

Government Official Name: J. Russell Jackson

Title: Other

Jurisdiction: Forsyth County Juvenile Court Judge

Office Phone: 7707813099

Fax Phone:

Email: [jrjackson@forsythco.com](mailto:jackson@forsythco.com)

Government Official Name: Matthew Ledbetter

Title: Tax Commissioner

Jurisdiction: Forsyth County

Office Phone: 7707812110

Fax Phone:

Email: [mcledbetter@forsythco.com](mailto:mcledbetter@forsythco.com)

Government Official Name: Todd Levent  
Title: Commissioner  
Jurisdiction: Forsyth County BOC Chairman  
Office Phone: 7708862810  
Fax Phone:  
Email: TLevent@forsythco.com

Government Official Name: Penny Penn  
Title: Other  
Jurisdiction: Forsyth County District Attorney  
Office Phone: 7707812125  
Fax Phone:  
Email: papenn@forsythco.com

Government Official Name: Philip C. Smith  
Title: Other  
Jurisdiction: Forsyth County State Court Judge  
Office Phone: 7702054654  
Fax Phone:  
Email: pcsmith@forsythco.com

### **State-Wide Contacts**

Agency Name: Georgia Emergency Management Agency  
Contact Name: Tim Reeve  
Office Phone: 770-749-4433  
Radio Model:  
Radio Number:

Agency Name: Georgia Mutual Aid Group  
Contact Name: Georgia Mutual Aid Group  
Office Phone:  
Radio Model:  
Radio Number:

### **Media Contacts**

Media Name: 11-Alive WXIA-TV (NBC)  
Media Type: Television  
Contact Name:  
Office Phone:  
Cell Phone:  
Fax:  
Email:

Media Name: 2-WSB-TV (ABC)  
Media Type: Television  
Contact Name:  
Office Phone:  
Cell Phone:  
Fax:  
Email:

Media Name: 46-WGCL (CBS)  
Media Type: Television  
Contact Name:  
Office Phone:  
Cell Phone:  
Fax:  
Email:

Media Name: 5-Fox WAGA-Atlanta (FOX)  
Media Type: Television  
Contact Name:  
Office Phone:  
Cell Phone:  
Fax:  
Email:

Media Name: Forsyth County News  
Media Type: Newspapers  
Contact Name:  
Office Phone:  
Cell Phone:  
Fax:  
Email:

Media Name: The Atlanta Journal Constitution  
Media Type: Newspapers  
Contact Name:  
Office Phone:  
Cell Phone:  
Fax:  
Email:

### **Other Contacts**

# Incident Annexes



**Guidance for First Responders (911, EMS, EMA Personnel, Law Enforcement, Fire Fighters, Others): Dealing with Suspicious Letters, Packages, and Unknown Substances**  
**Georgia Department of Public Health**  
**MAY 11, 2017**

**I. Suspicious substances, letters, or packages**

***NOTE: All suspicious packages should always be cleared of explosive hazards prior to any other action! Suspicious substances and unknown powders should be screened for explosives hazards.***

The threat posed by reports of suspicious letters, packages, and unknown substances ranges from none to credible, and no set of guidelines can cover every possible variation. Every incident will have unique features and the responder must use his or her own judgment in applying these guidelines. The Federal Bureau of Investigation and the Georgia, Department of Public Health maintains specialized assets and expertise to assist responders to quickly, efficiently and safely resolve such incidents. Responders can obtain such assistance and guidance by contacting the FBI's Weapons of Mass Destruction Coordinator (WMDC) at (404) 679-9000 (24hrs.). First responders, responding to such incidents, should always notify the WMDC as early in the incident as is operationally possible.

It is important to assess each of these situations for the possibility of exposure to a biological agent. While many jurisdictions and departments now have the capability to perform limited field identification of unknown materials, there is NO CURRENTLY FIELDDED technologies that can 100% accurately determine if a biological agent is present in the material. Only a Centers for Disease Control (CDC) certified Laboratory Response Network (LRN) facility could accurately screen for biological threat agents. Responders must assess the totality of the circumstances surrounding the incident. Note: If during the process of field screening, the responders believe there is a credible threat or the presence of a biological agent, NO FURTHER FIELD IDENTIFICATION SHOULD BE ATTEMPTED until the FBI WMDC is contacted.

Letters or packages that do not meet the criteria for credible threats (Section A. below) are highly unlikely to contain biological materials and **may** not require screening at an approved LRN facility. Persons coming into contact with a substance/letter/package that is not a credible threat, per Section A. below, should **(1)** clean up area and discard substance/letter/package per Section B.2. Below as appropriate and **(2)** wash their hands and/or exposed skin with soap and water. If the substance has visibly contaminated a person's clothing, the clothing should be removed and laundered with usual cleaning methods appropriate for the clothing affected.

**A. Determining Threat Credibility:** Any of the following circumstances may indicate a credible threat. Local law enforcement and the FBI on Duty WMD Coordinator must be notified (404) 679-9000 (24/7) PRIOR to any actions taken to collect/manipulate and/or analyze the substance/material: FBI Coordinator can assist local authorities in establishing credible threat. (Appendix A).

- ⌚ A letter/package (either opened or unopened) with material present. For example, it could be covered with powder, or have a substance staining the letter or leaking from it.
- ⌚ Persons exposed to a suspicious substance/letter/package suddenly becomes ill. (Note Biological agents often take hours to weeks to manifest symptoms. Chem agents can have an effect after only a few seconds to minutes)
- ⌚ A threat accompanies the letter or package (substance not present).
- ⌚ A suspicious substance with threat.
- ⌚ The intended target is potentially vulnerable or is of strategic significance.

**B. If the FBI WMDC concurs that a credible biological threat exists, Properly** trained responders will make all attempts at sampling, do not attempt any further field identification and/or analysis without contacting WMD Agent. The material must be tested at an LRN facility. Prior to packaging the material for submission to the LRN facility, a qualified Hazardous Materials Technician must accomplish field screening. Hazardous Materials Technicians should be trained to the most current NFPA 472 6.5 competencies for evidence preservation and sampling. Crime scene procedures shall be put in place once the threat determination is made. If operationally feasible, the material and packaging should be photographed and/or vital investigative information recorded: The minimum field screening steps and recorded information requirements are:

As per the coordinated FBI-DHS-HHS/DHS guidelines the material must be:

- ⌚ Cleared and screened of explosive hazards.
- ⌚ Cleared of radiation hazards (Alpha, Beta and Gamma).
- ⌚ Cleared Corrosive hazards
- ⌚ Cleared for flammability hazards
- ⌚ Cleared for Volatile Organic Compounds (VOCs)

If operationally feasible, the material and packaging should be photographed and/or vital investigative information recorded:

- ⌚ Photographed front and back with an item to identify scale such as a ruler
- ⌚ Sender
- ⌚ Addressee
- ⌚ Physical description
- ⌚ Postmarks

**NOTE: Even if a credible biological threat does not exist, there may be a threat posed by other radiological, chemical and/or nuclear materials. These incidents must be coordinated on a case-by-case basis with the FBI WMDC. In addition, the mere threat of the use of a WMD is a violation of federal law and will be vigorously pursued and prosecuted by the FBI. Always contact the FBI WMDC to ensure there are no additional legal implications, even in situations where the on scene commander determines there is no threat from an actual WMD agent.**

**1. If the FBI accepts the situation as a credible threat, follow the steps below.**

- 🕒 **Notify District Public Health**
- 🕒 **Notify Local EMA**
- 🕒 **Notify the State Public Health Office**

- 1-866-PUB-HLTH

- 🕒 ***NOTE: HazMat personnel (if a substance is present) or law enforcement personnel (if a substance is NOT present) required to handle any substance/letter/package should follow the guidance below (B.1.a. (Respiratory Protection Information); B.1.b. (Laboratory Testing); and B.1.c. (Packaging/Transport Protocol) based upon the anticipated level of exposure risk associated with the response situation.***

## **A. Personal Protective Equipment**

- 🕒 The basic purpose of respiratory protection is to protect an individual from inhalation of hazards (chemical, biological, etc.). Respirators provide protection either by removing contaminants from the air before it is inhaled (air purifying) or by supplying an independent source of respirable air (air supplying). Worn IAW OSHA 29 CFR1910.120
- 🕒 Respirators providing protection against inhalation of **biological** organisms (in relative order of protection ranging from air purifying to air supplying) include disposable quarter-masks, half-mask respirators, full-face piece respirators, powered air-purifying respirators (PAPR), air-supplied respirators, and self-contained breathing apparatus (SCBA). Among NIOSH-approved air-purifying respirators, there are three categories of filter (N, R, and P) type based on resistance to oil. All will filter particles 0.3 microns or larger, but at various levels of filter efficiency (95%, 99%, and 99.97%). For example, in the hospital setting, disposable N95 masks are used to protect healthcare workers against hazards such as pulmonary tuberculosis (95% efficient), and P100 respirators are used for hazards such as Hantavirus (99.97% efficient).
- 🕒 Current data suggest that the SCBA, which first responders currently use for entry into potentially hazardous atmospheres, will provide responders with respiratory protection against biological exposures associated with a suspected act of biological terrorism. Protective clothing, including gloves and booties, also may be required for the response to a suspected act of biological terrorism.
- 🕒 All personnel should follow their department SOP in regards to handling and working around Hazardous substances.
- 🕒 In addition, **prompt** laboratory testing of suspicious letters, packages, or substances provides responders with rapid information about exposure risk such that appropriate prophylactic treatment can be offered.

## **B. Packaging**

- 🕒 Prior to transport, coordinate with the FBI duty WMD Coordinator at (404) 679-9000.
- 🕒 Prior to transport, coordinate with the GDPH CBRNE Coordinator at **404-764-9524**. This is the contact who will actually coordinate the delivery to the Public Health Lab. If not available coordinate through 1-866-PUB-HLTH

- ⌚ An initial response to a biological agent should follow the operational guidance of ASTM E2770-10.
- ⌚ Transporting personnel do not need to wear personal protective equipment for transport of properly packaged, decontaminated containers because they are safe to handle.
- ⌚ If bulk powder and/or a letter/package is present, the suspicious material should be collected as per ASTM E2458-1 Care should be taken to minimize aerosolization during this process. All bulk powder and associated material should be collected for submission.
- ⌚ If only trace contamination is suspected, collect as per the CDC's Surface Sampling Procedures. Link to instructions is listed in references.
- ⌚ If multiple items appear to be contaminated, separate samples should be collected and the location of each recorded. Consult with the FBI WMDC and the Georgia Public Health Laboratory to determine how to package the samples.
- ⌚ Packaged Samples should be decontaminated with your standard decon solution (i.e. bleach or peroxide) and placed into a rigid or hard sided container such as a paint can or cooler for transport. Care should be taken to minimize the size of the container.
- ⌚ Sworn Law enforcement personnel or designated Georgia Department of Public Health Official should **immediately** transport the specimens (along with Case # form and Custody form) to the Georgia Public Health Laboratory (GPHL) 1749 Clairmont Rd, Decatur, GA 30033 according to appropriate "chain-of-custody" protocols. Prior to transport, phone the GDPH CBRNE Coordinator at **404-674-9524** or 1-866-PUB-HLTH.
- ⌚ Persons with exposure to the substance should decon their hands and/or exposed skin with soap and water. If the substance has visibly contaminated a person's clothing, the clothing should be removed and laundered with decon methods appropriate to the agent and clothing affected.

### **C. Transport Protocol**

- ⌚ Prior to transport, coordinate with the FBI WMDC at (404) 679-9000.
- ⌚ Prior to transport, coordinate with the GDPH CBRNE Coordinator at **404-764-9524**. Alternate # is 1-866-PUB-HLTH
- ⌚ An initial response to a biological agent should follow the operational guidance of ASTM E2770-10.
- ⌚ If bulk powder and/or a letter/package is present, the suspicious material should be collected as per ASTM E2458-1 Care should be taken to minimize aerosolization during this process. All bulk powder and associated material should be collected for submission.

### **D. Laboratory Testing**

Analysis conducted at a LRN facility is strictly to screen for the presence or absence of high threat biological agents in the substance/material in question. Preliminary results are generally available within 6-8 hours of submission



**Note: All submissions must have an FBI case # by this point.**

**Note: Suspected biological material will not go to the GBI Crime Lab.**

**Note: The LRN facility WILL NOT identify the substance/material only rule out the presence of specific biological agents.**

- ⌚ **Do not smell, touch, taste, look closely at, or shake the substance.** Care should be taken when bagging letters and packages to minimize creating a puff of air that could spread pathogens. It is best to avoid large bags and to work very slowly and carefully when placing objects in bags.
- ⌚ Care should be taken not to use up all of the material during field screening.
- ⌚ For credible biological threats, **substances** in letters/packages can be submitted for testing at the Georgia Public Health Laboratory (GPHL) according to the **Packaging/Transport** protocol below. Competent, **trained** and properly equipped personnel, including HazMat teams, should appropriately prepare the letter/package for transport.
  - 1.) Secure sample in an approved container
  - 2.) Over pack sample container. (I.E. evidence collection canister or tupperware container)
  - 3.) Secure over pack container in a 4 sides hard case (I.E. Pelican case or Igloo cooler)
- ⌚ An FBI tracking number will be required for all specimens submitted to Georgia Public Health Laboratory for testing. This tracking number indicates to the GPHL that threat assessment and hazard assessment as per the coordinated FBI-DHS-HHS/DHS guidelines.
- ⌚ Ensure that all persons with possible exposure to the substance remain on site until emergency personnel arrive; list all persons (with contact information) who physically handled the substance and provide the list to authorities.
- ⌚ Decisions about the need for initiation of antibiotic prophylaxis for individuals in contact with the substances should be made in consultation with public health officials. In most circumstances, the decision to begin prophylaxis can be delayed until the presence or absence of a biologic threat can be determined.

**2. If the Law Enforcement DOES NOT accept the situation as a credible threat, follow the steps below.**

- a. **Low risk.** (low-profile, low-risk target with no threat, e.g., powder in stairwell with no threat, powder on mall floor with no threat). **Whether or not the assessment should be conducted at the scene can be decided on a case-by-case basis at the discretion of the law enforcement personnel.**
  - ⌚ Clean and disinfect with a bleach solution (one part household bleach to 10 parts water) using your organizations minimal level of protective gear.
  - ⌚ Place in plastic bag and discard as routine trash.
- b. **Very low risk.** If the risk is judged to be **very low** (obvious explanation, e.g., Laundromat with powder on the floor, restaurant with powder on a counter), **the assessment does not need to be conducted at the scene.**
  - ⌚ Clean like a routine household spill.

## II. Other Resources:

- 🕒 Georgia Department of Public Health Event Information Line, operated by the Georgia Poison Center, at **1-866-752-3442** (toll-free, 24 hours/day, 7 days/week)—has recorded information.
- 🕒 GDPH Chemical Biological Radiological Nuclear (CBRN) Coordinator **(404) 764-9524**
- 🕒 FBI Weapons of Mass Destruction Coordinator **(404) 679-9000**
- 🕒 4<sup>TH</sup> Weapons of Mass Destruction Civil Support Team (CST) **(678) 569-3706**
- 🕒 Georgia Emergency Management Agency **1-800-TRY-GEMA**
- 🕒 Public Health Lab 24hr # **(404) 655-3695**, Main # **(404) 327-7900**, Dr. Pai (EP Dir.) **(404) 558-0667**

### III .Appendix Appendix A

#### Identifying Suspicious Packages

**Suspicious packages should be risk assessed for articulated threats. Examples would include:**

- Actual threat message in or on the package
- Addressee in position of authority, e.g., government employee, political figure, private sector executive
- Addressee in controversial business, e.g., chemical industry, forestry

#### **What kind of packages should be considered suspicious?**

*Some characteristics of suspicious packages and envelopes include the following:*

Inappropriate or unusual labeling

- Excessive postage
- Handwritten or poorly typed addresses
- Misspellings of common words - Strange return address or no return address
- Incorrect titles or title without a name
- Not addressed to a specific person
- Marked with restrictions, e.g. "Personal," "Confidential" or "Do not x-ray"
- Marked with any threatening language
- Postmarked from a city or state that does not match the return address

Appearance

- Powdery substance felt through or appearing on the package
- Oily stains, discolorations or odor
- Lopsided or uneven envelope
- Excessive packaging material such as masking tape, string, etc.

Other suspicious signs

- Excessive weight
- Ticking sound
- Protruding wires or aluminum foil

If a package or envelope appears suspicious, **NON-EMERGENCY PERSONNEL SHOULD NOT OPEN OUR TOUCH IT.** Emergency personnel should limit direct contact with the package. Ideally, only those with hazardous material training should proceed to handle the package, when cleared by a certified bomb technician and is deemed necessary.

#### **IV. Definitions**

**Definition of a biological threat:** Any biological material capable of causing: death, disease, or other biological malfunction in a human, an animal, a plant, or another living organism; deterioration of food, water, equipment, supplies or material of any kind; or harmful alteration of the environment. Also, an expression of intention to use any such material for such purposes.

**Definition of emergency service:** The industry comprised of fire, law enforcement and emergency medical service providers who respond to an emergency; includes emergency management.

**Definition of a first responder:** An emergency worker who responds to an incident within a set amount of time. The term is usually specific to fire, law enforcement and EMS' immediately arriving assets. Those arriving on scene at later intervals may be called a responder, an emergency responder, a secondary responder, a subject matter expert or a special law enforcement assignment.

**Definition of a hazmat responder:** A trained and certified individual who is a member of a hazardous

material response team and qualified to respond to incidents involving toxic industrial chemical, chemical warfare agents and other weapons of mass destruction. A hazmat response specialist will have additional training to respond to specific weapons of mass destruction.

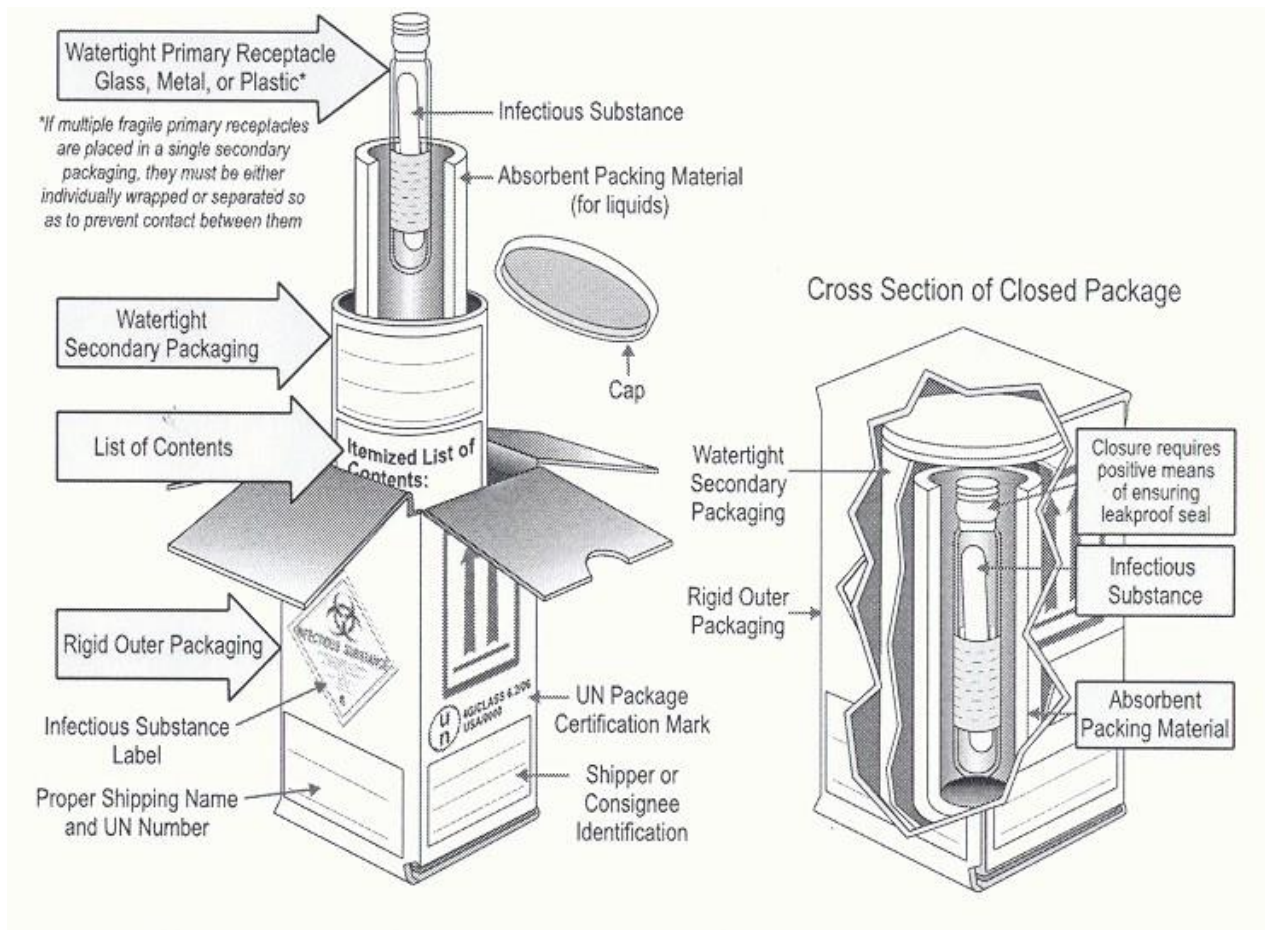
**Definition of a package:** A letter, box, jar, suitcase or any other container that may hold a suspect material.

**Definition of Weapons of Mass Destruction (WMD):** WMDs may be any nuclear, biological, incendiary, chemical, explosive or radiological weapon that may be used for death or destruction.

## V. References

- ⌚ Recommendations for the Selection and Use of Respirators and Protective Clothing for Protection Against Biological Agents. NIOSH. April 2009 accessed April 9, 2009 at <http://www.cdc.gov/niosh/docs/2009-132/>
- ⌚ International Association of Fire Chiefs. Model Procedures for Responding to a Package with Suspicion of a Biological Threat: October 2008 <https://www.iafc.org/topics-and-tools/resources/resource/model-procedures-for-responding-to-a-package-with-suspicion-of-a-biological-threat>
- ⌚ NFPA 472 Standard for competence of Responders to hazardous materials/Weapons of Mass Destruction Incidents 2008 Edition
- ⌚ Guidance on Initial Responses to a Suspicious Letter / Container with a Potential Biological Threat - FBI – DHS – HHS/CDC Coordinated Document: November 2004  
<https://emergency.cdc.gov/planning/pdf/suspicious-package-biothreat.pdf>
- ⌚ ASTM Standard E2458 - 10 “Standard Practices for Bulk Sample Collection and Swab Sample Collection of Visible Powders Suspected of Being Biological Agents from Nonporous Surfaces” ASTM International, West Conshohocken, PA, 2003, DOI: 10.1520/C0033-03, [www.astm.org](http://www.astm.org).
- ⌚ ASTM Standard E2770-17 Standard Guide for Operational Guidelines for Initial Response to a Suspected Biothreat Agent. <https://www.astm.org/Standards/E2770.htm>
- ⌚ CDC Surface sampling procedures for *Bacillus anthracis* spores from smooth, non-porous surfaces: April, 26 2012  
<https://www.cdc.gov/niosh/topics/emres/surface-sampling-bacillus-anthraxis.html>
- ⌚ B2C Kit Instructions, Quicksilver Analytics, Abingdon, MD. (GDPH) does not endorse any specific vendor)

## VI. Example of Packaging





# **Forsyth County, Georgia Local Emergency Operations Plan**

## **Snow and Ice Plan Annex**

**Forsyth County Emergency Management Agency  
3520 Settingdown Road  
Cumming, GA 30028  
770-205-5674**



## **NON-DISCLOSURE AND SECURITY OF INFORMATION CONTAINED WITHIN THIS PLAN**

This document and all its information is protected from unauthorized disclosure by **Georgia Code [50-18-72(a)(15)(A)]** - specifically, **sections (ii) and (iv)**. This law reads in part:

“...(15)(A) Records, the disclosure of which would compromise security against sabotage or criminal or terrorist acts and the nondisclosure of which is necessary for the protection of life, safety, or public property, which shall be limited to the following:

(i) Security plans and vulnerability assessments for any public utility, technology infrastructure, building, facility, function, or activity in effect at the time of the request for disclosure or pertaining to a plan or assessment in effect at such time;

(ii) Any plan for protection against terrorist or other attacks, which plan depends for its effectiveness in whole or in part upon a lack of general public knowledge of its details;

*(iii) Any document relating to the existence, nature, location, or function of security devices designed to protect against terrorist or other attacks, which devices depend for their effectiveness in whole or in part upon a lack of general public knowledge; and*

*(iv) Any plan, blueprint, or other material which if made public could compromise security against sabotage, criminal, or terroristic acts...”*

Prior to any disclosure, publication, public release or sharing of information contained in this Plan, the resources, contacts, databases or any of the Plan annexes and appendices, written permission must be obtained from the Forsyth County Emergency Management Agency. Failure to obtain this required written permission and resultant unauthorized release may result in criminal fines and/or penalties.





## PLAN ADMINISTRATIVE INFORMATION

The Forsyth County Snow and Ice Plan contains information needed by Forsyth County Emergency Management, other Forsyth County Public Safety Agencies and state agencies such as the Georgia Emergency Management Agency in order to better prepare for and plan for a major emergency that may affect Forsyth County and its residents.

The Forsyth County Snow and Ice Plan is an annex to the Forsyth County Local Emergency Operations Plan and maintained by the Forsyth County Emergency Management Agency. This plan is consistent with the National Incident Management System (NIMS). Forsyth County EMA personnel will review this plan as needed and make changes based on current response priorities or feedback from response partners.

For more information on the Forsyth County Snow and Ice Plan, please contact the Forsyth County Emergency Management Agency at 770-205-5674.

Danny D. Bowman  
Director  
Forsyth County Emergency Management Agency

8/20/15  
Date





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## INTRODUCTION

### ***PREFACE***

The Snow and Ice Plan Annex is a guide for how Forsyth County will respond during periods when Ice and Snow effects daily operations of county business, make travel on roadways dangerous or creates debris due to ice accumulation. The primary purpose of this plan is to coordinate activities among Forsyth County agencies and departments and prepare for, respond to and recover from a significant snow and ice event that impacts Forsyth County.

### ***SCOPE & APPLICABILITY***

The Snow and Ice Plan Annex develops a framework for Forsyth County to prepare for, respond to, and recover from a significant snow or ice weather event. This plan provides an overview of protective actions taken by Forsyth County agencies and departments. The plan presents operational strategies for preparedness (pre-season and during an imminent threat), coordination efforts during response, resource allocation, logistical support, and recovery operations.

A significant snow and ice weather event typically affects Forsyth County and surrounding counties and can even span statewide or multiple states. Due to the scale of impact of ice and snow, this plan may be activated when:

1. snow and ice accumulation is anticipated to impact Forsyth County such that emergency response cannot be effectively performed within the county, OR
2. one or more of the following products are issued by the National Weather Service for Forsyth County:
  - a. Winter Storm Watch: Issued when there is at least a 50 percent chance for winter storm conditions occurring in the next 12 to 48 hours. Winter storm conditions include an accumulation of at least a half inch of sleet, and/or a significant accumulation (1/4 inch or more) of ice due to freezing rain, and/or heavy snow accumulation. Snow accumulations must be at least 2 inches (except 3 inches in the Northeast Georgia Mountains) within a 12-hour period, or at least 4 inches in a 24-hour period.
  - b. Winter Weather Advisory: Issued up to 36 hours before an event for an 80 percent or greater chance of a winter precipitation event (snow, freezing rain/drizzle, sleet or blowing snow) which causes inconvenience but does not meet the warning criteria.
  - c. Winter Storm Warning: Issued when there is at least an 80 percent chance for winter storm conditions occurring within the next 24 hours. Winter storm conditions include an accumulation of at least a half inch of sleet, and/or a significant accumulation (1/4 inch or more) of ice due to freezing rain, and/or heavy snow accumulation. Snow accumulations must be at least 2 inches (except 3 inches in the Northeast Georgia Mountains) within a 12-hour period, or at least 4 inches in a 24-hour period.
  - d. Ice Storm Warning: Issued when there is at least an 80 percent chance that freezing rain will result in the accumulation of at least 1/4 inch of ice within the next 24 hours.
  - e. Blizzard Watch: Issued when there is at least a 50 percent chance for blizzard conditions within the next 12 to 48 hours. Blizzard conditions consist of sustained wind speeds (or gusts) of at least 35 mph, and considerable falling or blowing snow causing a reduction of visibilities to less than 1/4 mile for at least 3 hours.
  - f. Blizzard Warning: Issued when there is at least an 80 percent chance that wind and snow will combine to produce blizzard conditions within the next 24 hours. Blizzard conditions consist of sustained wind speeds (or gusts) of at least 35 mph, and considerable falling or blowing snow causing a reduction of visibilities to less than 1/4 mile for at least 3 hours.



## ***SITUATION & ASSUMPTIONS***

Historically, snow and ice events have impacted north Georgia's higher elevations more frequently including Forsyth County. However, because we experience winter weather less frequently, any winter storm is considered a high-impact event.

In early January 2011, a major winter storm hit north and central Georgia. On Sunday, January 9th, mid-level rain and snow fell into cold surface air, evaporating and causing surface temperatures to cool further. By late evening on the 9th, a mix of rain, sleet, and snow began to fall across north and central Georgia, with accumulation of up to two inches. Between 10 pm and midnight on Sunday, an intense band of snowfall fell along and north of the I-20 corridor. In north Georgia, snowfall accumulation was 8 to 10 inches; in central Georgia, snowfall ranged from 6 to 8.5 inches. Though the snow stopped falling by mid-day Monday, temperatures hovered around the freezing mark, and persistent freezing drizzle and rain caused significant ice accumulation across north and central Georgia. Despite de-icing efforts by local and State Departments of Transportation, roads that had begun to melt subsequently re-froze overnight. Temperatures remained below freezing for several hours, making driving conditions very dangerous. Numerous vehicles were stranded on interstates and arterials. Most public and private schools, colleges, and universities remained closed for much of the week. Because most roads were impassable, many people were confined to their homes, unable to travel to their places of employment.

On Tuesday, January 28, 2014 Forsyth County experienced impacts of a winter weather system that included snow accumulation and ice accumulation. On Tuesday January 28<sup>th</sup> snow was first sighted falling at the Forsyth County Emergency Operations Center at approximately 11:30AM. Due to the early onset of the snow and the temperature at that time the snow began impacting roadways within the county by 12:45PM. Primary, secondary and neighborhood roadways were impacted by the winter weather and 911 calls began coming into the 911 Center reporting accidents, road way issues and medical emergencies. Total snow accumulation across Forsyth County averaged 2 1/2".

As the potential for snow and ice pose a hazard to Forsyth County and the entire State of Georgia each winter, this plan is intended to help Forsyth County organize local-level response procedures to mitigate the impact of such an event. While large-scale loss of life or property do not typically occur during winter storms, conditions can quickly become dangerous. Stranded motorists or those caught outside during the storm face great threats in reaching help. The potential loss of power, gas and other utilities on a large scale has far-reaching effects, including the loss of heating sources, freezing and bursting of pipes, and potential spoilage of food and other critical sustenance. Widespread power outages may have spillover effects for communications, creating great difficulty in coordinating emergency response. Icy roads contribute to dangerous driving conditions for the general public as well as emergency responders. This lack of mobility causes a range of issues, including the inability of hospitals or other critical service facilities to obtain food or medical supplies; the inability to obtain additional fuel supplies to operate generators; and difficulty in reaching vulnerable populations or transporting vulnerable populations to shelters.

Forsyth County typically will have three to five days advance notice of a potential snow and ice event, allowing agencies, departments and partners to begin planning for response. The Forsyth County agencies, departments and partners most critical to response efforts during a snow and ice event include (but are not limited to):

- ESF – 1 (Transportation): Forsyth County Board of Education
- ESF – 2 (Communications): Forsyth County Emergency Management Agency, Forsyth County IS&T, Forsyth County 911 Center
- ESF – 3 (Public Works and Engineering): Forsyth County Engineering Department, Forsyth County Water and Sewer, City of Cumming Water
- ESF – 4 (Firefighting): Forsyth County Fire Department
- ESF – 5 (Emergency Management): Forsyth County Emergency Management Agency
- ESF – 6 (Mass Care, Emergency Assistance, Housing & Human Services): Georgia Department of Human Services, American Red Cross, Forsyth County Parks and Recreation
- ESF – 7 (Logistics Management & Resource Support): Forsyth County Emergency Management Agency, Forsyth County Public Facilities, Forsyth County Procurement, Forsyth County Finance Department and Forsyth County Parks and Recreation, City of Cumming Recreation and Parks
- ESF – 8 (Public Health & Medical Services): Georgia Department of Public Health, American Red Cross, Northside Hospital – Forsyth
- ESF – 9 (Search, Rescue and Recovery): Forsyth County Sheriff's Office, Forsyth County Fire Department
- ESF – 10 (Hazardous Materials): Forsyth County Fire Department
- ESF – 11 (Agriculture & Natural Resources): Forsyth County Extension Services, Forsyth County Animal Shelter, Forsyth County Sheriff's Office
- ESF – 12 (Energy): Forsyth County Engineering, Sawnee EMC, Georgia Power
- ESF – 13 (Law Enforcement): Forsyth County Sheriff's Office, City of Cumming Police, Georgia State Patrol
- ESF – 14 (Long Term Recovery): Forsyth County Emergency Management
- ESF – 15 (External Affairs): Forsyth County Administration, City of Cumming, Forsyth County Board of Education, Local Media Outlets

### ***Planning Assumptions***

1. This plan supports Forsyth County agencies and departments plans to address snow and ice hazards, including the Forsyth County Roads and Bridges plan for snow and ice removal from local roadways.
2. Winter storms may fluctuate in coverage and intensity. These storms may become severe with little warning.
3. A winter storm typically will affect multiple counties throughout North Georgia and possibly span numerous regions throughout the state. The severity of impacts may vary locally due to excessive snow or ice accumulation in certain areas; the presence of vulnerable populations;



the location of critical facilities impacted by the snow and ice; or the isolation of certain communities, which may stymie emergency response efforts.

In preparing to respond these events, agency and ESF representatives should plan for a variety of impacts, including (but not limited to):

- Widespread power outages (and the subsequent need for power generators at hospitals, nursing homes, and other critical facilities);
  - Communication networks that may fail due to power outages or ice on equipment;
  - Water treatment facilities and transport networks that may be shut down;
  - Groceries and other goods that may be at risk of depletion if interstate highways are too hazardous for freight traffic (an especially critical consideration for hospitals, which typically stock just a few days of food and medical supplies);
  - The possibility of opening warming shelters, depending on the severity of the storm and duration of impacts
4. Most citizens will be made aware of the threat of a winter storm through a variety of means, including Forsyth County Sheriff's Office Social Media, GEMA Public Information messaging; the National Weather Service, The Weather Channel, and other outlets for weather news; local TV news broadcasts; local newspapers; and Emergency Alert System broadcasts.



## CONCEPT OF OPERATIONS

Due to the magnitude of significant snow and ice events, the Forsyth County Emergency Management Agency will be prepared to coordinate local resources in advance of a major winter storm. As all disasters are local, Forsyth County will attempt to address emergency needs within its jurisdiction, potentially seeking mutual aid from neighboring counties. However, due to a number of critical factors, including the potential limited supply of snow and ice removal equipment within Forsyth County and throughout the State; the winter storm's impact on local roads, state roads and interstate highways; and the overwhelming requests for assistance anticipated across a wide area, GEMA will be prepared to coordinate response and allocate critical resources on a statewide level. As with any emergency, the Chair of the Forsyth County Board of Commissioners may declare a local emergency to assist in coordinating a local response and/or the Governor may declare a State of Emergency to coordinate the state response, if necessary.

### ***PREPAREDNESS ACTIVITIES***

In order to ensure the most effective response to a winter storm, Forsyth County agencies and departments will participate in key preparedness initiatives prior to the cold weather season.

#### Forsyth County Emergency Management Agency

- Conduct pre-season briefings among ESF and Incident Management Partners
- In coordination with ESF-2 partners, update the status of communications infrastructure and networks, and assess the readiness of any available local communication cache assets for potential issuance/field use
- Review list of Government Emergency Telecommunications Service users
- Maintain the Forsyth County Emergency Operations Center
- Hold briefing before predicated or expected winter weather
- If needed, identify Staging Areas with GEMA

#### Forsyth County Fleet Services

- Update the inventory of the four-wheel drive vehicles among all county departments
- Coordinate with fuel vendors to ensure fuel deliveries during winter weather events and communication plan should fuel deliveries get delayed
- Review inventory of chains for county vehicles

#### Forsyth County Roads and Bridges

- In the pre-season, verify that adequate snow and ice removal supplies are on hand
- Develop plan for assigning crew and/or contractors to specific corridors for snow and ice removal.
- Ensure all vehicles have been maintained properly
- Review and update, if needed, road treatment/clearing prioritization plans, especially with regard to public safety, public health and public works facilities

#### Forsyth County Fire Department

- Update the status and location of four-wheel drive vehicles
- Ensure vehicle have been properly maintained
- Check inventory of chains and cables for fire apparatus





**Forsyth County Sheriff's Office**

- Update the status and location of four-wheel drive vehicles
- Ensure vehicle have been properly maintained
- Review policy for Sheriff's Office employees during county closure

**Forsyth County Public Facilities**

- Update the status and location of four-wheel drive vehicles
- Ensure vehicle have been properly maintained
- Review and update, if needed, Forsyth County Property Ice/Snow Remediation Schedule with other departments

**Forsyth County Procurement**

- Work with department to identify and procure any needed items or supplies for winter weather

**Forsyth County Parks and Recreation**

- Identify personnel for the potential operation of a Commodity Distribution Site
- Develop plan in the event a recreation center is need for a shelter

**City of Cumming Police**

- Update the status and location of any four-wheel drive vehicles
- Ensure vehicles have been properly maintained
- Review policy for police department overtime and for employees during city office's closure



## ***RESPONSE ACTIVITIES***

During a major snow or ice event, the following agencies will have key responsibilities critical to emergency response. Note that during the response, changing conditions may warrant that these organizations participate in additional duties beyond the scope of those listed here.

When activated the Forsyth County Emergency Operations Center will assist departments and agencies with requests and coordination of resources. In the event that local resources are overwhelmed, EOC staff will request additional assistance from other local agencies or state resources through mutual aid agreements or resource requests. Activities in the EOC and resources requests should be documented in WebEOC by the appropriate party.

### **Forsyth County Emergency Management Agency**

- Provide briefings and updates to the Chair of the Forsyth County Board of Commissioners, County Manager, Mayor of the City of Cumming, City Administrator, GEMA Field Coordinator and others who may need to be updated during an event
- If appropriate, recommend that the Chairman of the Forsyth County Board of Commissioners declare a Local Emergency
- Convene and activate the Forsyth County Emergency Operations Center
- Utilize local-level resources for emergency management. If the emergency exceeds the capabilities of Forsyth County resources, request assistance through GEMA or by direct requests for mutual aid
- Process resource requests from ESF's or agencies within Forsyth County to appropriate agencies
- Maintain appropriate staffing levels with the Emergency Operations Center, if activated
- Coordinate the dissemination of public information regarding the snow and ice event
- Prior to the on-set of the event coordinate with the proper Forsyth County departments or agencies to ensure generator readiness at Forsyth County critical infrastructure
- Maintain communications with Sawnee EMC, Georgia Power and other public works departments

### **Forsyth County Fleet Services**

- Prior to the onset of a winter storm, contact county agencies and departments that possess four-wheel drive vehicles (as indicated by inventory); advise departments to ensure that the vehicles are being properly maintained, and to prepare to re-locate those vehicles to strategic response sites (as directed by the Emergency Operations Center)
- Provide the status of all county-owned four-wheel drive vehicles upon request
- Inspect and document fuel levels of all identified generators, refill if necessary

### **Forsyth County Procurement Department**

- Serve as liaison to county vendors as necessary
- As requested, staff the Emergency Operations Center under ESF-7 to assist with resource requests and response efforts between agencies and vendors

### **Forsyth County Fire Department**

- Prior to the on-set of the storm, re-locate vehicles as needed so that they are easily accessible and strategically located for response (as directed by the Division Chief of Field Operations or Battalion Chief)
- Prepare chains and/or cables for front line fire apparatus and reserve apparatus





- Coordinate with medical facilities and EMS units on planned operations during the snow and ice event
- As requested, staff the Emergency Operations Center

#### Forsyth County Parks & Recreation

- Prior to the on-set of the storm, re-locate vehicles as needed so that they are easily accessible and strategically located for response
- Prepare to use designated recreations centers as shelters in coordination with the American Red Cross
- Coordinate with the Public Facilities Department on the Forsyth County Property Remediation Schedule for snow and ice removal
- As requested, staff the Emergency Operations Center

#### Forsyth County Roads and Bridges

- Ensure adequate staffing with Roads and Bridges for snow and ice removal in anticipation of operational periods
- Enact all snow and ice removal policies, including shift change and assignment procedures
- Disseminate road conditions through ESF-15 in the Emergency Operations Center
- Track road treatment and conditions in WebEOC
- Respond to high priority calls with public safety agencies, as requested
- Develop direct communications with the Emergency Operations Center
- Coordinate with the Public Facilities Department on the Forsyth County Property Remediation Schedule for snow and ice removal

#### Forsyth County Sheriff's Office

- Prior to the on-set of the storm, re-locate vehicles as needed so that they are easily accessible and strategically located for response
- Prepare for changes in man-power and shift rotations as needed
- Coordinate tire-chain needs for patrol vehicles with Forsyth County Fleet Services
- Coordinate with Forsyth County Roads and Bridges and Georgia Department of Transportation to assist with security of snow and ice removal crews and equipment; road blockage or detour operations; and other strategic operations related to the removal of snow and ice from roadways
- Provide security and support for other response operations as needed among local partners (Sawnee EMC, GA Power, water and sewer, etc.)
- Provide spot reports on road conditions
- As requested, staff the Emergency Operations Center

The agencies listed above do not represent an inclusive list of local responders or resources; it is anticipated that almost all ESF's will be activated during a major winter storm, encompassing a variety of additional agencies and private sector partners. The agencies with highlighted responsibilities, rather, are considered key to the restoration of critical infrastructure and networks, or play a key role in addressing life safety needs.



## **LIST OF PLAN APPENDICES**

- 1. NWS Winter Weather Product Definitions**
- 2. Forsyth County Road Priority Treatment List**
- 3. Forsyth County Bridge Priority Treatment List**
- 4. Forsyth County Road & Bridge Priority Treatment Map**
- 5. Forsyth County Property Remediation Plan**



# NWS Atlanta Winter Weather Product Definitions and Colors on Our Website



## Outlook

Product	Conditions Expected
Winter Storm Outlook	Issued 3-7 days before an event for a 30% or greater chance of a hazardous winter weather event that may require a watch/warning in a later forecast. <b>Issued via the Hazardous Weather Outlook (ATLHWOFFC) or Special Weather Statement (ATLSPSFFC).</b>

## Watch

Product	Conditions Expected
Wind Chill Watch	Issued 12-48 hours in advance of an event for a 50% or greater chance of wind chill values of -18°F or less. Issued as ATLWSWFFC.
Winter Storm Watch	Issued 12-48 hours in advance of an event for a 50% or greater chance of conditions favorable for a significant winter storm (including heavy sleet, heavy snow, or ice storm). Winter storm conditions include 2 or more inches of snow in 12 hours (3 or more inches in northeast Georgia) or 4 or more inches in 24 hours, 1/2 inch or more of sleet, or 1/4 inch or more of freezing rain. Issued as ATLWSWFFC.
Blizzard Watch	Issued 12-48 hours before an event for a 50% or greater chance of blizzard conditions. Blizzard conditions include sustained or frequent wind gusts of 35mph or greater and considerable falling and/or blowing snow reducing visibility to less than 1/4 mile for 3 hours or more. Issued as ATLWSWFFC.

## Advisory

Product	Conditions Expected
Winter Weather Advisory	Issued up to 36 hours before an event for an 80% or greater chance of a winter precipitation event (snow, freezing rain/drizzle, sleet or blowing snow) which causes inconveniences but does not meet warning criteria. Issued as ATLWSWFFC.
Wind Chill Advisory	Issued up to 36 hours before an event for an 80% or greater chance of wind chill values less than or equal to 0°F but does not reach warning criteria (less than or equal to -18°F). Issued as ATLWSWFFC.

## Warning

Product	Conditions Expected
Wind Chill Warning	Issued up to 36 hours before an event for an 80% or greater chance of wind chill values less than or equal to -18°F. Issued as ATLWSWFFC.
Winter Storm Warning	Issued up to 36 hours before an event for an 80% or greater chance of a winter weather event that meets at least one of these criteria: 2 or more inches of snow in 12 hours (3 inches in northeast Georgia) or 4 or more inches of snow in 24 hours, 1/2 inch or more of sleet, or 1/4 inch or more of freezing rain. Issued as ATLWSWFFC.
Ice Storm Warning	Issued up to 36 hours before an event for an 80% or greater chance of a 1/4 inch or more of freezing rain. Issued as ATLWSWFFC.
Blizzard Warning	Issued up to 36 hours before an event for an 80% or greater chance of sustained or frequent wind gusts to 35mph or greater and considerable falling and/or blowing snow reducing visibility to less than 1/4 mile for 3 hours or more. Issued as ATLWSWFFC.



# Forsyth County Department of Engineering Roads Bridges Division

1 of 2

"Salting Order SOP - Primary Roads by Zones"					
∞ [has Concrete Island]					
Zone 1 (EAST of 400 & EAST of 20) Revision 11/27/13			Zone 2 (EAST of 400 & WEST of 20) Revision 11/27/13		
Salt Truck No. _____ & Driver _____			Salt Truck No. _____ & Driver _____		
Truck No. _____ & Driver _____			Truck No. _____ & Driver _____		
<input type="checkbox"/>		FIRE STATION NO. 5 (HOLTZCLAW RD)	<input type="checkbox"/>		FIRE STATION NO. 10 (OLD ATLANTA RD)
<input type="checkbox"/>		FIRE STATION NO.8 (KEITH BRIDGE RD)	<input type="checkbox"/>		SOUTH PRECINCT
<input type="checkbox"/>		FIRE STATION NO.9 (BROWNS BRIDGE RD)	<input type="checkbox"/>		NORTH FORSYTH HOSPITAL
<input type="checkbox"/>		FIRE STATION NO.15 (BUFORD HWY)	<input type="checkbox"/>		RONALD REAGAN BLVD
<input type="checkbox"/>	∞	JOT-EM-DOWN ROAD (400 TO 369) [4 concrete islands]	<input type="checkbox"/>		OLD ATLANTA ROAD
<input type="checkbox"/>	∞	FREEDOM PARKWAY [2 concrete islands]	<input type="checkbox"/>		WINDERMERE PARKWAY
<input type="checkbox"/>	∞	PILGRIM MILL ROAD (to City limits) [3 concrete islands]	<input type="checkbox"/>		MATHIS AIRPORT PARKWAY
<input type="checkbox"/>	∞	HOLTZCLAW ROAD [has concrete island]	<input type="checkbox"/>		MATHIS AIRPORT ROAD
<input type="checkbox"/>		CHATTAHOOCHEE ROAD	<input type="checkbox"/>		JAMES BURGESS ROAD
<input type="checkbox"/>	∞	SHADY GROVE ROAD	<input type="checkbox"/>		SHARON ROAD
<input type="checkbox"/>	∞	MARKET PLACE BLVD [2 concrete islands]	<input type="checkbox"/>		LAUREL SPRINGS PARKWAY
<input type="checkbox"/>		TURNER ROAD	<input type="checkbox"/>		WESTMINSTER LANE
<input type="checkbox"/>	∞	SANDERS ROAD [2 concrete islands]	<input type="checkbox"/>		MCGINNIS FERRY ROAD (400 to Gwinnett County)
<input type="checkbox"/>	∞	BALD MARINA RIDGE RD (from City to Market Place) [4 concrete islands]	<input type="checkbox"/>		OLD ALPHARETTA ROAD
<input type="checkbox"/>	∞	NUCKOLLS ROAD [has concrete island]	<input type="checkbox"/>		MCFARLAND PKWY (400 to McGinnis Ferry)
<input type="checkbox"/>		SAMPLES ROAD	<input type="checkbox"/>		UNION HILL ROAD (McGinnis Ferry to 400)
<input type="checkbox"/>	∞	BUFORD DAM ROAD [2 concrete islands]			

## 2 of 2

"Salting Order SOP - Primary Roads by Zones"									
∞ [has Concrete Island]									
Zone 3 (WEST of 400 & SOUTH of 20) Revision 11/27/13					Zone 4 (WEST of 400 & NORTH of 20) Revision 11/27/13				
Salt Truck No. _____ & Driver _____					Salt Truck No. _____ & Driver _____				
Truck No. _____ & Driver _____					Truck No. _____ & Driver _____				
<input type="checkbox"/>		FIRE STATION NO. 1 (CASTLEBERRY RD)			<input type="checkbox"/>		FIRE STATION NO. 3 (WALLACE TATUM RD)		
<input type="checkbox"/>		FIRE STATION NO. 2 (CAROLENE WAY)			<input type="checkbox"/>		FIRE STATION NO. 7 (DAHLONEGA HWY)		
<input type="checkbox"/>		FIRE STATION NO. 4 (EVANS RD)			<input type="checkbox"/>		FIRE STATION NO. 12 (SETTINGDOWN RD)		
<input type="checkbox"/>		FIRE STATION NO. 14 (MCFARLAND RD)			<input type="checkbox"/>		FIRE STATION NO. 13 (DR BRAMBLETT RD)		
<input type="checkbox"/>		CUMMING MANOR NURSING HOME (CASTLEBERRY)			<input type="checkbox"/>		PUBLIC SAFETY COMPLEX (SETTINGDOWN RD)		
<input type="checkbox"/>		OLD CUMMING HOSPITAL (SAMARITAN DR)			<input type="checkbox"/>		NORTH PRECINCT		
<input type="checkbox"/>		CASTLEBERRY ROAD			<input type="checkbox"/>		TARA PLANTATION NURSING HOME (TRIBBLE GAP RD)		
<input type="checkbox"/>		CAROLENE WAY			<input type="checkbox"/>		WHITE OAKS NURSING HOME (ELM ST)		
<input type="checkbox"/>		BETHELVIEW ROAD			<input type="checkbox"/>	∞	HOPEWELL ROAD [has concrete island]		
<input type="checkbox"/>		DREW CAMPGROUND ROAD			<input type="checkbox"/>	∞	JOT-EM-DOWN ROAD (400 to Hopewell Rd) [has concrete island]		
<input type="checkbox"/>		CAMPGROUND ROAD			<input type="checkbox"/>	∞	A.C. SMITH ROAD [has concrete island]		
<input type="checkbox"/>		HAMBY ROAD			<input type="checkbox"/>	∞	BANNISTER ROAD [has concrete island]		
<input type="checkbox"/>		MULLINAX ROAD			<input type="checkbox"/>		OLD FEDERAL ROAD		
<input type="checkbox"/>	∞	UNION HILL ROAD (400 to Shiloh Road) [has concrete island]			<input type="checkbox"/>	∞	WALLACE TATUM ROAD [has concrete island]		
<input type="checkbox"/>	∞	MCFARLAND PARKWAY (400 to Hwy 9) [has concrete island]			<input type="checkbox"/>		HEARDSVILLE CIRCLE		
<input type="checkbox"/>		BETHANY BEND			<input type="checkbox"/>		HURT BRIDGE ROAD		
<input type="checkbox"/>		MCGINNISS FERRY RD (from 400 to Bethany Rd)			<input type="checkbox"/>		FRIENDSHIP CIRCLE		
					<input type="checkbox"/>		POOLES MILL ROAD		
					<input type="checkbox"/>		HEARDSVILLE ROAD		
					<input type="checkbox"/>	∞	DR. BRAMBLETT ROAD [has concrete island]		
					<input type="checkbox"/>	∞	SPOT ROAD [has concrete island]		
					<input type="checkbox"/>		SPOT ROAD CONNECTOR		

**Forsyth County Department of Engineering  
Roads Bridges Division**

1 of 3

"Salting Order SOP - Secondary Roads by Zones"					
∞ [has Concrete Island]					
Zone 1 (EAST of 400 & EAST of 20) Revision 11/27/13			Zone 1 (EAST of 400 & EAST of 20) Revision 11/27/13		
Salt Truck No. _____ & Driver _____			Salt Truck No. _____ & Driver _____		
Truck No. _____ & Driver _____			Truck No. _____ & Driver _____		
<input type="checkbox"/>	∞	CROSSROADS ROAD [has concrete island]	<input type="checkbox"/>		BURRUSS MILL ROAD
<input type="checkbox"/>		BLUE RIDGE OVERLOOK	<input type="checkbox"/>	∞	MAYFIELD ROAD [has concrete island]
<input type="checkbox"/>		CANTRELL ROAD	<input type="checkbox"/>	∞	PEA RIDGE ROAD [has concrete island]
<input type="checkbox"/>		JETT ROAD	<input type="checkbox"/>		ANDERSON LAKE ROAD
<input type="checkbox"/>		BENNETT ROAD	<input type="checkbox"/>		NIX ROAD
<input type="checkbox"/>	∞	SETTINGDOWN ROAD (400 to Crossroads) [has concrete island]	<input type="checkbox"/>		CRYSTAL COVE ROAD
<input type="checkbox"/>		BOTTOMS ROAD	<input type="checkbox"/>		WESTBROOK ROAD
<input type="checkbox"/>		MARTIN ROAD (400 to 306)	<input type="checkbox"/>		GRINDLE ROAD
<input type="checkbox"/>		SHADBURN ROAD	<input type="checkbox"/>	∞	TRUMAN MOUNTAIN ROAD [has concrete island]
<input type="checkbox"/>		PARKS ROAD	<input type="checkbox"/>		OLD KEITH BRIDGE ROAD
<input type="checkbox"/>		PICKLESIMER ROAD	<input type="checkbox"/>		WALDRIP ROAD
<input type="checkbox"/>		BURMA ROAD	<input type="checkbox"/>		WALLACE WOOD ROAD
<input type="checkbox"/>		NOAH ROAD	<input type="checkbox"/>		WALDRIP CIRCLE
<input type="checkbox"/>		CROW ROAD	<input type="checkbox"/>		VANNS TAVERN ROAD
<input type="checkbox"/>		LITTLE MILL ROAD	<input type="checkbox"/>		BALD RIDGE MARINA ROAD (from Market Place to lake)
<input type="checkbox"/>		MILLWOOD ROAD			



**Forsyth County Department of Engineering  
Roads Bridges Division**

2 of 3

"Salting Order SOP - Secondary Roads by Zones"					
∞ [has Concrete Island]					
Zone 2 (EAST of 400 & WEST of 20) Revision 11/27/13			Zone 3 (WEST of 400 & SOUTH of 20) Revision 11/27/13		
Salt Truck No. _____ & Driver _____			Salt Truck No. _____ & Driver _____		
Truck No. _____ & Driver _____			Truck No. _____ & Driver _____		
<input type="checkbox"/>		HAW CREEK ROAD	<input type="checkbox"/>		HUTCHINSON ROAD
<input type="checkbox"/>		HAW CREEK CIRCLE	<input type="checkbox"/>		NORTH OLD ATLANTA ROAD
<input type="checkbox"/>		DAVES CREEK ROAD	<input type="checkbox"/>		PINEY GROVE ROAD
<input type="checkbox"/>		DAVES CREEK DRIVE	<input type="checkbox"/>		MAJORS ROAD (141 to 371)
<input type="checkbox"/>		TRAMMEL ROAD	<input type="checkbox"/>		SHILOH ROAD (400 to Hwy 9)
<input type="checkbox"/>		MELODY MIZER LANE	<input type="checkbox"/>		FOWLER ROAD
<input type="checkbox"/>		GILBERT ROAD	<input type="checkbox"/>		TIDWELL DRIVE
<input type="checkbox"/>		BRANNON ROAD	<input type="checkbox"/>		TIDWELL ROAD
<input type="checkbox"/>		PENDLEY ROAD (Hwy 9 to Ronald Reagan)	<input type="checkbox"/>		JAMES ROAD
<input type="checkbox"/>		MAJORS ROAD (141 to dead end)	<input type="checkbox"/>		STRICKLAND ROAD
<input type="checkbox"/>		STONEY POINT ROAD	<input type="checkbox"/>		MARTIN ROAD (400 to Hwy 9)
<input type="checkbox"/>		SHILOH ROAD (400 to McFarland Rd)	<input type="checkbox"/>		FRANCIS CIRCLE
<input type="checkbox"/>		SHILOH ROAD EAST	<input type="checkbox"/>		FRANCIS ROAD
<input type="checkbox"/>		PINE GROVE ROAD	<input type="checkbox"/>		DICKERSON ROAD
<input type="checkbox"/>		MEADOW LANE	<input type="checkbox"/>		BENTLEY ROAD
<input type="checkbox"/>		CANEY ROAD	<input type="checkbox"/>		PITTMAN ROAD
<input type="checkbox"/>		CHRISTOPHER ROBIN ROAD	<input type="checkbox"/>		HOWARD ROAD
<input type="checkbox"/>		BROOKWOOD ROAD	<input type="checkbox"/>		HYDE ROAD
<input type="checkbox"/>		BAGLEY ROAD	<input type="checkbox"/>		DREW ROAD
<input type="checkbox"/>		JOHN CREEK PARKWAY	<input type="checkbox"/>		AARON SOSEBEE ROAD (Hwy 20 to Bethelview)
<input type="checkbox"/>		NEW BOYD ROAD	<input type="checkbox"/>		CHAMBLEE GAP ROAD
<input type="checkbox"/>		LAKE FIELD DRIVE	<input type="checkbox"/>		EVANS ROAD
<input type="checkbox"/>		SOUTHER CIRCLE			
<input type="checkbox"/>		AUDREYS WAY			
<input type="checkbox"/>		SETTLES ROAD			
<input type="checkbox"/>		NICHOLS ROAD			
<input type="checkbox"/>		NICHOLS DRIVE			



**Forsyth County Department of Engineering  
Roads Bridges Division**

3 of 3

"Salting Order SOP - Secondary Roads by Zones"					
∞ [has Concrete Island]					
Zone 4 (WEST of 400 & NORTH of 20) Revision 11/27/13			Zone 4 (WEST of 400 & NORTH of 20) Revision 11/27/13		
Salt Truck No. _____ & Driver _____			Salt Truck No. _____ & Driver _____		
Truck No. _____ & Driver _____			Truck No. _____ & Driver _____		
<input type="checkbox"/>		SETTINGDOWN ROAD (400 to 369)	<input type="checkbox"/>		SEABOLT ROAD
<input type="checkbox"/>		MARTIN ROAD	<input type="checkbox"/>		MCBRAYER ROAD
<input type="checkbox"/>		BOTTOM ROAD	<input type="checkbox"/>		BURNT BRIDGE ROAD
<input type="checkbox"/>		SETTINGDOWN CIRCLE	<input type="checkbox"/>		HOLBROOK ROAD
<input type="checkbox"/>		CHURCH ROAD	<input type="checkbox"/>		PISGAH ROAD
<input type="checkbox"/>	∞	HUBBARD TOWN ROAD [has concrete island]	<input type="checkbox"/>		FRIX ROAD
<input type="checkbox"/>		BURRUSS ROAD	<input type="checkbox"/>		SEWELL ROAD
<input type="checkbox"/>		JEWELL BENNETT ROAD	<input type="checkbox"/>		WATSON ROAD
<input type="checkbox"/>		BLACKMILL ROAD	<input type="checkbox"/>		DOC SAMS ROAD
<input type="checkbox"/>		OAK GROVE CIRCLE	<input type="checkbox"/>		FRANKLIN GOLDMINE ROAD
<input type="checkbox"/>		HUBERT MARTIN ROAD	<input type="checkbox"/>		AARON SOSEBEE ROAD (20 to Hurt Bridge Rd)
<input type="checkbox"/>		RILEY ROAD	<input type="checkbox"/>		ROPER ROAD
<input type="checkbox"/>		GOVAN ROAD	<input type="checkbox"/>		PLEASANT GROVE ROAD
<input type="checkbox"/>		CONCORD ROAD	<input type="checkbox"/>		KARR ROAD
<input type="checkbox"/>		NAMON WALLACE ROAD	<input type="checkbox"/>		JOHN BURRUSS ROAD
<input type="checkbox"/>		NAMON WALLACE DRIVE	<input type="checkbox"/>		HENDRIX ROAD
<input type="checkbox"/>		ELMO ROAD	<input type="checkbox"/>		MCCOY CIRCLE
<input type="checkbox"/>		MOCKINGBIRD ROAD	<input type="checkbox"/>		TWIN LAKES ROAD
<input type="checkbox"/>		WESTRAY ROAD	<input type="checkbox"/>		GRAVITT ROAD
<input type="checkbox"/>		FREEMAN ROAD	<input type="checkbox"/>		BETTIS TRIBBLE GAP ROAD
<input type="checkbox"/>		MT. TABOR ROAD	<input type="checkbox"/>		DR. DUNN ROAD
<input type="checkbox"/>		WHITMIRE ROAD	<input type="checkbox"/>		ANTIOCH ROAD
<input type="checkbox"/>		NICHOLSON ROAD	<input type="checkbox"/>		PILGRIM ROAD

# Forsyth County Roads and Bridges Division

## 35 Bridges - Location

Sand / Salt Order

(Updated 01/30/13)

### NORTH BRIDGES - above Hwy 20

Maintenance Area

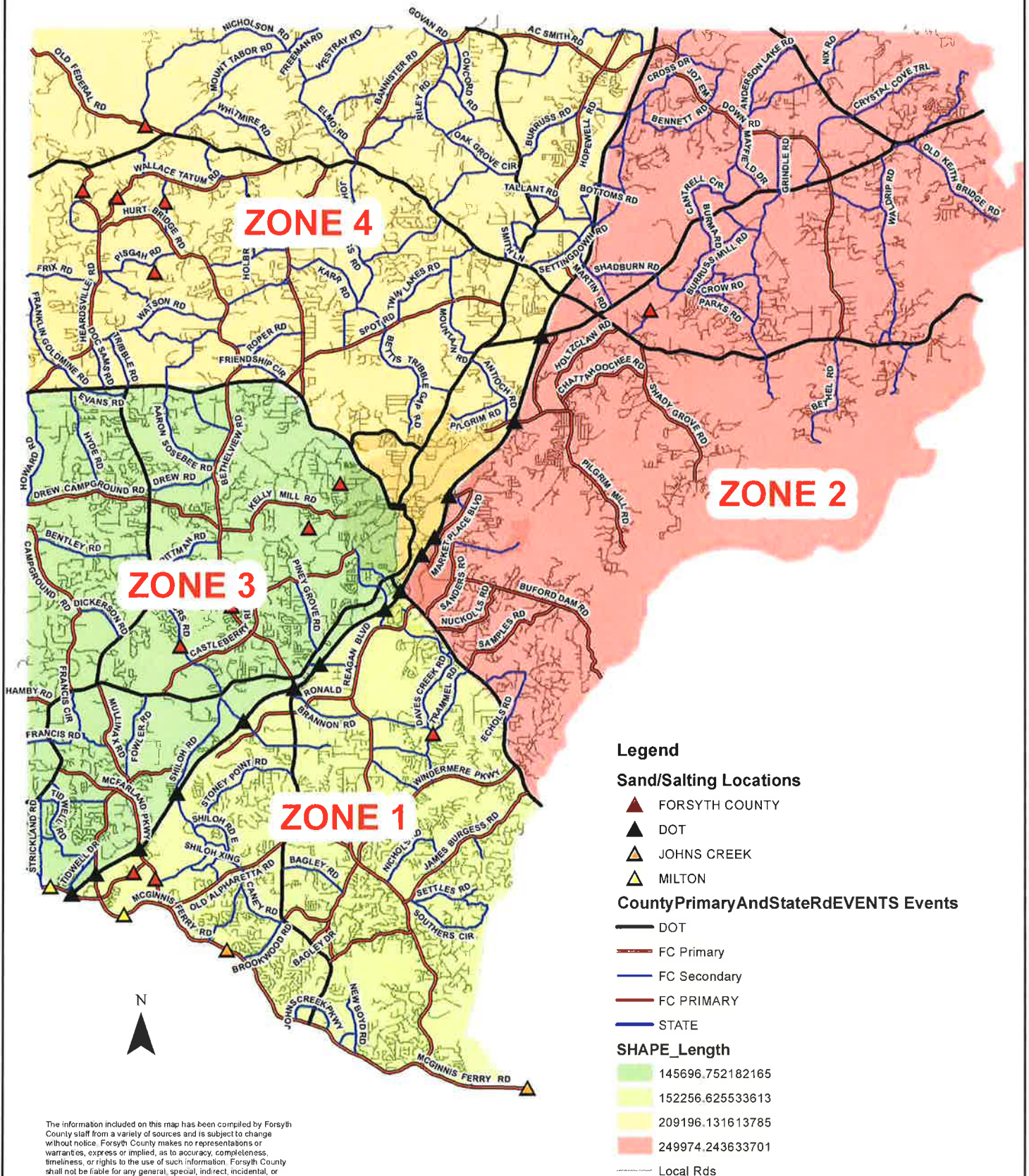
1.)	BURRUSS MILL ROAD / SIX MILE CREEK	COUNTY
2.)	DR. BRAMBLETT ROAD / SETTINGDOWN CREEK	COUNTY
3.)	BURNT BRIDGE ROAD / SETTINGDOWN CREEK	COUNTY
4.)	WRIGHTS BRIDGE ROAD / SETTINGDOWN CREEK	COUNTY
5.)	WALLACE TATUM ROAD / SETTINGDOWN CREEK	COUNTY
6.)	POOLES MILL ROAD / SETTINGDOWN CREEK	COUNTY
7.)	OLD FEDERAL ROAD / ETOWAH RIVER	COUNTY
8.)	HALEY FARMS DR / YELLOW CREEK	COUNTY
1.)	KEITH BRIDGE ROAD / 400	DOT
2.)	PILGRIM MILL ROAD / 400	DOT
3.)	BALD RIDGE MARINA ROAD/400	DOT
4.)	MARY ALICE PARK ROAD / 400	DOT
5.)	BUFORD DAM ROAD / 400	DOT

### SOUTH BRIDGES - below Hwy 20

Maintenance Area

1.)	PINE LAKE DRIVE	COUNTY
2.)	MYSTIC RIDGE PLACE / BIG CREEK	COUNTY
3.)	BETHELVIEW ROAD / BIG CREEK	COUNTY
4.)	MAJORS RD / BIG CREEK	COUNTY
5.)	RONALD REAGAN BLVD (BETWEEN MCGINNIS FERRY RD & MCFARLAND PKWY)	COUNTY
6.)	MCFARLAND PKWY / BIG CREEK	COUNTY
7.)	MOUNTCLAIRE DRIVE / LONGLAKE SUBDIVISION	COUNTY
8.)	WINDERMERE PKWY / JAMES CREEK	COUNTY
9.)	TRAMMEL ROAD / DAVES CREEK	COUNTY
1.)	BUFORD HWY / 400	DOT
2.)	NORTH OLD ATLANTA ROAD / 400	DOT
3.)	PENDLEY ROAD / 400	DOT
4.)	PEACHTREE PKWY / 400	DOT
5.)	MAJORS ROAD / 400	DOT
6.)	SHILOH ROAD / 400	DOT
7.)	MCFARLAND PKWY / 400	DOT
8.)	UNION HILL ROAD / 400	DOT
9.)	MCGINNIS FERRY ROAD / 400	DOT
1.)	MCGINNIS FERRY ROAD / CANEY CREEK	JOHNS CREEK
2.)	MCGINNIS FERRY ROAD / CHATTAHOOCHEE RIVER	JOHNS CREEK
1.)	MCGINNIS FERRY ROAD (BETWEEN 400 & BETHANY ROAD)	MILTON
2.)	MCGINNIS FERRY ROAD / BIG CREEK	MILTON

# Primary Streets for Snow Plow/Spreaders



The information included on this map has been compiled by Forsyth County staff from a variety of sources and is subject to change without notice. Forsyth County makes no representations or warranties, express or implied, as to accuracy, completeness, timeliness, or rights to the use of such information. Forsyth County shall not be liable for any general, special, indirect, incidental, or consequential damages including, but not limited to, lost revenues or lost profits resulting from the use or misuse of the information contained on this map. Any sale of this map or information on this map is prohibited except by written permission of Forsyth County.

1/28/2014  
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Forsyth County Inclement Weather Plan										Roads & Bridges Updated 01/13/14
Snow/Ice Remediation										
Property Name	Property Address	Priority	Assignment	PRIORITY CODES:						
Barker Road (911 Tower)	1 Barker Road	1	R&B	1 - Critical						
Detention Center	202 Veterans Memorial	1	PF, W&S	2 - Essential						Fire, Police, Public Safety Complex, Detention Center
Fire Station 1	234 Castleberry Industrial Drive	1	R&B	3 - Non-Essential						Administration, Tax Comm, Court System, Indigent Defense
Fire Station 10	3680 Old Atlanta Rd	1	F, R&B	4 - Social						DFCS, Health, Mental Health, Libraries, Senior Ctrs, Recycle Ctrs, Parks & Recreational Facilities
Fire Station 12	3530 Settingdown Road	1	F, R&B							
Fire Station 13	1525 Dr. Bramblett Road	1	F, R&B	<b>CONTACTS</b>						
Fire Station 14	800 McFarland Pkwy	1	F, R&B	<b>Engineering</b>						
Fire Station 15	1525 Buford Hwy	1	F, R&B	<b>Duty Beeper</b>						
Fire Station 2	4055 Carolene Way	1	F, R&B	John Cunard						
Fire Station 3	6495 Wallace Tatum Road	1	F, R&B	Tim Allen						770-781-6102
Fire Station 4	3910 Evans Road	1	F, R&B	Renee Hoge						678-898-2540
Fire Station 5	2720 Holtzclaw Rd.	1	F, R&B	Rick Tittle						678-898-1361
Fire Station 7	5775 Dahlonega Hwy.	1	F, R&B	Scott Gunter						678-898-2511
Fire Station 8	6015 Keith Bridge Rd	1	F, R&B	Mike Butler						404-557-7184
Fire Station 9	7385 Browns Bridge Rd	1	F, R&B	Phillip Bruce						678-776-2967
GA State Patrol	4055 County Way	1	GDOT	Jimmie Rogers						770-841-6442
Juvenile Court & Offices	875 Lanier 400 Pkwy	1	PF, W&S							678-410-1741
Mollyview (911 Tower)	6850 Mollyview Point	1	R&B	<b>Parks &amp; Recreation</b>						706-429-4729
Public Facilities Maint. Shop	351 Tolbert Street	1	PF	Tommy Bruce						
Public Safety Complex	3520 Settingdown Rd.	1	PF, R&B	Danny Vaughan						678-410-6465
R&B Fleet Maintenance	4140 County Way	1	R&B	George Hatfield						404-392-6555
S/O Special Operations	101 E. Main Street	1	PF	Doug Cox						404-569-2623
Sheriff (NORTH AUX)	Keith Bridge Road	1	PF, R&B	Billy White						678-414-0956
Sheriff (NORTH PRECINCT)	2310 Keith Bridge Road	1	PF, R&B	Gary Mullinax						678-414-0960
Sheriff (SOUTH PRECINCT)	2985 Ronald Reagan Blvd.	1	PF, R&B	Brandon Martin						678-414-0958
Sign Shop	4120 County Way	1	R&B	Mitchell Rickett						678-448-2250
Water - water plant	2255 ANTIOCH ROAD	1	W&S	Roger Thomas						678-776-4614
Water Maint. Facility	4050 County Way	1	W&S							
Administration Bldg.	110 E. Main Street	2	PF, W&S	<b>Public Facilities</b>						
Coroners Office	212 Veterans Memorial	2	PF, W&S	<b>On Call Maintenance</b>						404-449-0045
Courthouse	100 Courthouse Square	2	PF, W&S	Nathan Prichard						678-618-5672
Magistrate/Tax Comm.	1090 Tribble Gap Rd.	2	PF, W&S	David Thornton						770-618-2979
Sharon Springs Tag/Tax	1950 Sharon Rd	2	P&R							
Stone Building (Courthouse Annex)	112 Maple Street	2	PF, W&S	<b>Water Department</b>						
Wastewater plant	1222 SWALLOWTAIL DRIVE	2	W&S	<b>Service Dispatch 24/7</b>						770-781-2160
Wastewater plant	1224 SWALLOWTAIL DRIVE	2	W&S	Tim Perkins						678-898-5139
Wastewater plant	3294 WATSON BEND	2	W&S	Al Williams						678-618-4756
Wastewater plant	4050 CAROLINE WAY	2	W&S							
Wastewater plant	5155 LAUREL SPRINGS PARKWAY	2	W&S							
Wastewater plant	6329 BRIDGE BROOK OVERLOOK	2	W&S							
DFCS	426 Canton Hwy	3	PF, W&S							





## **Forsyth County, Georgia**

# **Inclement Weather Standard Operating Guidelines**

Forsyth County Emergency Management Agency  
3520 Settingdown Road  
Cumming, GA 30028  
770-205-5674

# **Forsyth County Inclement Weather Standard Operating Guidelines**

## **References:**

Forsyth County Local Emergency Operations Plan

### **A. Purpose**

The purpose of this procedure is to provide Forsyth County, Georgia with a notification plan specific to inclement weather events which identifies the threat; establishes an alert and warning system; describes direction and control procedures; and provides checklists of emergency notifications.

### **B. Scope**

The scope of this plan is to provide direction to departments and employees within Forsyth County Government in reference to the procedures and guidance for severe/inclement weather. This procedure covers all weather watches, warnings and occurrences within Forsyth County including but not limited to thunderstorms, tornadoes, ice, snow, flooding and the effects of inland hurricanes.

### **C. Authority**

The authority to develop hazard-specific plans is given through Forsyth County ordinances and the current Forsyth County Local Emergency Operations Plan (FCLEOP).

### **D. Objectives**

1. Provide vital information to county administration (county manager) to facilitate the decision making process in regards to delay, postponement or cancellation of county business or events.
2. Maintain a high level of situational awareness.
3. Provide for the safety of county employees and the public.
4. Protect life and property.

### **E. Implementation and Plan Maintenance**

1. This procedure is an addition to Forsyth County policies related to weather events, separate from the Civil Service Policy.
2. This procedure will be reviewed by Forsyth County and all applicable Emergency Support Function partners and the County Manager annually and will be included in the FCLEOP. This procedure is not intended to replace/supersede individual department policies or procedures.

### **F. Situation and Assumptions**

#### **1. Situation**

Significant weather events often affect Forsyth County and can occur with little or no warning. Inclement weather situations may require rapid notification and actions of local officials, departments and employees. Forsyth County has been identified as being vulnerable to threats of severe/inclement weather.

# **Forsyth County**

## **Inclement Weather Standard Operating Guidelines**

### **2. Assumptions**

- a. The Storm Prediction Center in Norman, Oklahoma severe weather watches for periods of severe weather. The National Weather Service in Peachtree City, Georgia issues severe weather warnings and has the ability to locally extend or cancel these notifications as well as all Winter Weather products.
- b. Destruction to public buildings/facilities and serious disruption of basic utilities may hinder the delivery of essential services. Access roads and streets may be blocked by debris, delaying emergency fire, law enforcement, and medical response, and necessitating roads and bridges and public works crews and equipment to provide for clearance and public safety.

### **G. Direction and Control**

1. The response to severe/inclement weather events will organize in accordance with National Incident Management System (NIMS) and the FCLEOP.
2. Forsyth County employees will utilize an inclement weather phone line (678.455.8500 after 6 a.m.). Forsyth County Sheriff's Office employees should call the Sheriff's Office Inclement Weather Line or follow Sheriff's Office policies.
3. Should a severe/inclement weather event affect check distribution during a payroll week, information regarding distribution will be provided on the inclement weather phone line.
4. Certain departments maintain staffing and operations during periods of inclement weather. These include but are not limited to the 911 Center, Emergency Management Agency, Fire Department, Sheriff's Office, Water & Sewer and Roads and Bridges, and are subject to call-back or call-out during any weather event. In addition, these and other departments may be requested to staff the Forsyth County Emergency Operations Center when activated and requested.

### **H. Severe/Inclement Weather Warnings/Watches**

Watches and Warnings will be provided by the National Weather Service to the Emergency Management Agency and the 911 Center via the following systems:

1. EMNet – software on a work station in the Emergency Operations Center that forwards the information via text messages and e-mail of all local stakeholders.
2. NOAA Weather Radio - broadcast over a specialized radio frequency to the general public and to local, state, federal and private agencies.
3. Georgia Emergency Management Agency (GEMA) State Warning Point - sends weather watches and warnings to the Forsyth County EMA via pager and e-mail.
4. Local Media - local media is monitored by the 911 Center around the clock and by the Emergency Management Agency.
5. Baron Threat Net - local in-house radar service is monitored by EMA and the 911 Center.

### **I. Departmental Checklists**

1. Forsyth County 911 Center will:
  - Attend EOC weather briefings as requested.
  - Announce severe/inclement weather advisories over local public safety radios.



# **Forsyth County**

## **Inclement Weather Standard Operating Guidelines**

- Be prepared to increase 911 Center staffing levels as needed.
  - Send weather information via 911 paging system as determined by event type.
  - Notify EMA/EOC of current conditions within Forsyth County.
  - Relay reports of severe weather or damage to EMA and/or the Emergency Operations Center and to the National Weather Service as requested.
  - Review interoperability procedures.
  - Notify on-call roads and bridges personnel as needed.
  - Review responsibilities under Emergency Support Function (ESF) 2.
2. Forsyth County Emergency Management Agency will:
- Transmit weather information to Emergency Support Function (ESF) partners, elected officials, government agencies, school district and the public using the following local alert system tools:
    - a. Mass e-mail
    - b. Group paging through E-911/Swift 911
    - c. WebEOC
    - d. Web site via request to Department of Communications
    - e. EMNet station in the EOC
    - f. Phone notifications as necessary due to conditions
  - Maintain a high level of situational awareness.
  - Monitor National Weather Service products, radar and storm spotter reports.
  - Notify county manager of current conditions and operations, and provide recommendations for expected conditions and operations.
  - Activate Amateur Radio Operators and Storm Spotters via pager, e-mail and Phone, if needed.
  - Activate Emergency Operations Center to Level 2, if needed. The Emergency Operations Center should increase staffing and operations levels as deemed necessary throughout the duration of the weather event.
  - Create WebEOC® event.
  - Notify the State Operations Center/GEMA Field Coordinator (GEMA) of the EOC activation.
  - Review operational plans and resource management tools.
3. Forsyth County Sheriff's Office will:
- Provide staffing and information to the Emergency Operations Center as requested.
  - Review internal operating procedures for weather events and special occurrences.
  - Ensure on-duty personnel are notified of the expected weather.
  - Ensure initial response equipment is operational.
  - Prepare to activate/recall of off-duty personnel.
  - Report weather conditions or damage to EMA/EOC via WebEOC or phone (770.205.5674).
  - Review mutual aid plans and resource tools.
  - Review responsibilities under ESF 2, 9, 11, 13 & 15.

# **Forsyth County**

## **Inclement Weather Standard Operating Guidelines**

4. Fire Department and Emergency Medical Services Provider (Central EMS) will:
  - Review internal operating procedures for weather events.
  - Report weather conditions or damage to EMA/EOC via WebEOC or phone (770.205.5674).
  - Ensure on-duty personnel are notified of the potential weather conditions.
  - Ensure initial response equipment is operational.
  - Prepare to activate/recall of off-duty personnel.
  - Provide staffing and information to the Emergency Operations Center as requested.
  - Review mutual aid plans and resource tools.
  - Review responsibilities under ESF 4, 8, 9, 10 & 15.
5. Roads and Bridges, Water and Sewer Department and Engineering Department will:
  - Review internal operating procedures for weather occurrences.
  - Ensure on-duty personnel are notified of the expected weather event.
  - Ensure initial response equipment is operational.
  - Prepare to activate recall of off-duty personnel and assign take-home vehicles as approved.
  - Report weather conditions or damage to EMA/EOC via WebEOC or phone (770.205.5674).
  - Provide staffing and information to the Emergency Operations Center as requested.
  - Review debris removal plan and snow/ice road clearing plan.
  - Review responsibilities under ESF 3 and 7.
6. County Administration will:
  - Be in communications with EMA for situational briefings and updates.
  - Make decisions relative to county office closures or operating changes.
  - Advise Department of Communications of county office closures or operating changes, so the information may be disseminated.
  - Be in communications with the Board of Commissioners.
  - Operate from the EOC as needed.
7. Fleet Services Department and Dial-A-Ride will:
  - Be in communications with EMA, 911 Center, Sheriff's Office, and Roads and Bridges on initial preparations for personnel and equipment.
  - Have appropriate Fleet staff notified in advance of needed equipment preparations and possibility of after-hours work.
  - Review fuel sites for adequate inventories of gas and diesel and inspect fuel dispensers and associated equipment to ensure working order.
  - Contact the contracted fuel supplier in the event of after-hours needs and review their inclement weather plans.
  - Work with Sheriff's Office and Roads and Bridges to identify vehicle and equipment needs for adverse weather protection (tires, cooling systems, fluid levels, battery, wiper blades, heaters/defrosters, etc.)
  - Review Fleet tire chains inventory for Sheriff's Office vehicles and mount chains as needed.

## **Forsyth County**

# **Inclement Weather Standard Operating Guidelines**

- As required, mount snow plows on salt/sand spreader trucks for Roads and Bridges and ensure proper working order.
  - Maintain proper Fleet personnel 24/7 as conditions warrant, to maintain vehicles and equipment for adverse weather conditions.
  - Ensure Fleet mobile fueling trucks are loaded and ready for off-site fueling of county equipment.
  - Review responsibilities under ESF 1, 7 and 12.
8. Senior Services Department and Meals on Wheels will:
- Attend EOC briefings as needed.
  - Maintain a list of clients with location and telephone information, identifying clients with higher risk conditions such as dialysis, diabetes or dementia.
  - Utilize current information to determine if services are to be cancelled for food deliveries, client transportation and classes.
9. Forsyth County Department of Communications will:
- Attend EOC weather briefings as needed.
  - Announce severe/inclement weather advisories via the county website, government access cable channel and other outlets as appropriate.
  - Upon notification from the county manager of impacts to the operating hours of county offices, update the inclement weather telephone line for county staff accordingly and post information on the Intranet.
  - Upon notification from the county manager of impacts to the operating hours of county offices, post information website, government access cable channel and other outlets as appropriate.
  - Upon notification from the county manager of impacts to the operating hours of county offices, advise media.
  - Field media inquiries relative to the situation.
  - Operate from the EOC as needed.
  - Review responsibilities under ESF 15.
10. Parks and Recreation Department and the Recycling and Solid Waste will:
- Check all buildings, walkways and stairs to mitigate hazards as needed (debris, ice melt, etc.).
  - Attend weather briefings as needed.
  - Close unstaffed parks and lock gates during hazardous conditions.
  - Assure all staff members are briefed regarding assignments and expectations.
  - Notify on-call Roads and Bridges personnel as needed for driveways/parking areas.
  - Report any damage to EMA/EOC via WebEOC or phone (770.205.5674).
  - Review responsibilities under ESF 7.
11. Personnel Services Department will:
- Provide staffing and information to the Emergency Operations Center as requested.
  - Review internal operating procedures for weather events and special occurrences.

# **Forsyth County**

## **Inclement Weather Standard Operating Guidelines**

- Assure the Employee Handbook and county policies are maintained to reflect the correct inclement weather telephone number.

Payroll Department will:

- Provide time keeping information to the Emergency Operations Center as requested.
- Review internal payroll procedures for weather events and special occurrences.

12. Information Systems and Technology Department will:

- Attend EOC weather briefings as requested.
- Maintain a high level of situational awareness.
- Provide staffing and information to the Emergency Operations Center as requested.
- Notify county manager of current situations and operations; provide recommendations for expected situations and operations.
- Maintain, support, and/or resolve issues relating to communications and the following local alert system tools:
  - a. Telephones, Telephone system and telephone connections
  - b. Computers and computer networks
  - c. E-mail
  - d. Paging
  - e. County Web site
  - f. WebEOC®
- Review operational plans and resource management tools and support ESF 2, 5 & 7.

13. Procurement Department will:

- Attend EOC weather briefings and updates.
- Contact emergency service and commodity suppliers of possibility of need.
- Assist departments with obtaining required services and/or commodities as needed.
- Follow up with required documentation and review responsibilities under ESF 5 & 7.

14. Geographic Information Systems Department will:

- Attend EOC weather briefings.
- Report to the EOC once notified.
- Bring all county-issued cell phones and laptop computers to the EOC.
- Utilize the chain of command outlined by the Incident Command System (ICS) to receive map/data requests.
- Translate GIS data/results using clear text.
- If necessary, deploy the GIS Emergency Response Team (GIS ERT) in order to provide first responders in the field with mission-critical maps/data.
- Review responsibilities under ESF 3, 5, 7 and 14.

15. Public Facilities Department will:

- Attend EOC weather briefings as required and communicate obtained information to all public facility staff members.
- Assure all emergency contact information is updated for employees, contractors and service providers.

## **Forsyth County**

# **Inclement Weather Standard Operating Guidelines**

- Assure all public facilities have required materials and equipment on-site for reasonable de-icing of sidewalks and building access.
- Assure all 4-wheeled vehicles are fueled, sandbagged and loaded with de-icing materials.
- Assure all portable generators and chainsaws are fueled and in operable condition.
- Assure all staff members and designated on-call employee(s) are briefed regarding assignments and expectations.
- Assure the county manager has an updated emergency contact list with phone numbers for the Public Facilities Department.
- Review responsibilities under ESF 7 & 12.

### **16. Finance Department and Risk Management will:**

- Coordinate financial assistance as needed to all county departments.
- Staff EOC as requested, providing support to all ESFs.
- Attend EOC weather briefings and updates.
- Assist and advise departments as needed/requested with safety and risk management measures to ensure safety and loss control of all departments and personnel.
- Receive and report any claims for accident and damages related to severe weather for both property and liability and worker's compensation to insurance carrier.
- Immediately notify Director of Finance/CFO and/or county manager of severe weather-related claims reported to assist in making decisions in regards to county business.

### **17. Courts**

- Provide staffing and information to the Emergency Operations Center as requested.
- Review internal operating procedures for weather events and special occurrences.

# Support Annexes



# **Forsyth County, Georgia Local Emergency Operations Plan**

## **Commodity Distribution Plan Annex**

**Forsyth County Emergency Management Agency  
3520 Settingdown Road  
Cumming, GA 30028  
770-205-5674**



## NON-DISCLOSURE AND SECURITY OF INFORMATION CONTAINED WITHIN THIS PLAN

This document and all its information is protected from unauthorized disclosure by **Georgia Code [50-18-72(a)(15)(A)]** - specifically, **sections (ii) and (iv)**. This law reads in part:

“...(15)(A) Records, the disclosure of which would compromise security against sabotage or criminal or terrorist acts and the nondisclosure of which is necessary for the protection of life, safety, or public property, which shall be limited to the following:

(i) Security plans and vulnerability assessments for any public utility, technology infrastructure, building, facility, function, or activity in effect at the time of the request for disclosure or pertaining to a plan or assessment in effect at such time;

(ii) Any plan for protection against terrorist or other attacks, which plan depends for its effectiveness in whole or in part upon a lack of general public knowledge of its details;

*(iii) Any document relating to the existence, nature, location, or function of security devices designed to protect against terrorist or other attacks, which devices depend for their effectiveness in whole or in part upon a lack of general public knowledge; and*

*(iv) Any plan, blueprint, or other material which if made public could compromise security against sabotage, criminal, or terroristic acts...”*

Prior to any disclosure, publication, public release or sharing of information contained in this Plan, the resources, contacts, databases or any of the Plan annexes and appendices, written permission must be obtained from the Forsyth County Emergency Management Agency. Failure to obtain this required written permission and resultant unauthorized release may result in criminal fines and/or penalties.





## PLAN ADMINISTRATIVE INFORMATION

The Forsyth County Commodity Distribution Plan contains information needed by Forsyth County Emergency Management, other Forsyth County Public Safety Agencies and state agencies such as the Georgia Emergency Management Agency in order to better prepare for and plan for a major emergency that may affect Forsyth County and its residents.

The Forsyth County Commodity Distribution Plan is an annex to the Forsyth County Local Emergency Operations Plan and maintained by the Forsyth County Emergency Management Agency. This plan is consistent with the National Incident Management System (NIMS). Forsyth County EMA personnel will review this plan as needed and make changes based on current response priorities or feedback from response partners.

For more information on the Forsyth County Commodity Distribution Plan, please contact the Forsyth County Emergency Management Agency at 770-205-5674.

Danny D. Bowman  
Director  
Forsyth County Emergency Management Agency

10/16/14  
Date



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## INTRODUCTION

### ***PREFACE***

This Commodity Distribution Support Annex is a guide to how Forsyth County will establish initial points of distribution (POD) where the general public may obtain life sustaining emergency relief supplies. If utilized, points of distribution will operate until power is restored and traditional facilities such as retail establishments reopen.

The type and quantity of supplies that the public will need in the aftermath of a disaster will vary due to many factors and every event will be different. The response may incorporate the provision of commodities to meet health, safety, and lifesaving needs to include potable water, packaged ice, Meals Ready to Eat (MRE's) and other supplies.

Commodities are often delivered from staging areas to local distribution points. These commodities and supplies are most often delivered in over-the-road tractor trailer loads. Since these types of trucks are eighteen to thirty feet long, with a trailer that is forty-five to fifty two feet long, large open areas are required to accommodate the vehicles with their loads. Points of Distribution (POD) must be areas that are paved, concrete, or gravel hard-stand that can withstand loads that are at load limits of national roadways. In addition to the area needed for the trucks, planning must include an area for unloading, dumpsters, proper traffic flow, stockpiles, and ingress and egress for the distribution to the public.

### ***SITUATION & ASSUMPTIONS***

The required rate of delivery of bulk commodities is directly proportional to the ability to distribute resources to victims and the status of commercial power restoration. Each POD should not request more commodities than the effected population can reasonably consume in the operational period or can be effectively distributed by the POD.

A forecasting tool will be utilized to determine the initial quantities of commodities required based on forecast-impacted population. The forecasting tool will also estimate the number of POD's, staffing, material handling resources and other logistics support resources the county will require in an event. Staffing of the distribution point will come from Forsyth County Parks and Recreation personnel, City of Cumming Recreation and Parks personnel, Georgia National Guard, other county departments and volunteer organizations.



## CONCEPT OF OPERATIONS

### **PLANNING FACTORS**

The following general planning factors will be utilized in coordinating and communicating during the planning and response process. The EOC will work with GEMA and the US Army Corps of Engineers to estimate commodity needs for a distribution point.

#### **General Information:**

Ice: 8 lbs (1bag) per person per day

40,000 lbs per truck load

20 Pallets per truck, 2000 lbs per pallet, 250 – 8 lbs bags per pallet, 5000 bags per truck

25 Trucks = 1 million lbs

Water: 3 liters or 1 gal per person (3.79 liters per gal)

18,000 liters or 4,750 gal per truck

20 Pallets per truck, 900 liters per pallet, 237 gal per pallet, 1900 lbs per pallet

212 Trucks = 1 million gal

MRE's: 2 MRE's per person per day

21,744 MRE's per truck load

12 MRE's per case, 1812 cases per truck

46 truckloads = 1 million MRE's

Tarps: 4,400 tarps per truck load

Tarp size is generally 20' x 25'

#### **Distribution Point Planning:**

The following are assumptions used for distribution planning:

- Victims will drive through a distribution point and be served without leaving their vehicles.
- Each car represents an average family of 3
- Each vehicle passing through a distribution point may receive the following:
  - 2 or 3 bags of ice
  - 1 case of water (9 – 12 liters)
  - 6 MRE's
  - 1 tarp – if needed

1 truck load of ice and water will serve 1,660 vehicles or about 5000 people

1 truck load of MRE's will serve 3,624 vehicles or about 10,000 people

1 truck load of tarps will serve 4,400 vehicles or about 4,400 homes

Distribution points will be open to the public for 12 hours per day. Re-supply of distribution points will primarily be at night (while the point is closed to the public).

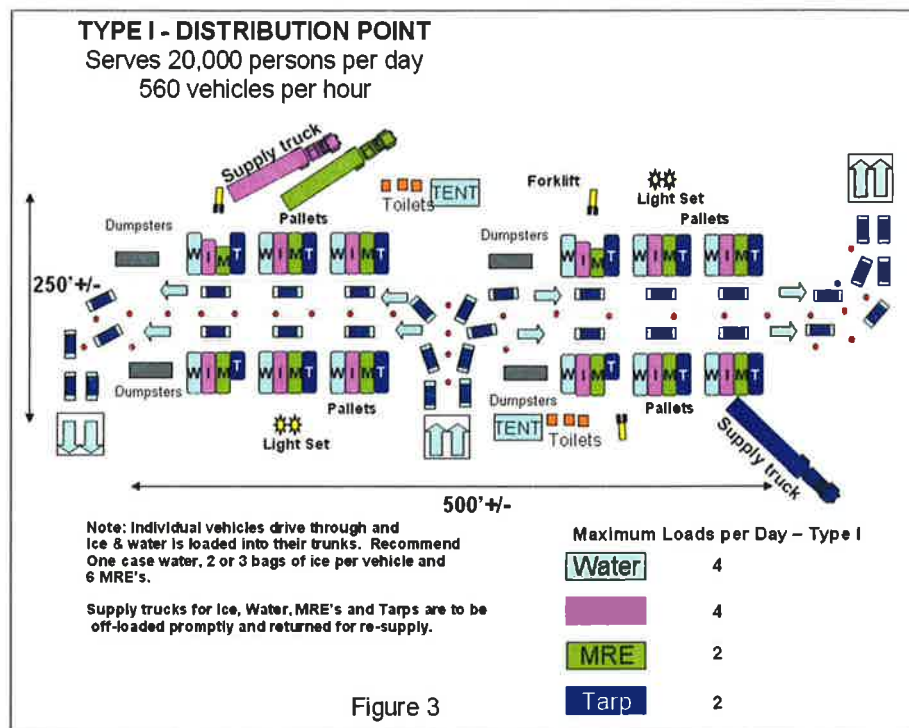
A loading point is where a stockpile of ice, water, MRE's, and tarps are located. Each loading point has a team of people (1 for water, 1 for ice, and 1 for MRE's/tarps) that load these items into the vehicle as it stops in front of their position.

Based on past experience, a well-planned and operated distribution point with one lane of traffic and 3 loading points can service 140 cars per hour. Based on a 12 hour work day, about 1,680 vehicles or 1,680 x 3 = 5000 people can be served.

## TYPES OF DISTRIBUTION POINTS

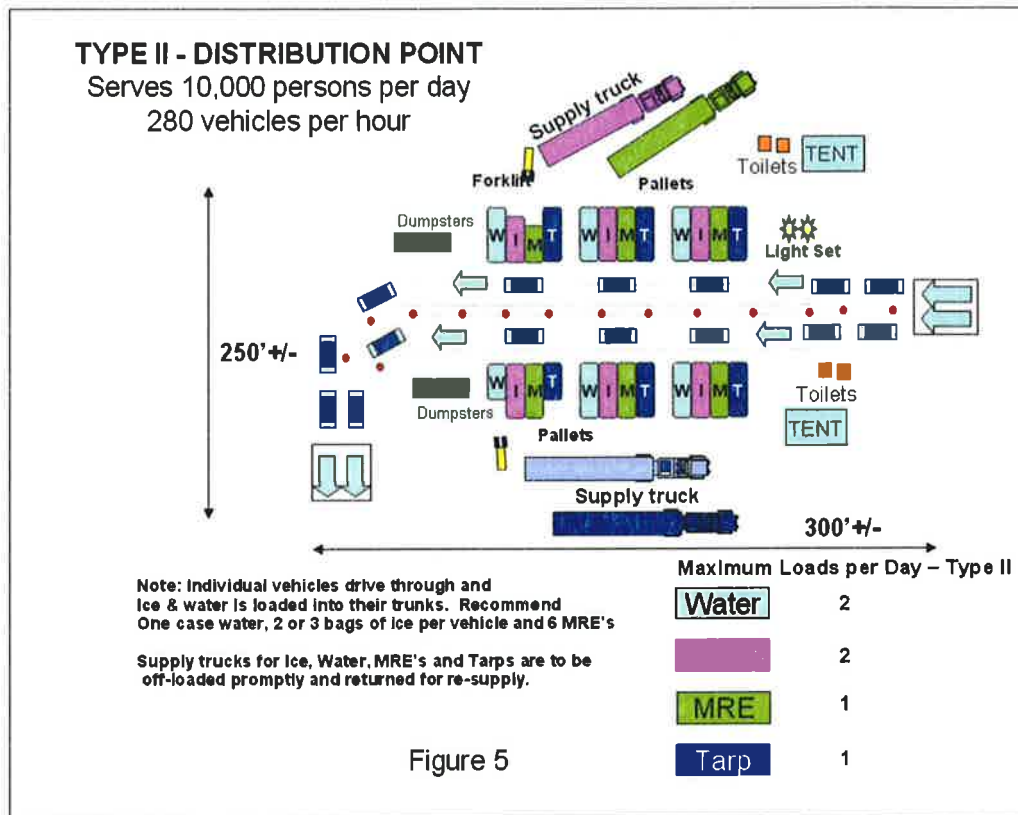
The following plans provide examples of different sizes of distribution points and the resources required for operations, these plans may need to be modified to fit the size of the distribution site.

### Type I



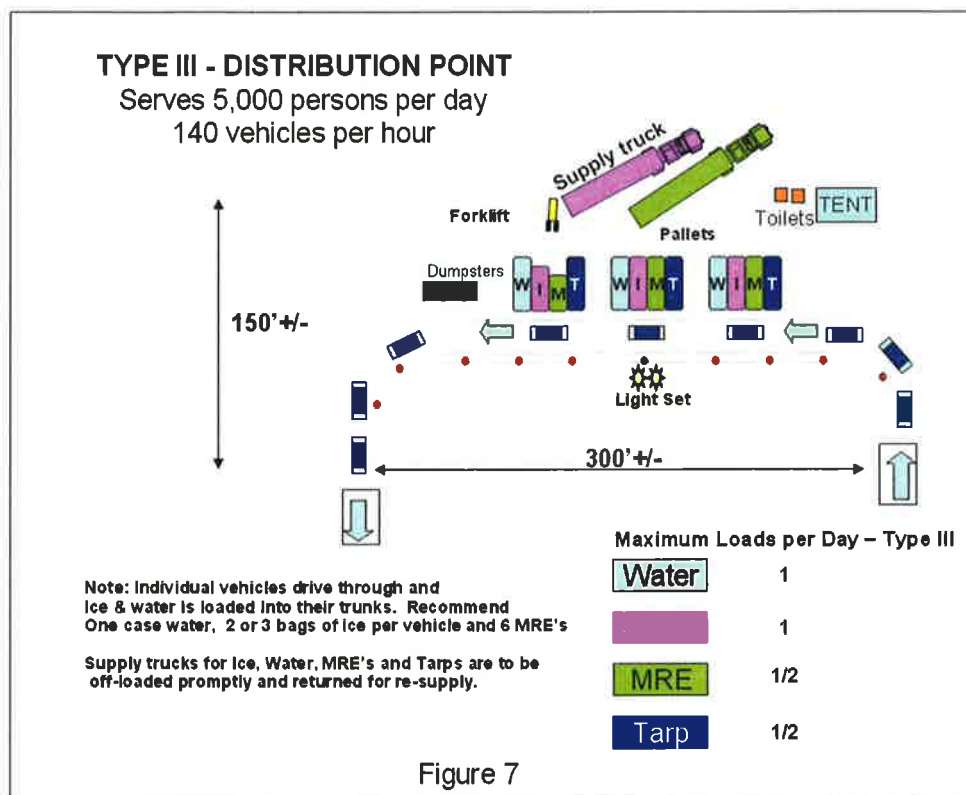
Type I Distribution Point					
Resources Required					
Manpower				Equipment	
Type		Day	Night	Type	Number
Forsyth Co. Responsibility	Manager	1	0	Forklifts	3
	Team Leader	2	1	Pallet Jacks	3
	Forklift Operator	2	3	Power Light Sets	2
	Labor	57	4	Toilets	6
	Loading Point	36		Tents	2
	Back-up Loading PT	18		Dumpsters	4
	Pallet Jacks Labor	3		Traffic Cones	40
	Totals	70	9	Two-Way Radios	6
Others	Law Enforcement	4	1		
	Community Rel.	4	0		
Grand Totals		78	10		

### Type II



Type II Distribution Point					
Resources Required					
Manpower				Equipment	
Type		Day	Night	Type	Number
Forsyth Co. Responsibility	Manager	1	0	Forklifts	2
	Team Leader	1	0	Pallet Jacks	2
	Forklift Operator	1	2	Power Light Sets	1
	Labor	28	3	Toilets	4
	Loading Point	18		Tents	2
	Back-up Loading PT	9		Dumpsters	2
	Pallet Jacks Labor	1		Traffic Cones	20
Totals		30	5	Two-Way Radios	4
Others	Law Enforcement	2	1		
	Community Rel.	2	0		
Grand Totals		34	6		

## Type III

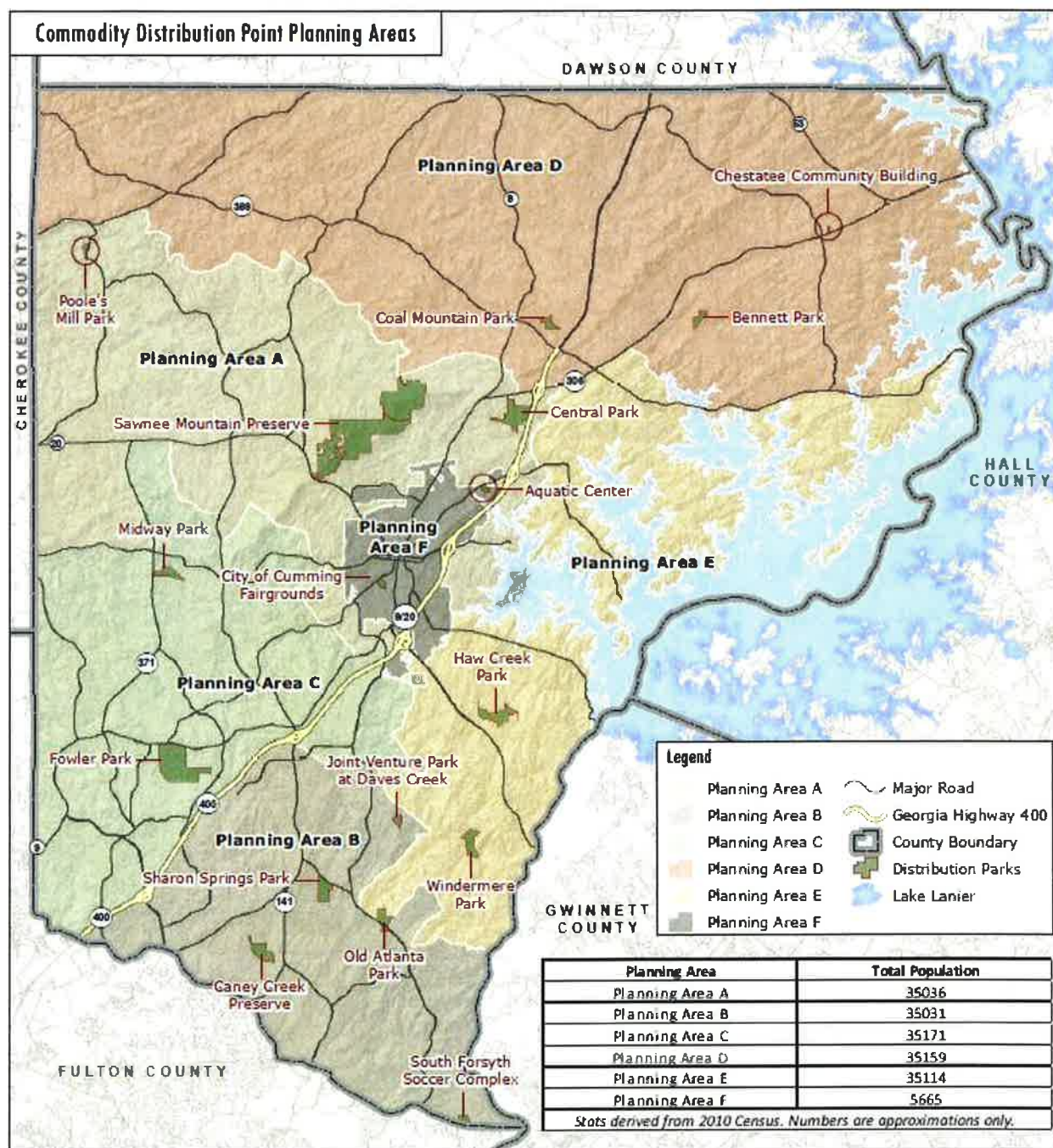


Type III Distribution Point					
Resources Required					
Manpower				Equipment	
Type	Day	Night		Type	Number
Forsyth Co. Responsibility	Manager	1	0	Forklifts	1
	Team Leader	1	0	Pallet Jacks	1
	Forklift Operator	1	1	Power Light Sets	1
	Labor	14	2	Toilets	2
	Loading Point	9		Tents	1
	Back-up Loading PT	4		Dumpsters	1
	Pallet Jacks Labor	1		Traffic Cones	15
Totals		17	3	Two-Way Radios	4
Others	Law Enforcement	2	1		
	Community Rel.	1	0		
Grand Totals		20	4		



## DISTRIBUTION POINT LOCATION

This map designates the areas for distribution point locations and planning areas.







## DISTRIBUTION POINT PLANNING

The number and general location of most Commodity Distribution Point's will be based on population; however, each planning district will require a distribution point and in most cases several distribution points. The primary locations being used are county owned properties within the Parks and Recreation Division. In the event of additional needs or distribution points county owned property will be utilized first but a request for assistance may be sent to the Forsyth County Board of Education or non-profit locations within Forsyth County.

Planning Area	Jurisdiction	Population	Type III	Type II	Type I
A	Forsyth County	35,036	4		
B	Forsyth County	35,031	4		
C	Forsyth County	35,171	3		
D	Forsyth County	35,159	3		
E	Forsyth County	35,141	2		
F	City of Cumming	5,665	2		

*\* Population derived from 2010 Census. Numbers are approximations only.*

## LIST OF POTENTIAL SITES

Planning Area	Location Name	Address	Type	Other
A	Central Park	2300 Keith Bridge Road	Type III	
A	Poole's Mill Park	7725 Poole's Mill Road	Type III	
A	Sawnee Mountain Park	3995 Watson Road	Type III	
A	Sawnee Mtn. Presv. VC	4075 Spot Road	Type III	Area D
B	Caney Creek Preserve	2755 Caney Road	Type III	
B	Joint Venture Park	3660 Melody Mizer Lane	Type III	Area E
B	Sharon Springs Park	1950 Sharon Road	Type III	
B	S. Forsyth Soccer Complex	800 Kemp Road	Type III	
C	Fowler Park	4110 Caroline Way	Type III	
C	Midway Park	5100 Post Road	Type III	
C	Old Atlanta Park	810 Nichols Road	Type III	
D	Bennett Park	5930 Burruss Mill Road	Type III	
D	Chestatee Community	6875 Keith Bridge Road	Type III	
D	Coal Mountain Park	3560 Settingdown Road	Type III	
E	Haw Creek Park	2205 Echols Road	Type III	
E	Windermere Park	3355 Windermere Pkwy	Type III	
F	Fairgrounds	235 Castleberry Road	Type III	
F	Aquatic Center	201 Aquatic Circle	Type III	Area A



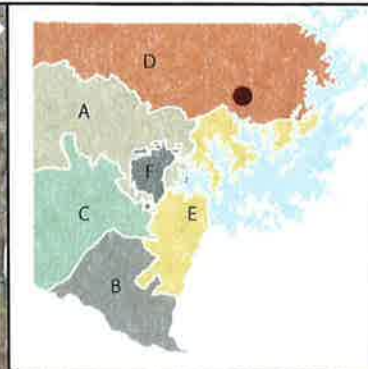
## **Detailed Maps of Potential Distribution Sites**

# City of Cumming Aquatic Center





# Bennett Park



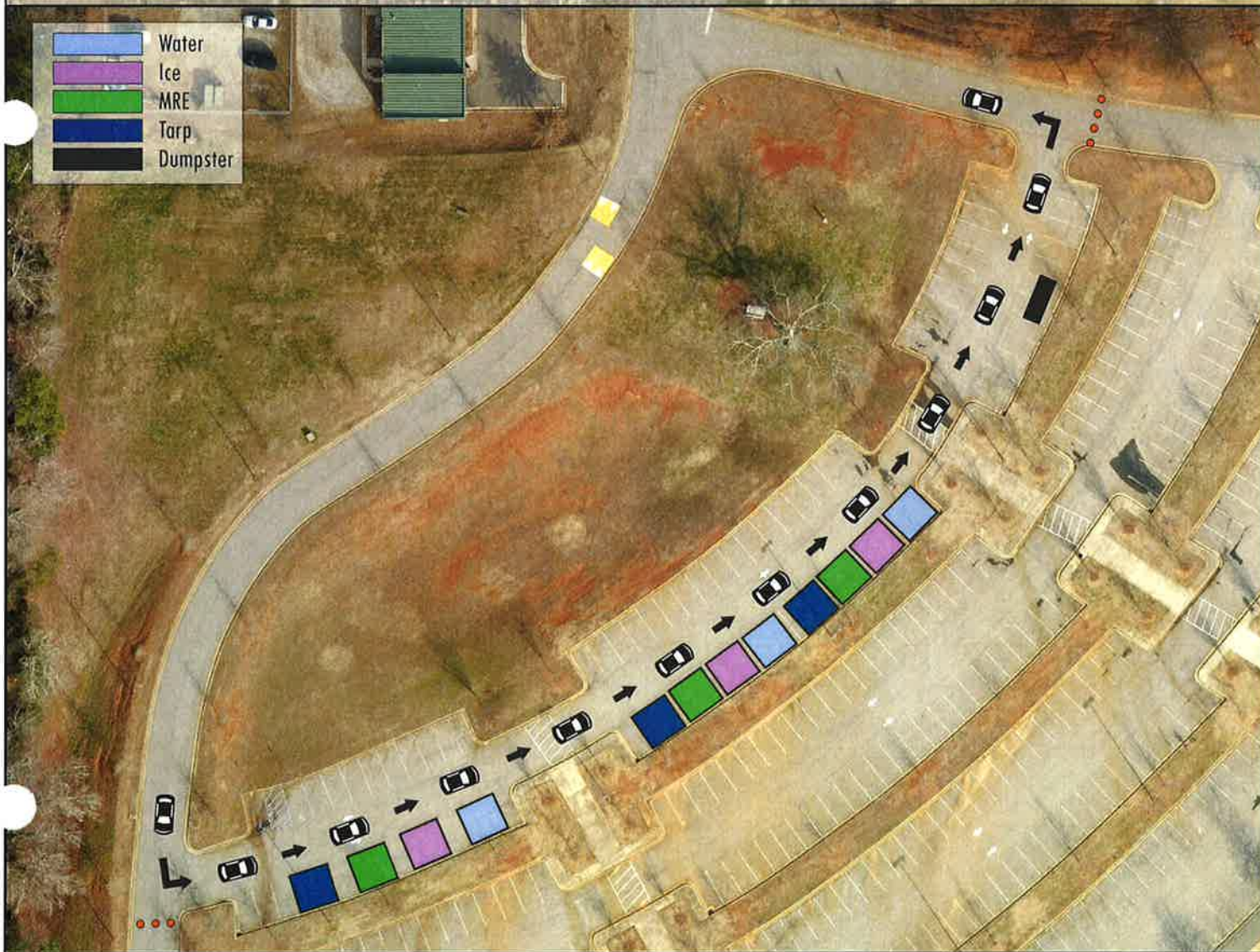


# Caney Creek Preserve



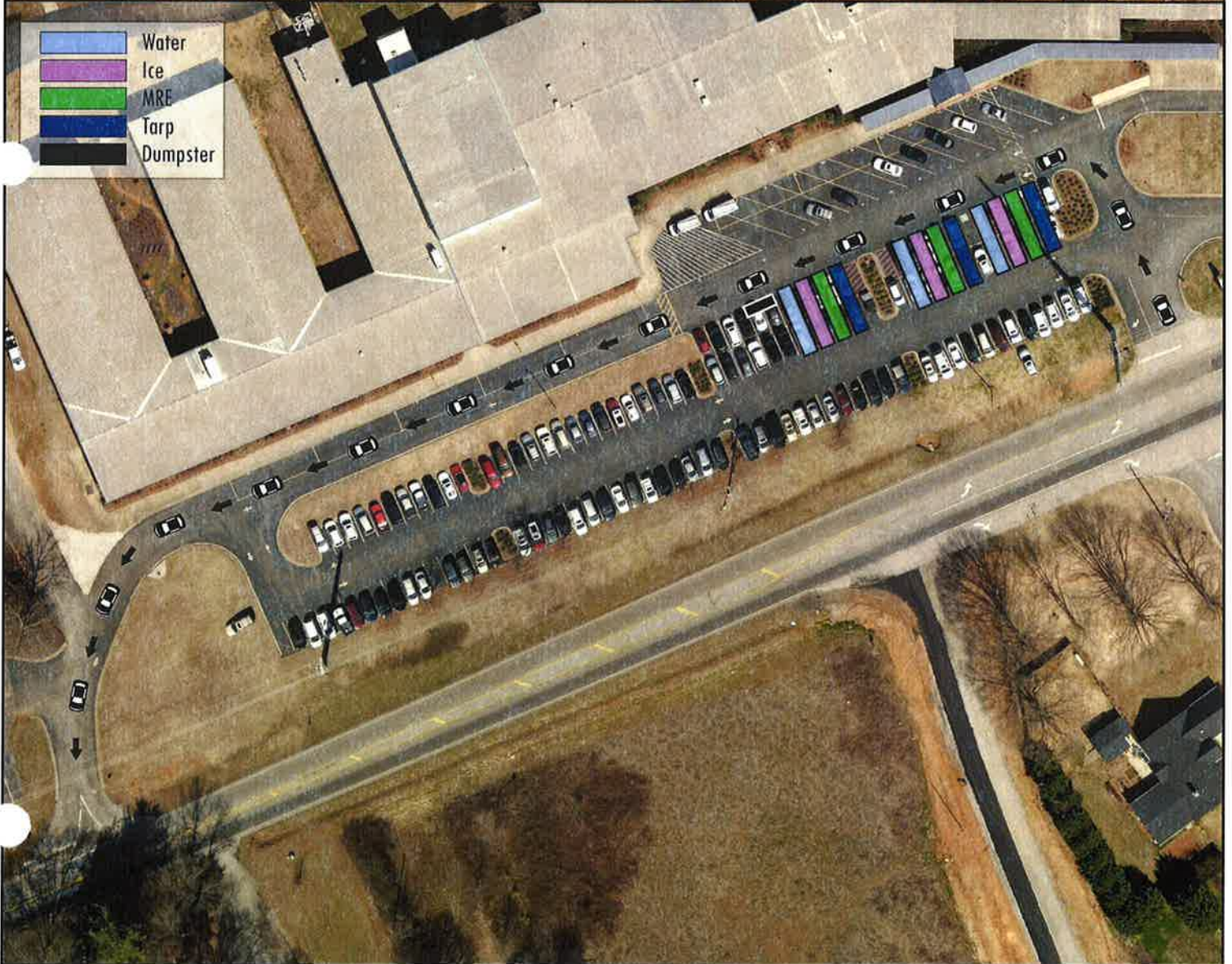
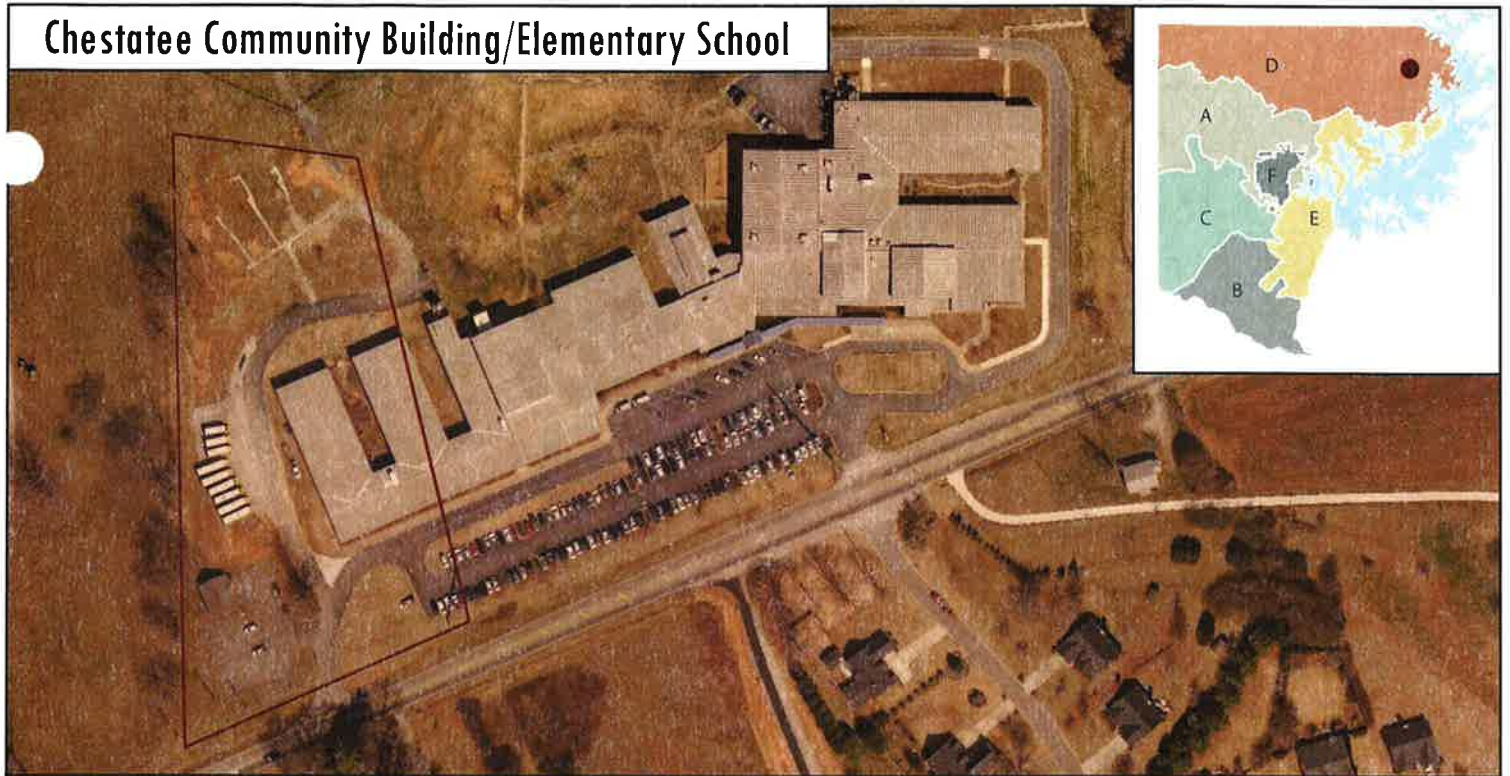


# Central Park





# Chestatee Community Building/Elementary School



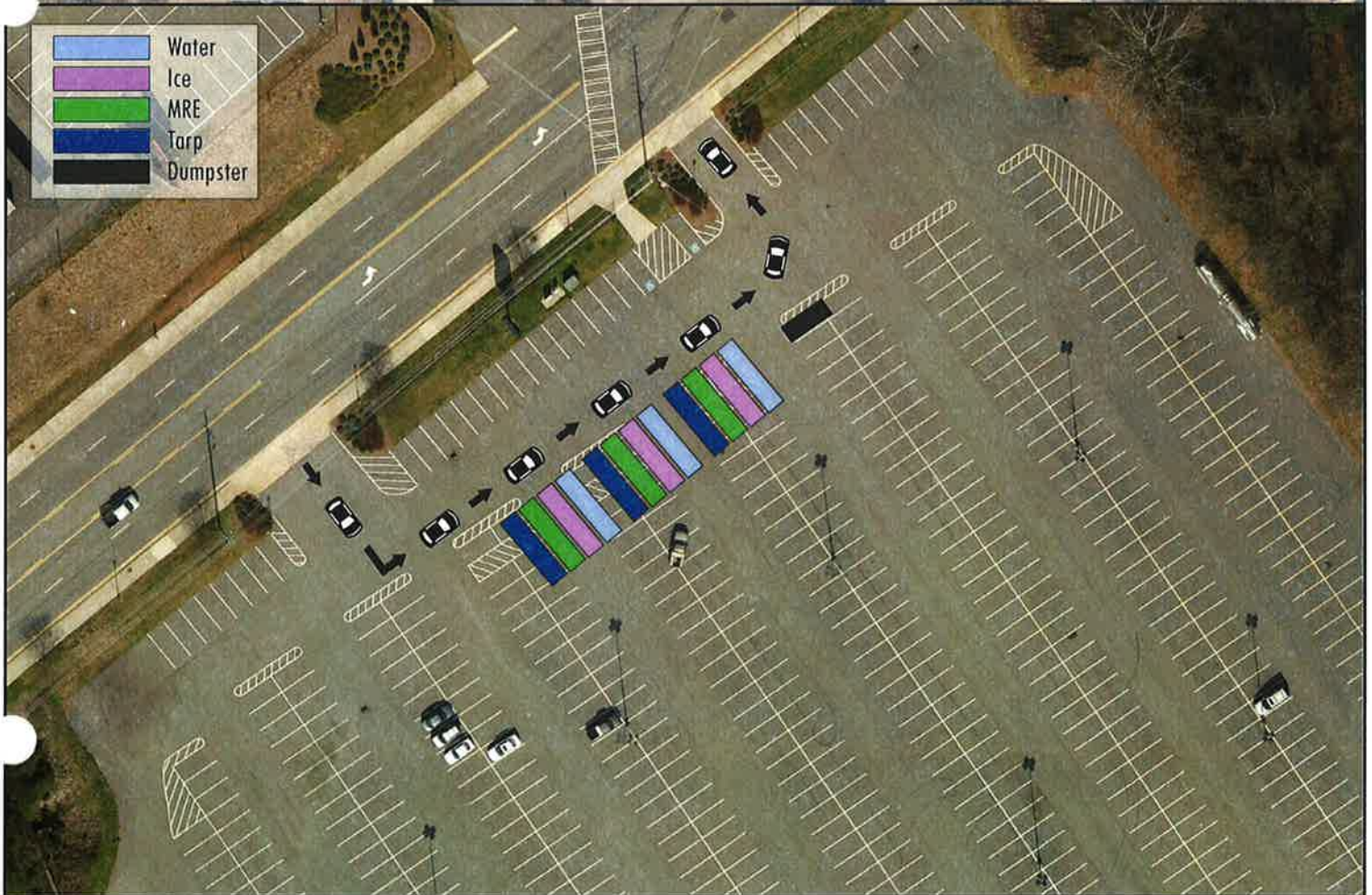
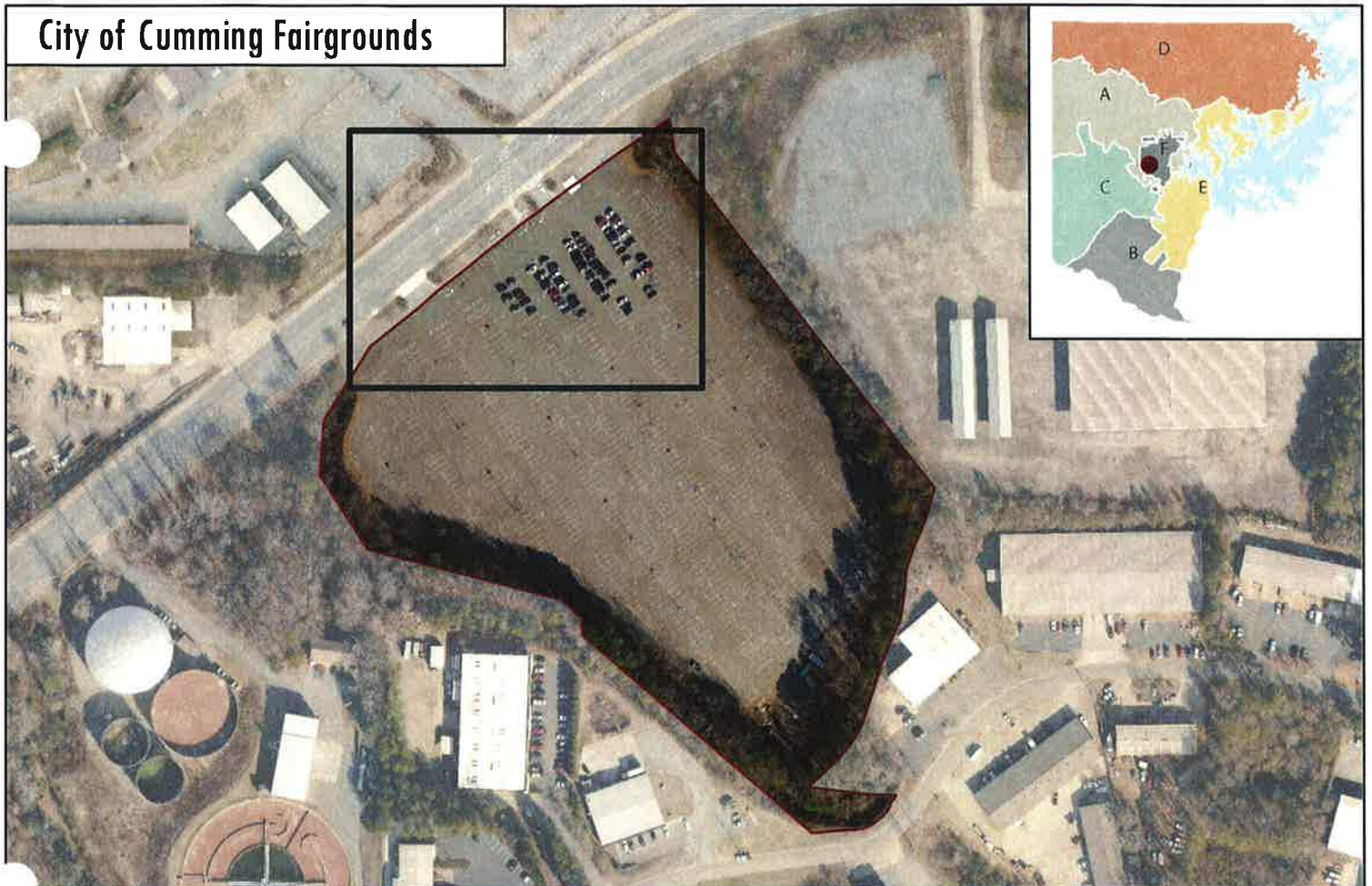


# Coal Mountain Park





# City of Cumming Fairgrounds





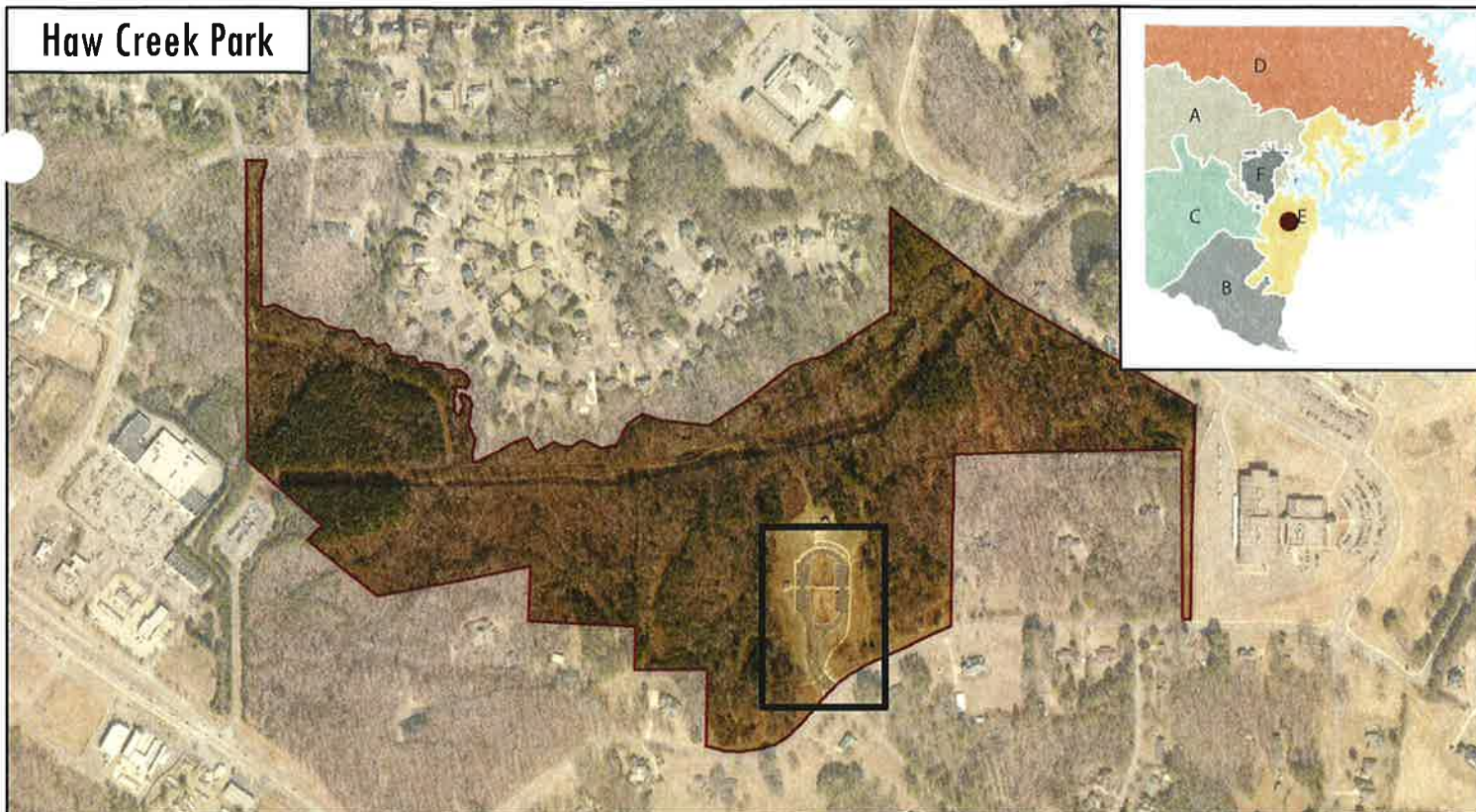
**Fowler Park**

The main image is an aerial photograph of Fowler Park, outlined with a red boundary. The park contains a large pond, several buildings, and a road network. A black rectangular box highlights a specific area within the park. In the top right corner, there is an inset map showing the park's location relative to surrounding areas, labeled A through F. The inset map uses different colors to represent these areas: A (light green), B (dark grey), C (light green), D (orange), E (yellow), and F (dark grey). A red circle with a black dot is located in area C.



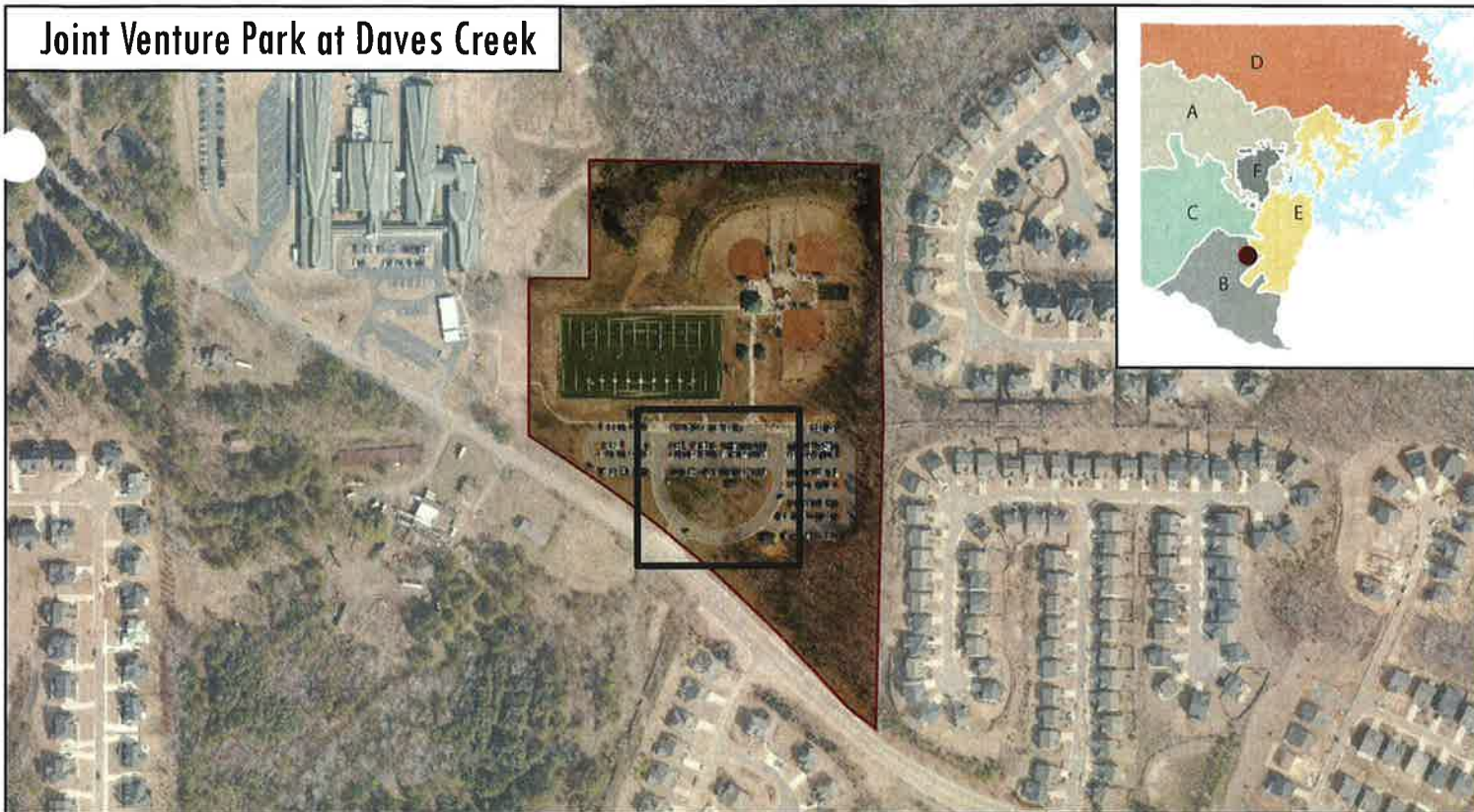


# Haw Creek Park



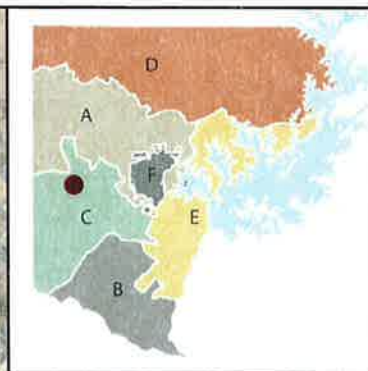


# Joint Venture Park at Daves Creek





# Midway Park



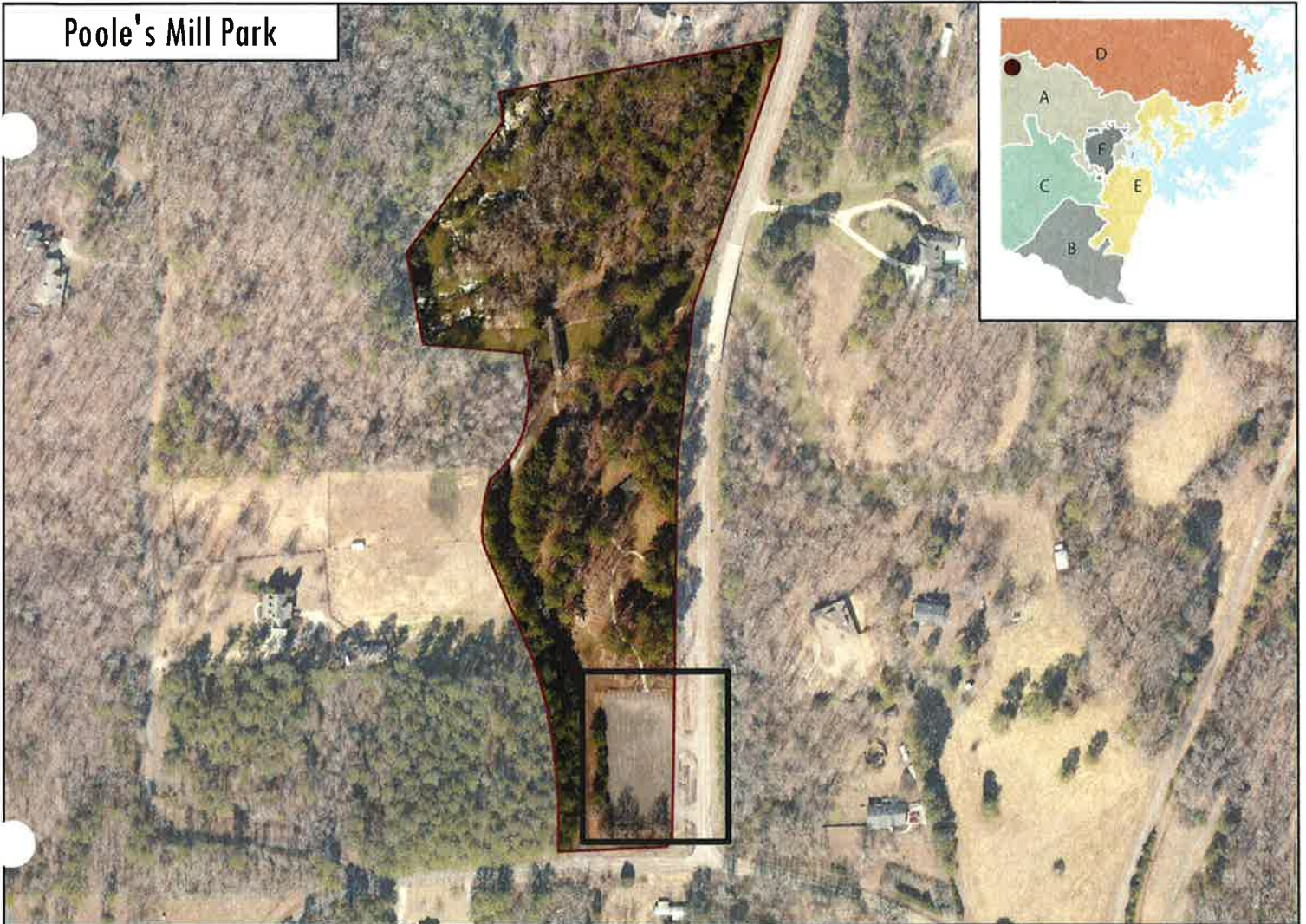


# Old Atlanta Park



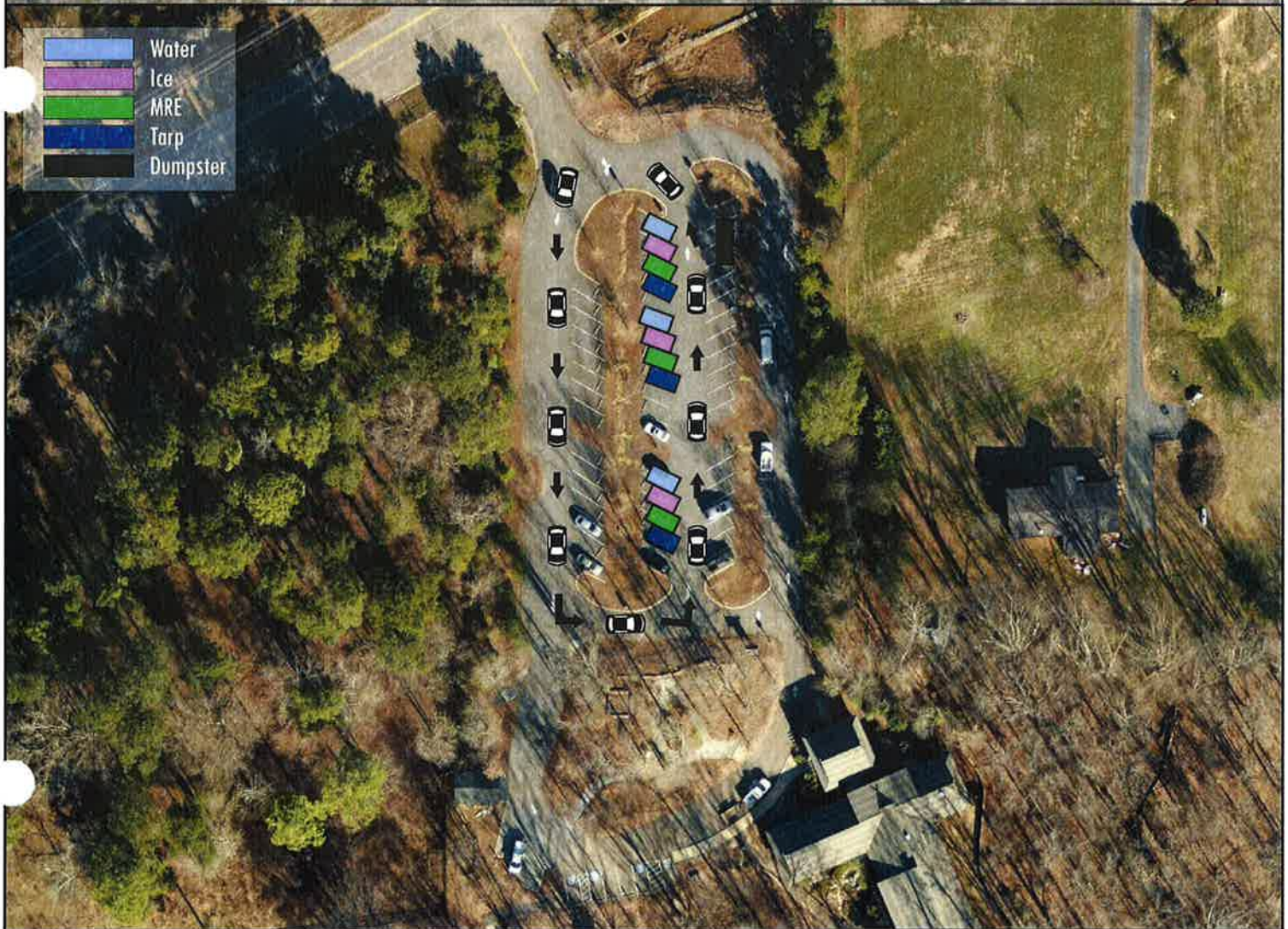
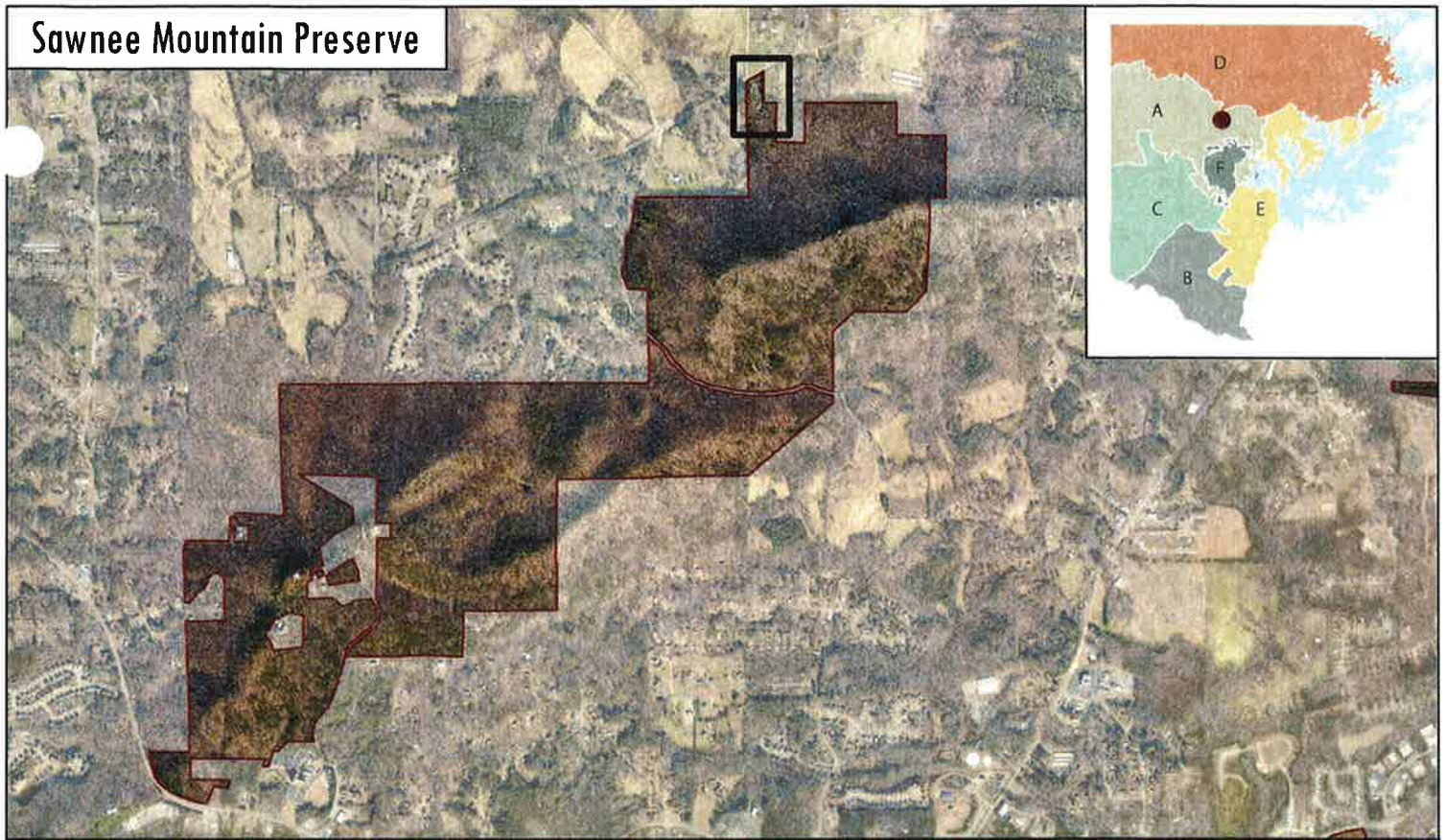


# Poole's Mill Park



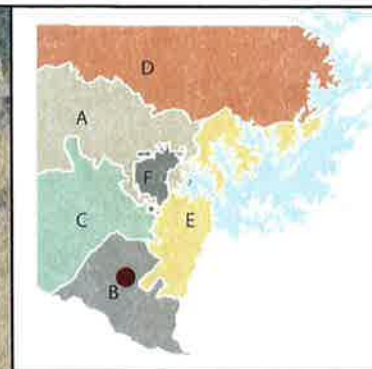


# Sawnee Mountain Preserve



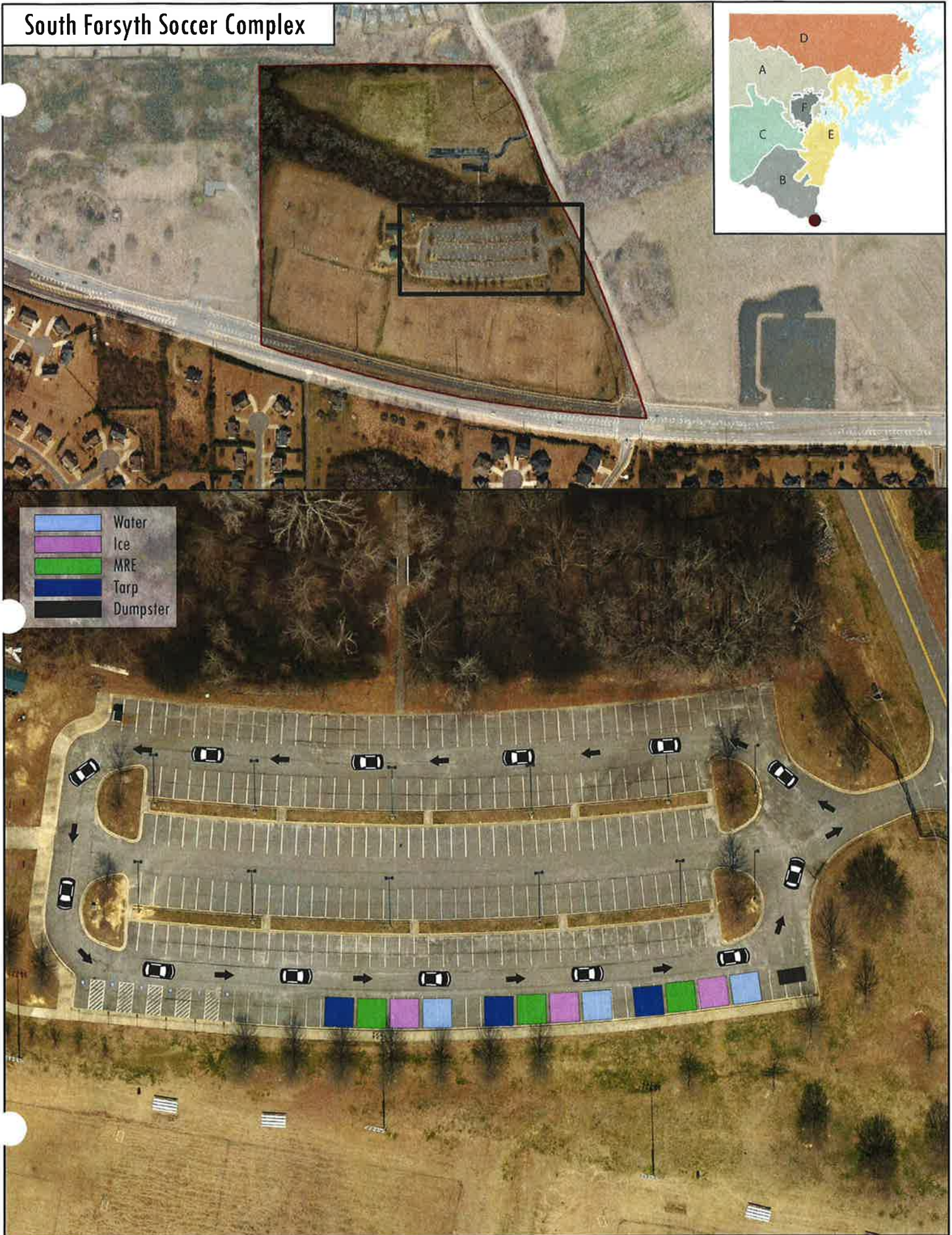


# Sharon Springs Park





# South Forsyth Soccer Complex




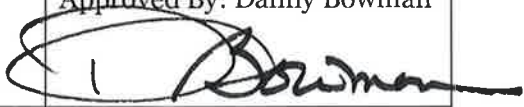



# Windermere Park





# SOGs/SOPs

	Forsyth County Emergency Management Agency Standard Operating Procedure Damage Assessment	
	Approved By: Danny Bowman 	
Effective Date:  <b>11/1/2014</b>	Prepared By: Chris Grimes 	

**REFERENCES:**

Forsyth County LEOP

**A. Purpose**

The purpose of this Standard Operating Procedure (SOP) is to establish a standard procedure for conducting damage assessment in the Forsyth County Emergency Operations Center (EOC).

**B. Scope**

This SOP presents a system to coordinate damage assessment and reporting functions, estimate the nature and extent of the damage and provide disaster recovery assistance.

**C. Concept of Operations**

1. The initial responsibility for damage assessment and recovery operations lies with Forsyth County Emergency Management Agency.
2. Emergency and recovery operations will initially be coordinated from the Forsyth County EOC. Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each response agency/organization and municipalities.
3. Damage assessment/recovery personnel will be assigned to the Planning Section of the EOC organization.
4. As appropriate, a Damage Assessment Officer (DAO) will coordinate notification of damage assessment personnel. These personnel will report to the affected areas to conduct the Preliminary Damage Assessment (PDA).
5. The DAO will organize, equip, and assign teams to the affected areas to conduct the IDA.
6. The Forsyth County Emergency Management Director and/or Deputy Director will review, with other appropriate local officials, the damage assessment reports to determine if any outside assistance will be necessary to recover from the disaster.
7. The Forsyth County Emergency Management Director and/or Deputy Director will forward damage assessment reports and any requests for assistance to the Georgia Emergency Management Agency (GEMA) via WebEOC. The GEMA State Director is authorized to commit any state resources to assist with the emergency/recovery efforts.
8. Based upon the local damage assessment reports, the GEMA State Director will determine what recovery capabilities are available to meet the anticipated requirements. If the capabilities of local/private/state resources appear to be insufficient, he/she may request a joint local/state/federal Preliminary Damage Assessment (PDA) be conducted.
9. The Governor of Georgia may request a Presidential declaration of a "major disaster", "major emergency", or a specific federal agency disaster declaration (Small Business

Administration, Department of Agriculture, Corps of Engineers, etc.) to augment local/private/state disaster relief efforts.

10. The President, under a “major emergency” declaration may authorize the utilization of any federal equipment, personnel and other resources.

11. The President, under a “major disaster” declaration may authorize two basic types of relief assistance:

a. Individual Assistance (IA)

Temporary housing (100% federal dollars);

Individual and family grants (IFG) (75% federal, 25% local/state funds);

Disaster unemployment assistance;

Disaster loans to individuals, businesses and farmers;

Agricultural assistance;

Legal services to low-income families and individuals;

Consumer counseling and assistance in obtaining insurance benefits;

Social security assistance;

Veteran’s assistance;

Casualty loss tax assistance

b. Public Assistance (PA) (75% federal, 25% state/applicant funds)

Debris removal;

Emergency protective measures;

Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, etc.

12. In the event a major disaster or emergency is declared:

a. A federal Coordinating Office (FCO) will be appointed by the President to coordinate the Federal efforts.

b. A State Coordinating Officer (SCO) and Governor’s Authorized Representative (GAR) will be appointed by the Governor to coordinate the State efforts.

c. A Disaster Field Office (DFO) will be established within the state (central to the damaged areas) from which the disaster assistance programs will be administered.

d. For IA only, Disaster Recovery Centers (DRCs) will be established by FEMA, central to the affected areas where individuals may apply for assistance.

e. If the area is declared, eligible for Public Assistance programs, an Applicant’s Briefing will be conducted for officials of Forsyth County, municipalities, and private non-profit (PNP) organizations within Forsyth County to explain eligibility criteria.

f. The Forsyth County Emergency Director will be requested to assist with identifying and notifying eligible applicants.

g. At the applicant’s briefing, each eligible entity will submit a Request for Public Assistance (RPA).

h. Each PA applicant (including Forsyth County entities) will appoint an “Applicant’s Agent” to coordinate the collection of documentation and submission of information to the DFO.

#### D. ORGANIZATION

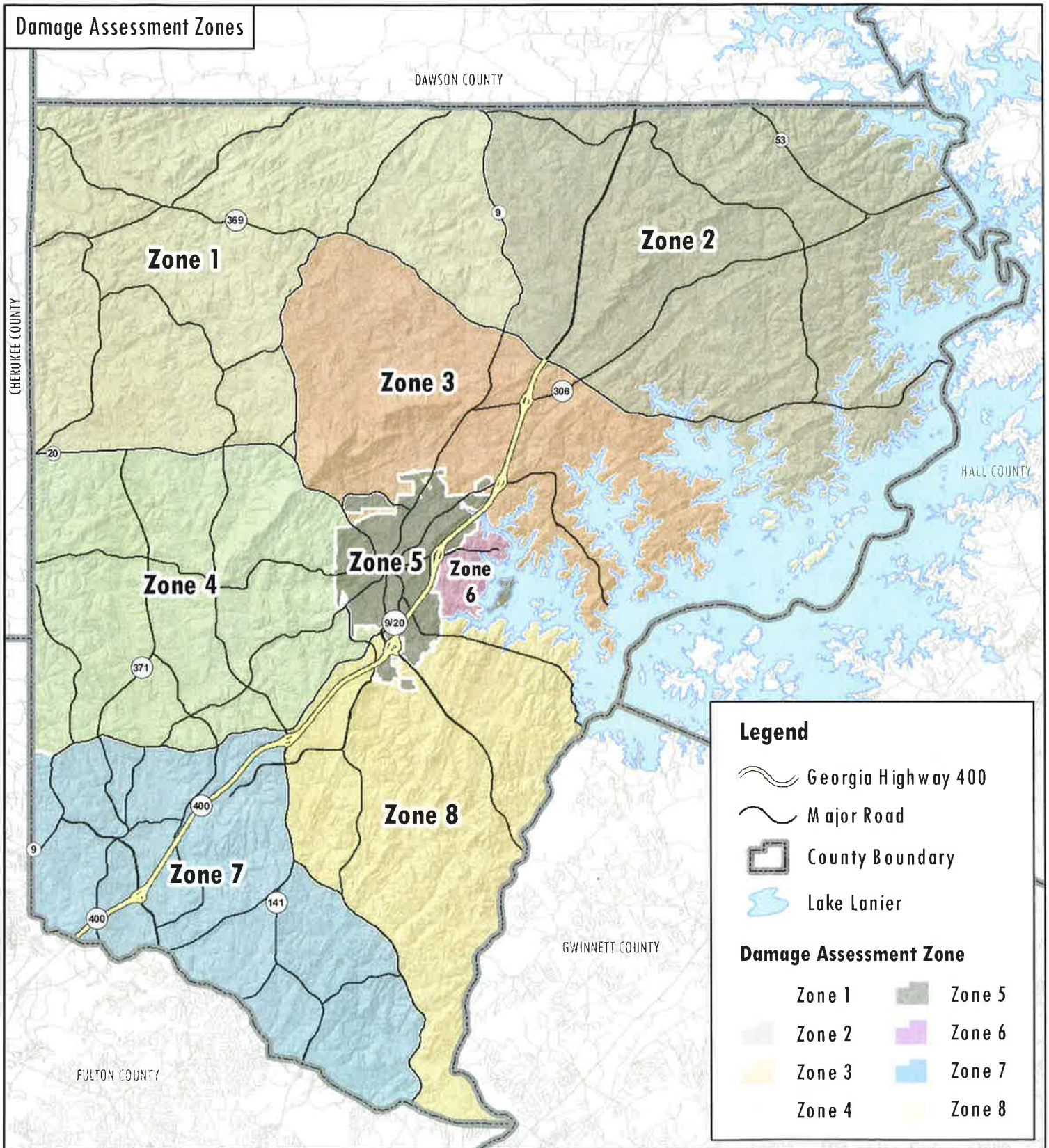
1. The Forsyth County Board of Commissioners, through the Emergency Management Director, is responsible for the overall management of damage assessment and recovery activities for Forsyth County. Municipalities within Forsyth County are responsible for Damage Assessment in their respective jurisdictions.

2. Municipalities within Forsyth County will coordinate their damage assessment activities through the Forsyth County EOC.
3. A Damage Assessment Officer will be appointed by the Forsyth County Emergency Management Director and/or Deputy Director to coordinate damage assessment operations.
4. Damage Assessment Teams will consist of different teams based upon need. Forsyth County Tax Assessor's Office, Building Inspector's and GIS Department will make up the Damage Assessment Teams. A cross-section of county departments will form teams to assess public assistance items.
5. When necessary, nonprofit organization and non-government personnel (American Red Cross, ARES, etc.) will be called upon to supplement/support the damage assessment teams.
6. Examples of damage assessment forms to be used by the damage assessment teams when assessing individual and public assistance impact throughout Forsyth County after an emergency and/or disaster are provide at the end of this section.

E. DIRECTION AND CONTROL

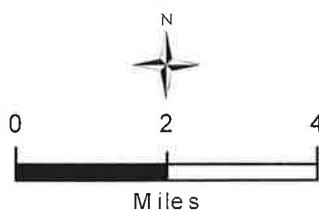
1. Forsyth County local officials, in conjunction with the Forsyth County Emergency Management Director, will direct and control recovery activities from the EOC.
2. The Damage Assessment Officer is a member of the EOC staff and is responsible for the coordination of damage assessment activities.

# Damage Assessment Zones



## FORSYTH COUNTY GEOGRAPHIC INFORMATION SERVICES

The information included on this map has been compiled by Forsyth County staff from a variety of sources and is subject to change without notice. Forsyth County makes no representations or warranties, express or implied, as to accuracy, completeness, timeliness, or rights to the use of such information. Forsyth County shall not be liable for any general, special, indirect, incidental, or consequential damages including, but not limited to, lost revenues or lost profits resulting from the use or misuse of the information contained on this map. Any sale of this map or information on this map is prohibited except by written permission of Forsyth County.



Coordinate System:  
State Plane, Georgia West FIPS 1002  
Feet - U.S. Survey  
Projection:  
Transverse Mercator  
Datum:  
North American Datum of 1983  
Major Source: County's GIS Databases  
Created in ArcGIS 10.2 using ArcMap  
Produced by Forsyth County  
Geographic Information Services  
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Map Printed October 9, 2014





# **GUIDELINES FOR PRELIMINARY DAMAGE ASSESSMENTS**

## **FLOODING:**

### Single Family/Multi-Family Homes

(Take into consideration – length of time, velocity, clean/dirty or contaminated water)

- Affected – may have affected carports, utility rooms or wicked some water inside
- Minor - few inches of water, may have affected electrical and insulation
- Major – few inches of water to 4 feet of water, may require on site visit later
- Destroyed – Home is damage beyond repair and is not economically feasible to repair.

### Mobile Homes

- Affected – water underneath mobile home, may have affected AC or insulation
- Minor – Ground level to bottom of home, may only have wicked some water to bottom board
- Major – Bottom board to several inches inside of home (consider time)
- Destroyed – Home is damage beyond repair and is not economically feasible to repair.

## **OVERALL GUIDELINES – FLOOD AND OTHER EVENTS (Wind, Etc)**

Affected -- Minor damage to living unit, poach, carport, etc. living unit in the inspector judgment is habitable.

Minor – Minor damage is when the home is repairable with less than \$10,000 in repair cost. This figure may increase with value of home.

Major – Major damage has sustained structural or significant damages. Home is uninhabitable or should be. Home requires extensive repairs.



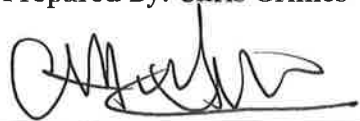
Destroyed – Home is damage beyond repair and is not economically feasible to repair.

Do not consider out building in estimates of repair. (sheds, shops, fencing, playground equipment, boat houses, etc)

[illegible]

[illegible]



	Forsyth County Emergency Management Agency Standard Operating Procedure Emergency Operations Center	
	Approved By: Danny Bowman 	
Effective Date:  <b>1/1/2014</b>	Prepared By: Chris Grimes 	

References:

EMAP Standard

National Response Framework

Forsyth County Local Emergency Operations Plan

A. Purpose

The purpose of this SOP is to establish the policy and procedures for the activation, operation, and demobilization of the Forsyth County Emergency Operations Center (EOC).

B. Scope

This SOP covers all EOC activations, operations, demobilization, training, reporting, and after action/corrective action reporting.

C. Objectives

1. Identify the primary EOC facilities.
2. Describe the organization and management of the EOC.
3. Define the functional roles of personnel related to the EOC.
4. Describe the critical communications systems and the testing of those systems within the EOC.
5. Describe the de-activation and after action reporting related to the EOC.

E. Situation & Assumptions

1. Readiness

The Forsyth County Emergency Operations Center is maintained at a constant state of readiness for activation due to "all Hazards" identified in the Forsyth County Hazard Mitigation Plan.

2. EOC Location

- a. The primary EOC is located at 3520 Settingdown Road, Cumming, GA

3. Situational Analysis

The purpose of the EOC is to provide a Multi-Agency Coordination Center where Emergency Support Function (ESF) partners, Recovery Support Function (RSF) partners, government agencies, and volunteer agencies can work together in preparation for and in response to a potential of actual disaster or special event. The Forsyth County Emergency Management Agency shall use all available tools within the Emergency Operations Center (EOC) to keep Emergency Support Function (ESF) partners, Recovery

Support Function (RSF) partners, government agencies, facilities and the public aware of developing situations when possible, before the activation of the EOC. This is not always possible as sudden, no notice events may occur that require immediate EOC activation. During these situations, critical information shall be passed to ESF/RSF agencies electronically while the activation is in progress.

Once the incident has occurred, a rapid assessment of the situation to include damage assessment and the identification of resources needed and unmet human needs to support response and recovery shall be conducted and included in the EOC Incident Action Plan (IAP).

4. Organization/Management

- a. The Forsyth County Board of Commissioners and the Mayor and Council of the City of Cumming have adopted the use of the Incident Management System (NIMS).
- b. The Forsyth County Emergency Operations Center is organized and operates following NIMS/ICS and the Multi-Agency Coordination System.

F. Functional Roles:

1. EOC Position Job Aids

The Forsyth County Emergency Management Agency has developed the Forsyth County Emergency Operations Center Position Job Aids booklet. This job aid is available in the EOC and is used when training personnel for specific roles within the EOC.

2. EOC Command Staff

a. EOC Director

The EOC Director is responsible for all activities within the EOC during all phases of operations and provides direction and coordination for the EOC. The EOC Director fills the Incident Commander (IC) position within the EOC only.

b. EOC Liaison

The EOC Liaison is a point of contact for representatives of other governmental organizations, and/or private entities. Representatives from assisting or cooperating agencies and organizations coordinate through the Liaison. Agency or organizational representatives staffing the EOC must have the authority to speak for their agencies and/or organizations on all matters, following appropriate consultation with their agency leadership. Assistants and personnel from other agencies and organizations involved in the EOC may be assigned to the Liaison to facilitate coordination.

c. EOC Public Information Officer

The EOC Public Information Officer (PIO) is a key member of the EOC Command Staff supporting all operations. The PIO represents and advises the EOC Director on all public information matters relating to the on-going activation. The PIO handles media and public inquiries, emergency public information and warnings, rumor monitoring and response, media monitoring, and other functions required to coordinate clearly with appropriate authorities, and disseminate accurate and timely information related to the activation. The PIO may be assigned to the Joint Information Team.

d. EOC Administrative Aides

The Administrative Aide's function is to provide administrative/secretarial support to the EOC management. Responsibilities include keeping official minutes, data entry, receiving phone calls, making meeting arrangements, and other duties as

needed. This position or positions may be staffed by EMA staff and volunteers, personnel from the Sheriff's Office, Fire Department, Police Department or other agencies.

3. General Staff

a. EOC Operations Section Chief

The All Hazards Operation Section Chief is the individual at the EOC who functions much the same as the Operations Section Chief described in the NIMS, and is responsible for; managing tactical operations at the EOC oriented toward reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions related to the EOC objectives. This would include the EOC coordination and delivery of disaster assistance programs and services, including emergency assistance, human services assistance, and infrastructure assistance; and oversight of subunits of the EOC Operations Section as warranted.

b. EOC Logistics Section Chief

The EOC Logistics Section Chief is responsible for providing facilities, services, and materials for the incident and reports to the EOC Director

c. EOC Planning Section Chief

The All Hazards Planning Section Chief is the individual at the EOC who functions much the same as the Planning Section Chief described in the NIMS, and oversees all EOC functions oriented toward Incident-related data gathering and analysis regarding incident operations and assigned resources, developing alternatives for tactical operations, conducting planning meetings and preparing the IAP for each operational period.

d. EOC Finance Section Chief

The All Hazards EOC Finance Administration Section Chief is responsible for tracking incident costs and reimbursement accounting, and coordinating/administering support for EOC personnel during all hazards operations and reports to the EOC Director. The EOC Finance Administrative Section Chief oversees the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

4. EOC Branches, Groups and Units

a. All Hazards EOC Supply Unit Leader

The EOC Supply Unit Leader oversees the functional Unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required to support incident operations.

b. All Hazards EOC Situation Unit Leader

The EOC Situation Unit Leader oversees the functional Unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

c. All Hazards EOC Resource Unit Leader

The EOC Resource Unit Leader oversees the functional Unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact

that additional responding resources will have on the incident, and anticipated resource needs.

- d. All Hazards EOC Amateur Radio Unit Leader  
The All Hazards EOC Amateur Radio Unit Leader is responsible for overseeing all Amateur Radio activities during the EOC activation.
- e. All Hazards EOC Facility Unit Leader  
The EOC Facility Unit Leader oversees the Functional Unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc. The EOC Facility Unit leader coordinates with the Logistics Section Chief concerning the needs of the EOC but with facility needs countywide for response and recovery operations. This would include assisting ESF 6 with issues related to mass care.
- f. All Hazards EOC Communications Unit Leader  
The EOC Communications Unit Leader oversees an organizational Unit in the EOC Logistics Section responsible for providing communication services at the EOC and ensures that Incident Command Posts receive communications assistance as requested including the deployment of facilities such as Mobile Communications Units used to provide the major part of an Incident (on-scene) Communications Center. This would include coordination and deployment of the Forsyth County Incident Strike Team (Communications Support).
- g. All Hazards EOC Donated Goods/Volunteer Unit Leader  
The EOC Donated Goods/Volunteer Unit Leader oversees the coordination of disaster related donated goods and volunteers following established Forsyth County Standard Operating procedures and reports to the EOC Support Branch Director under the EOC Logistics Section.
- h. All Hazards EOC GIS Unit Leader  
The EOC GIS Unit Leader is responsible for the functional unit assigned to the Planning Section Chief which provides Geographical Information System support related to county infrastructure, pre-planned map overlays and incident specific graphical documentation including modeling of the incident and assisting in developing expected evolution of the incident.
- i. All Hazards EOC-ESF 13 Group Supervisor – Law Enforcement  
The EOC- ESF 13 Group Supervisor reports to the EOC Emergency Services Branch Director and is responsible for monitoring, coordinating and assisting with the planning for Law Enforcement related issues in accordance with the Forsyth County Local Emergency Operations Plan.
- j. All Hazards EOC-ESF 4 Group Supervisor - Firefighting  
The EOC- ESF 4 Group Supervisor reports to the EOC Emergency Services Branch Director and is responsible for monitoring, coordinating and assisting with the planning for firefighting related issues in accordance with the Forsyth County Local Emergency Operations Plan.



- k. All Hazards EOC-ESF 8 Group Supervisor – Public Health  
The EOC- ESF 8 Group Supervisor reports to the EOC Emergency Services Branch Director and is responsible for monitoring, coordinating and assisting with the planning for health & medical related issues in accordance with the Forsyth County Local Emergency Operations Plan.
- l. All Hazards EOC-ESF 9 Group Supervisor – Search & Rescue  
The EOC- ESF 9 Group Supervisor reports to the EOC Emergency Services Branch Director and is responsible for monitoring, coordinating and assisting with the planning for Search & Rescue related issues in accordance with the Forsyth County Local Emergency Operations Plan, established SOPs, and mutual aid agreements.
- m. All Hazards EOC-ESF 10 Group Supervisor – Hazardous Materials  
The EOC- ESF 10 Group Supervisor reports to the EOC Emergency Services Branch Director and is responsible for monitoring, coordinating and assisting with the planning for Hazardous Materials related issues in accordance with the Forsyth County Local Emergency Operations Plan, established SOPs, and mutual aid agreements.
- n. All Hazards EOC-ESF 1 Group Supervisor - Transportation  
The EOC- ESF 1 Group Supervisor reports to the EOC Human Services Branch Director and is responsible for monitoring, coordinating and assisting with the planning for the transportation of citizens who have been evacuated or have been effected by disaster and the transportation of disaster responders and volunteers in accordance with the Forsyth County Local Emergency Operations Plan, established SOPs, and mutual aid agreements.
- o. All Hazards EOC-ESF 6 Group Supervisor – Mass Care  
The EOC- ESF 6 Group Supervisor reports to the EOC Human Services Branch Director and is responsible for monitoring, coordinating and assisting with the planning for Shelter and Mass Care related issues in accordance with the Forsyth County Local Emergency Operations Plan.
- p. All Hazards EOC-ESF 11 Group Supervisor – Agricultural/Animal/Food  
The EOC- ESF 11 Group Supervisor reports to the EOC Human Services Branch Director and is responsible for monitoring, coordinating, and assisting with the planning for Animal and Agricultural related issues in accordance with the Forsyth County Local Emergency Operations Plan.
- q. All Hazards EOC-ESF 3 Group Supervisor – Engineering/Public Works  
The EOC- ESF 3 Group Supervisor reports to the EOC Infrastructure Branch Director and is responsible for monitoring, coordinating and assisting with the planning for Public Works related issues in accordance with the Forsyth County Local Emergency Operations Plan.
- r. All Hazards EOC Engineering Group Supervisor  
The EOC- ESF 3 Group Supervisor reports to the EOC Infrastructure Branch Director and is responsible for monitoring, coordinating and assisting with the planning for county transportation infrastructure and debris management related issues in accordance with the Forsyth County Local Emergency Operations Plan.

- s. All Hazards EOC Utilities Group Supervisor  
The EOC- Utilities Group Supervisor reports to the EOC Infrastructure Branch Director and is responsible for monitoring, coordinating, assisting and overseeing the request for services from utility companies for Forsyth County.
- t. All Hazards IT Group Supervisor  
The EOC IT Group Supervisor reports to the EOC Infrastructure Branch Director and is responsible for monitoring, coordinating, assisting and overseeing Information Technology related issues within the EOC and at Incident Field Command Posts.

G. Logistics Support and Resource Requirements:

1. EOC Staffing

The emergency operations center is staffed by members of the Forsyth County Emergency Management Agency and other agencies and departments with responsibilities within the Local Emergency Operations Plan. The EOC Director will make the determination of which ESF agencies and the number of staff that are needed to respond and recover from the incident.

During the preparedness and response phase of an incident or special event, the number and composition of the EOC staff is expected to remain relatively constant. Numerous local, State and Federal agencies, department and organizations will assign representatives to the EOC. These individuals must hold a position with-in the respective agency to have the authority to make agency decisions without the need for agency approval. At any given time there may be excess of 50 individuals on duty within the EOC. This level of staffing may have to be maintained around the clock requiring two to three staff members be designated, trained and readily available for any single work assignment. The assignment of work schedules and hours is the responsibility of each agency; most agencies will utilize 12-hour shifts. Shifts in excess of 12 hours are discouraged.

2. Supplies & Equipment

The Forsyth County Emergency Management Agency is responsible for maintaining adequate supplies and equipment on hand to support EOC operations for up to 5 days without re-supply, when necessary.

3. Emergency Generator

The Forsyth County Emergency Operations Center is supported by an automatic start emergency power supply. This power supply is tested weekly and routine maintenance is conducted. Records related to weekly maintenance are maintained by the Forsyth County Public Facilities Department.

H. Concept of Operations

1. Reasons for EOC Activation

The EOC may be activated for a number of situations that meet the organizations operational priorities that include threats to life, safety, health, property protection, and environmental protection, restoration of essential utilities, services and functions including activation of governmental COOP plans. These situations may be caused by either natural or manmade incidents and will likely require resource support and coordination of multiple agencies.

When time permits, the EOC may be activated in advance of a potential threat so that ESF agencies, EOC Management Positions and other support agencies may develop an Incident Action Plan on the information received and warn the public when required.

The EOC may be activated to coordinate the activation of specific special event plans such as large events that could require the coordination of multiple agencies and resources.

2. Activation Authority

The Director or Deputy Director of the Forsyth County Emergency Management Agency may authorize the activation of the EOC based on information received in advance of a potential incident, after an incident has occurred, at the request of a field Incident Command Post or at the request of an Incident Management Team who is implementing a specific special events plan.

The Chairman of the Forsyth County Board of Commissioners, Forsyth County Manager, Mayor of the City of Cumming, City Administrator of the City of Cumming, Forsyth County Sheriff, Forsyth County Department Heads and the Superintendent of Schools may request that the EMA Director activate the EOC based on information that they have concerning an incident or potential incident.

3. EOC Activation Levels

LEVEL-3 (Monitoring)

Level 3 is typically a “monitoring” phase. Notification will be made to those ESF agencies who would need to take action as part of their everyday responsibilities. The EOC will be staffed only with normal Forsyth County Emergency Management Agency staff and others assigned to support emergency management programs during assigned working hours.

LEVEL-2 (Partial Activation)

This is limited agency activation. All primary, or lead, ESF agencies are notified. The EOC will be staffed by Forsyth County Emergency Management Agency staff and necessary support agencies.

LEVEL-1 (Full Activation)

In a full-scale activation, all ESF agencies are notified. The EOC will be staffed by Forsyth County Emergency Management Agency staff and all ESF agencies required to manage the incident as determined by the EOC Director or Deputy Director.

4. Notifications

When the EOC is activated at Levels 1 or 2 all ESF agencies, elected officials, and support agencies shall be notified using existing methods that include but are not limited to:

- E-mail Emergency Notification
- Paging System
- Cell Phone
- Phone
- Fax

5. Critical Systems Status

The Forsyth County Emergency Management Agency maintains multiple communications systems within the Emergency Operations Center to communicate with

internal and external stakeholders during routine and emergency situations. Due to the critical nature of these systems they are to be checked each week to ensure operational status. This weekly inspection is documented on the EOC System Check-Off Form. Any problems are documented and reported to the appropriate vendor or internal IT for immediate repair. The Forsyth County Emergency Management Agency's staff will receive initial training on each of these systems and refresher training as needed.

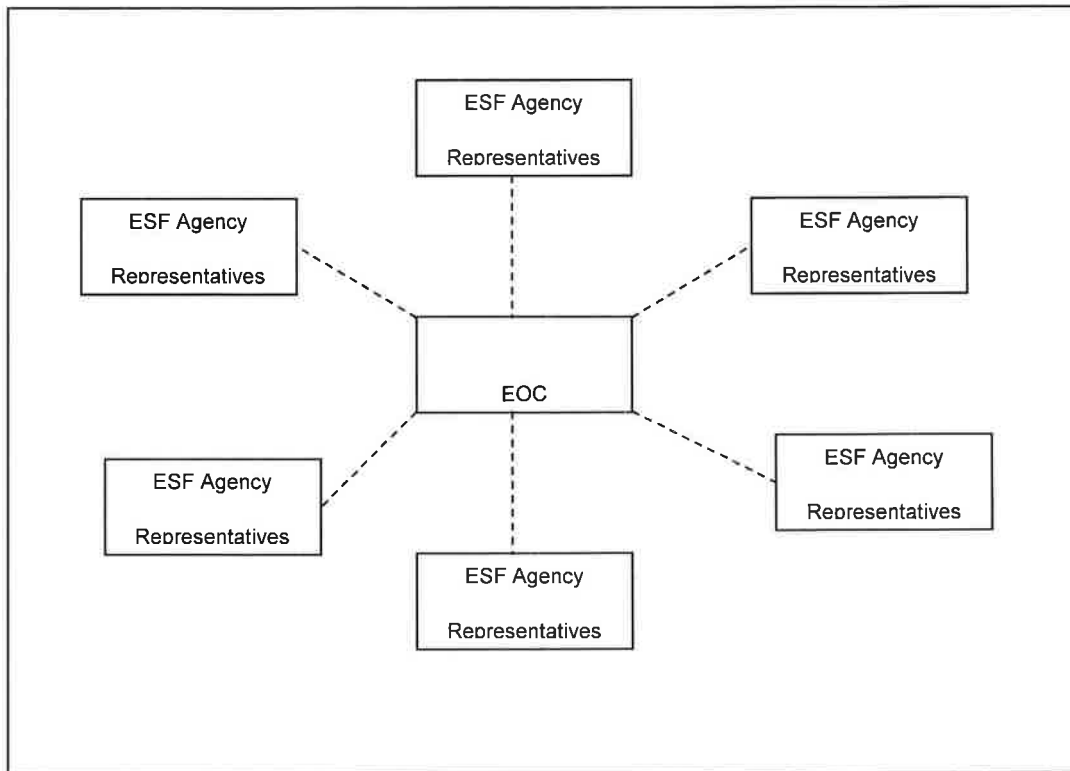
6. Communications & Warning

- a. The Forsyth County Emergency Operations Center maintains a wide range of redundant systems to communicate to both internal and external stakeholders during routine and emergency situations. The primary purpose for these systems is to communicate:
  - Communicate internally, externally with all stakeholders entities at all levels including higher, laterally and subordinate as well as emergency personnel, volunteers and the public.
  - Initiate, receive and relay warnings to key stakeholders and the public.
  - Make notification of EOC Activation.
- b. Critical Communications Systems

<b>System</b>	<b>Purpose</b>	<b>Tested</b>
Weather Radar – Baron	Detection of adverse weather.	Weekly
EMNET	Receive and transmit emergency messages for all hazards. Allows for direct satellite and internet communications with the State EOC, National Weather Service and other County EOCs around the state.	Daily
Phone System	Routine and emergency communications including fax, VOIP and redundant analog lines.	Weekly
EOC Computers	Access internet, network share drives, WebEOC and other programs needed for Emergency Operations Center needs.	Weekly
Weather Wire Feed -1 (EMnet)	Receive emergency weather watches & warnings and re-transmits these weather warnings to local pager and e-mail networks.	Weekly
800 MHz radio system	Part of the Forsyth County Communications network capable of transmitting and receiving on all public safety channels.	Daily
E-mail	Receive and transmit messages, allows ability to use WEB-EOC, allows for communication to the State EOC, National Weather Service and other County EOC's to order resources	Daily

7. Management

The Emergency Operations center is managed following NIMS/ICS and the Multi-Agency Coordinating System (MACS).



8. MACS Architecture

Using the Multi-Agency Coordination System as the framework for the Forsyth County Emergency Operations Center allows the EOC to more effectively:

- a. Prioritize Incidents based on life, safety, health, property protection, environmental protection, restoration of essential utilities and functions while at the same time coordinating with all levels of government.
- b. Critical Resource Allocation
- c. Communications Systems Integration
- d. Information Coordination

9. Terminology

- a. The ability to communicate within the EOC is critical. Positions within the EOC are staffed with personnel from many different disciplines who use a wide range of terminology on a daily basis. This can lead to misunderstandings and delays in response actions. It is essential that everyone is working in the EOC and all agencies and departments communicating with the EOC use common terminology and clear text.
- b. Radio codes should not be used in the EOC or Joint Information Center.

10. De-Activation

- a. The EOC Director, after consultation with EOC Command Staff, ESF Group Supervisors and on-scene incident commanders, shall make the decision when to either lower the activation level from full activation to partial activation or to

completely return EOC to Level 3 - Monitoring. Once the EOC has returned to Level 3, all supplies shall be restocked to pre-activation levels. Any equipment problems shall be reported to the proper vender.


- b. An EOC Activation Report will be completed following every EOC activation. The EOC Director may order a complete after action report following EOC activations for complex or major incidents which shall include what happened, corrective actions, best practices and lessons learned.

I. Evacuation of the EOC

- 1. An alternate Emergency Operations Center will be announced in the event of an EOC Evacuation.
- 2. When the decision to move to the alternate Emergency Operations Center by the EOC Director is made the following checklist shall be followed:
  - a. All personnel working in the EOC must be notified of the move and ask to report to the alternate facility.
  - b. The County Manager will be contacted and notified of the evacuation.
  - c. All stakeholders will be notified of the evacuation and the reason for the evacuation.
  - d. Emergency Management staff will transport the EOC "GO KIT" to an alternate facility.
  - e. Once the alternate facility is setup the E-911 Center and all stakeholders shall be notified and provided with alternate phone numbers and communications issues associated with the alternate facility.
  - f. Once it is declared safe by the EOC Director operations shall be transitioned by to the primary facility in a manner that will not disrupt field operations.
  - g. The EOC "GO KIT" shall include the following:
    - 1. Digital copies of all SOPs, LEOP, and COOP Plans
    - 2. Paper Resource Request Forms
    - 3. ICS Forms
    - 4. Digital copy of Resource Manager
    - 5. Office Supplies

J. Training and Plan Maintenance

- a. All EM staff shall receive annual training on this SOP.
- b. This SOP shall be reviewed and updated as needed annually.

	<b>Forsyth County Emergency Management Agency</b> <b>Emergency Operations Center</b> <b>Notification Procedures</b>	
	<b>Date:</b>	<b>Completed By:</b>

Incident Occurs

EOC Director or Designee  
Determines need for activation and establishes initial activation level, time, incident name

Activation

Key Decision Makers Notified

- Sheriff
- Commission
- Mayor
- Agency Heads

Notification Made Via

1. E-Mail
2. Pager
3. Phone
4. 800 MHz radio

ESF Stakeholders  
EOC Command & General Staff

- ESF-1
- ESF-2
- ESF-3
- ESF-4
- ESF-6
- ESF-7
- ESF-8
- ESF-9
- ESF-10
- ESF-11
- ESF-12
- ESF-13
- ESF-14
- ESF-15


Notification Made Via

1. E-Mail
2. Pager
3. Phone
4. 800 MHz Radio

#### When Making Activation Notification

##### Advise:

1. Position Specific Need for EOC Staffing
2. Time needed
3. Need for standby if not activated
4. Potential length of Activation
5. Reason for Activation
6. Incident Name in WebEOC

	<b>Forsyth County Emergency Management Agency</b> <b>Emergency Operations Center</b> <b>Weekly Systems Check-Off</b>	
	<b>Date:</b>	<b>Completed By:</b>

## Computer Systems

<u>Position</u>	<u>Computer Working</u>	<u>Phone Working</u>	<u>Network Connected</u>	<u>Internet Connected</u>
EMA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
11	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
PIO	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 4	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 6	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 7	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 8	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 9	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 10	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 11	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 12	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 13	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 14	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 15	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 16	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 19	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Table 20	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A




### Audio Visual Equipment


A/V Computer 1	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
A/V Computer 2	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
A/V Computer 3	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Projector 1	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Projector 2	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Projector 3	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Cable Box 1	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Cable Box 2	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Cable Box 3	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Crestron Remote	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
DVD/VCR Player	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Audio System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:

### Other Stations/Equipment


EOC Copier	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
EOC Fax	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Baron Weather Radar	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Weather Radio	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:

	Forsyth County Emergency Management Agency Emergency Operations Center Activation Checklist	
	Date:	Completed By:

- ☐ Decision to Activate Made.
- ☐ Initial Activation Level Established
- ☐ WEBEOC Activated and Incident/Event Named
- ☐ Key decision and policy makers notified via existing communications methods and provided with WEBEOC log-in information and a brief summary of the event/incident.
- ☐ Notify EOC Command, General Staff, and Group Supervisors as needed based on the scope and complexity of the incident.
- ☐ Establish first operational period.
- ☐ Complete EOC Incident Action Plan for the first operational period.
- ☐ Publish EOC Situation Report within 12 hours of the activation.
- ☐ Establish Joint Information center as needed.



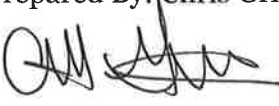
	Forsyth County Emergency Management Agency Emergency Operations Center Post - Activation Report	
	Date:	Completed By:

<b>Activation</b>  <b>20</b> ____ - ____		Incident Name:	
Date:	Activation Time:	Total Hours Activated 00	
<b>Positions Activated</b>			
<input type="checkbox"/> EOC Director	<input type="checkbox"/> EOC Liaison	<input type="checkbox"/> EOC PIO	<input type="checkbox"/> EOC Safety Office
<input type="checkbox"/> EOC Operations Section	<input type="checkbox"/> Planning Section Chief	<input type="checkbox"/> Logistics Section Chief	<input type="checkbox"/> Finance Section Chief
<input type="checkbox"/> ESF 1 Group Supervisor	<input type="checkbox"/> ESF-2 Group Supervisor	<input type="checkbox"/> ESF-3 Group Supervisor	<input type="checkbox"/> ESF-4 Group Supervisor
<input type="checkbox"/> ESF 6 Group Supervisor	<input type="checkbox"/> ESF-7 Group Supervisor	<input type="checkbox"/> ESF-8 Group Supervisor	<input type="checkbox"/> ESF-9 Group Supervisor
<input type="checkbox"/> ESF 10 Group	<input type="checkbox"/> ESF-11 Group	<input type="checkbox"/> ESF-12 Group	<input type="checkbox"/> ESF-13 Group
<input type="checkbox"/> ESF 14 Group	<input type="checkbox"/> ESF-15 Group	<input type="checkbox"/> Amateur Radio Group	<input type="checkbox"/> CERT
COMMENTS:			
Completed by:		After Action Report Attached: <input type="checkbox"/> YES <input type="checkbox"/> NO	

	Forsyth County Emergency Management Agency Emergency Operations Center Incident Action Plan – ICS Form 202		
	Incident Name:		Operational Period
<b>INCIDENT OBJECTIVES</b>	<b>1. INCIDENT NAME</b>	<b>2. DATE</b>	<b>3. TIME</b>
<b>4. OPERATIONAL PERIOD (DATE/TIME)</b>			
<b>5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)</b>			
<b>6. WEATHER FORECAST FOR OPERATIONAL PERIOD</b>			
<b>7. GENERAL SAFETY MESSAGE</b>			
<b>8. Attachments (☑ if attached)</b>			
<input type="checkbox"/> <b>Organization List (ICS 203)</b>	<input type="checkbox"/> <b>Medical Plan (ICS 206)</b>	<input type="checkbox"/>	Weather Forecast
<input type="checkbox"/> <b>Assignment List (ICS 204)</b>	<input type="checkbox"/> <b>Incident Map</b>	<input type="checkbox"/>	
<input type="checkbox"/> <b>Communications Plan (ICS 205)</b>	<input type="checkbox"/> <b>Traffic Plan</b>	<input type="checkbox"/>	
<b>9. PREPARED BY (PLANNING SECTION CHIEF)</b>		<b>10. APPROVED BY (EOC Director)</b>	



Operational Period

	Forsyth County Emergency Management Agency Standard Operating Procedure Outdoor Warning Siren System	
	Approved By: Danny Bowman 	
Effective Date: <b>12/9/2013</b>	Prepared By: Chris Grimes 	

**References:**

Forsyth County LEOP  
Forsyth County Hazard Mitigation Plan  
Georgia Outdoor Siren Warning and Operations Guide

**A. Purpose:**

The purpose of this standard operating procedure (SOP) is to describe and establish procedures for the activation, testing and maintenance of the Forsyth County Outdoor Warning Siren System.

**B. Scope:**

This SOP covers all aspects of the Forsyth County Outdoor Warning Siren System including individuals that activate the system.

**C. Objectives**

1. Describe the overall Forsyth County Outdoor Warning Siren System.
2. Establish the purpose for the outdoor warning siren system.
3. Identify activation criteria and procedure.
4. Define testing and maintenance procedures.

**D. Situation & Assumptions**

**1. System Overview**

The Forsyth County Outdoor Warning Siren System is made up of ATI Systems sirens strategically located across the county. Sirens are placed in areas where citizens are unlikely to hear a warning any other way including but not limited to parks, schools shopping centers or other areas where large numbers of people gather.

The primary activation point is the Forsyth County 911 Center (24 Hour Warning Point).

**2. Readiness**

The Forsyth County 911 Center and the Forsyth County Emergency Operations Center maintain a constant state of readiness for activation of the Forsyth County Outdoor Warning Siren System which is used to alert and warn the public when Forsyth County is placed under a Tornado Warning.

3. Situation Analysis

- a. The Forsyth County Emergency Management Agency, through a comprehensive hazard identification analysis, has identified the threat posed by tornadoes to Forsyth County.
- b. The Forsyth County Emergency Management Agency will use all available tools within the EOC to keep Emergency Support Functions (ESF) partners, governmental agencies, critical facilities, and the public aware of developing situations that could require the activation of the outdoor warning siren system.

E. Functional Roles

1. The Forsyth County Emergency Management Agency and the Forsyth County 911 Center work together to monitor the daily status of the outdoor warning siren system. If personnel in the 911 Center observe an error or problem with a siren they will notify the Emergency Management Agency as soon as possible. The Forsyth County Emergency Management Agency is responsible for ensuring that maintenance is requested and completed.
2. The Emergency Management Agency will monitor weather conditions and when appropriate ensures that activation procedures are followed should the criteria for activation be met. During EOC activations a staff member may be assigned the task of monitoring weather warnings, spotter reports and amateur radio to rapidly notify the 911 Center to activate the outdoor warning siren system.

F. Concept of Operations

1. Activation Criteria

The outdoor warning siren system will be activated if any of the following are met:

- a. Tornado WARNING issued for Forsyth County
- b. Tornado sighting by public safety or trained spotter

2. Activation Area

The outdoor warning siren system is designed for maximum flexibility in determining which sirens should be activated based on the specifics of the warning, radar data, and/or spotter information. The system is divided into a countywide zone, north zone and south zone. The countywide zone will be utilized for a Tornado WARNING issued by the National Weather Service.

3. Activation Authorization

The following people are authorized to activate the outdoor warning siren system:

- a. Forsyth County Emergency Management Agency Director
- b. Forsyth County Emergency Management Agency Deputy Director
- c. Forsyth County 911 Center Director
- d. 911 Center Staff

G. System Activation Procedures

1. Activation procedures are kept on top of the outdoor warning siren controller in the 911 Center. Any questions relating to the use of the controller should be directed to personnel from the Emergency Management Agency or the 911 Center Director.
2. The sirens will automatically shut off after a pre-designated time.

H. System Maintenance

1. Weekly System Status – The outdoor warning siren system is monitored around the clock, in the Forsyth County 911 Center, to ensure the system remains ready to be activated. Every Wednesday, at a time determined by the Emergency Management Agency and the 911 Center, each siren site is silent tested and a system status check is

completed and a report is documented. On the third Wednesday of each month an audible test will be completed. The audible test will be completed using the “chime” tone. Errors or problems will be reported to the Emergency Management Agency as soon as possible.

2. The Emergency Management Agency maintains vendor contact information for outages and maintenance issues. All outages of maintenance issues that cannot be resolved by emergency management staff are reported to the outdoor warning siren system vendor.




I. Training and Plan Maintenance

- a. All members of the Forsyth County Emergency Management Agency will receive annual training on this procedure and the outdoor warning siren system.
- b. This procedure will be reviewed and updated as needed annually.

J. Siren Locations

- a. #1 - 3520 Settingdown Road – Public Safety Complex
- b. #2 - 7455 Wallace Tatum Road – Matt Elementary
- c. #3 - 6945 Keith Bridge Road – Chestatee Elementary
- d. #4 - 5850 Charleston Park Road – Charleston Park
- e. #5 - 7800 Shadburn Ferry Road – Shady Grove Park
- f. #6 - 2300 Keith Bridge Road – Central Park
- g. #7 - 1616 Canton Highway – Sawnee Elementary
- h. #8 - 1525 Buford Highway – FDFC Station 15
- i. #9 - 5100 Post Road – Midway Park
- j. #10 - 800 McFarland Parkway – FDFC Station 14
- k. #11 - 4610 Windermere Parkway – South Forsyth Middle
- l. #12 - 3680 Old Atlanta Road – FDFC Station 10
- m. #13 - 6320 Dahlonga Highway – FDFC Station 7
- n. #14 - 1994 Peachtree Parkway – Big Creek Elementary
- o. #15 - 4805 Atlanta Highway – Midway Elementary
- p. #16 - 5895 Heardsville Road – Ducktown Park
- q. #17 - 3355 Windermere Parkway – Windermere Park  
(Siren number corresponds to the siren controller located in the 911 Center.)



	<b>Forsyth County Emergency Management Agency</b> <b>Standard Operating Procedure</b> <b>Emergency Operations Center - Media</b>	
	Approved By: Danny Bowman 	
Effective Date: <b>1/1/2014</b>	Prepared By: Chris Grimes 	

**References:**

Forsyth County Emergency Operations Center Procedures

**A. Purpose**

The purpose of this SOP is to establish the policy and procedures for media inquiries and media operations during the activation, operation, and demobilization of the Forsyth County Emergency Operations Center (EOC).

**B. Scope**

This SOP covers media during all EOC activations, operations, demobilization, training, reporting, and after action/corrective action reporting.

**C. Objectives**

1. Identify the primary Public Information Officer during EOC activations.
2. Define the guidelines for media outlets during EOC activations.
3. Identify the locations for media staging and media briefings.
4. Describe the process for gaining entrance to the EOC.

**D. Situation and Analysis**

**a. EOC Public Information Officer**

The EOC Public Information Officer (PIO) is a key member of the EOC Command Staff supporting all operations. The PIO represents and advises the EOC Director on all public information matters relating to the on-going activation. The PIO handles media and public inquiries, emergency public information and warnings, rumor monitoring and response, media monitoring, and other functions required to coordinate clearly with appropriate authorities, and disseminate accurate and timely information related to the activation. The PIO may be assigned to the Joint Information Center/Team. During activations of the EOC the Director of the Forsyth County Department of Communications will be the primary PIO supported by the Department of Communications staff and other agency/department PIO's and staff.

**b. PIO Location**

The daily office for the Public Information Officer is located at the Forsyth County Administration Building. During EOC activation the Department of Communications can utilize their room located in the EOC.




#### E. Concept of Operations

To ensure comprehensive media coverage and permit unimpeded emergency response operations, the following guidelines are provided for use during EOC activation.

1. Security will be provided at the entrance to the Public Safety Complex. Only staff and officials with proper identification will be allowed on the lower level.
2. A Public Information Officer will be assigned to assist the media and coordinate press conferences and media inquiries
3. After initial activation of the EOC, credentialed members of the media may be allowed (one media outlet at a time) to take file footage and/or photos of the EOC. Media personnel must sign in at the EOC entrance or designated sign in location, wear appropriate identification badges and be escorted at all times. Freelance interviews with staff will not be permitted. Local affiliates will be expected to share their footage and/or photos with their parent network or organization.
4. Press conferences will be held in the Forsyth County Public Safety Complex Multi-Purpose Room.
5. Individual station or network remote-controlled cameras and microphones will not be allowed in the EOC.
6. Media requests should be coordinated through the Forsyth County PIO. This coordination is necessary to schedule interviews with the EMA Director/Deputy Director, EOC Manager or other EOC staff authorized by their agency to speak with the media. Members of the media should not solicit information directly from EOC staff.
7. As developing conditions permit, routine press conferences will be conducted according to established schedules.
8. If conditions become critical, additional statements and updates will also be provided as needed. Every effort will be made to provide five minutes advance notice of these supplemental conferences.
9. Unscheduled updates, statements and/or instructions to the public will be made as conditions dictate.
10. As long as threatening conditions exist, exclusive interviews with individual stations or networks will not ordinarily be conducted.
11. Specific requests for information will be accommodated whenever possible. However, this information will be made available to all media personnel.
12. Local and national media deserve and will receive fair and equal cooperation. However, to ensure local viewing audiences receive the fullest measure of protection possible, local media will receive priority attention.
13. Forsyth County Emergency Management will make every reasonable effort to accommodate news reporting. However, the overriding priority is the protection of the lives and property of Forsyth County by operating the EOC as efficiently and effectively as possible.

#### F. Plan Training and Maintenance

Members of the Forsyth County Department of Communications and the Forsyth County Emergency Management Agency will receive annual training reference this plan and will update it as needed.

	Forsyth County Emergency Management Agency Standard Operating Procedure Emergency Operations Center - Security	
	Approved By: Danny Bowman 	
Effective Date:  <b>1/1/2014</b>	Prepared By: Chris Grimes 	

**References:**

Forsyth County Local Emergency Operations Plan  
Forsyth County Emergency Operations Center Procedures

**A. Overview:**

The Emergency Operations Center (EOC) is the lifeline for the community, before, during and following an emergency or disaster. The personnel involved are the chief decision-makers for the community, and the equipment utilized is mission critical. This Standard Operating Procedure will supply guidance to assist in this protection of the EOC Staff, building and surrounding areas.

Security of the EOC will be provided by the Forsyth County Fire Department Arson Investigation Unit with support from the Forsyth County Sheriff's Office.

No weapons, other than those carried by certified law enforcement officers, will be allowed in the EOC.

**B. Definitions:**

**1. Secured Area**

The Public Safety Complex and the surrounding area, including Settingdown Road from Browns Bridge Road (Hwy. 369) to the entrance of Coal Mountain Park as well as Coal Mountain Park. Security needs in this area will be determined through consultation with the EOC Director and law enforcement representatives.

**2. Surveillance**

Observing an area at an upgraded level of attention, paying attention to anything that might be considered "out of the ordinary", or any personnel who are not permitted in the area.

**C. Access to the Emergency Operations Center:**

The EOC will only be accessible through the Public Safety Complex. All personnel must check-in at the entrance to the Public Safety Complex and present proper agency identification to gain access to the EOC. Access to the EOC will be restricted to participating officials and official runners.

When necessary, an EOC staff member or law enforcement may check identification upon entry to the EOC.

Should access be required by a visitor (accompanied by an official), the individual will sign the entry log, and, after validation of identity be issued a Restricted Access badge. This badge must be returned before leaving the building.

All visitors must be accompanied by an official AT ALL TIMES while on the lower level of the Public Safety Complex.

Members of the news media may be allowed in the EOC if accompanied by the Public Information Officer, and must leave immediately upon the request of the EOC Director, EMA Director or EMA Deputy Director.

**D. Areas for Surveillance:**

The interior of the Public Safety Complex will be observed at all times, constantly watching for unauthorized personnel or unusual (suspicious) articles or packages. Any personal contact with suspect violator will be immediately brought to the attention of on-duty law enforcement. Do not attempt to apprehend individuals, and do not touch suspect items.

**E. Tasks and Responsibilities:**

All involved personnel are responsible for ensuring the director is informed of any situation that may require action by an agency, particularly any emergency.

**F. Training and Plan Maintenance**


- a. All members of the Forsyth County Emergency Management Agency and other stakeholders relative to the policy will receive annual training on this procedure.
- b. This procedure will be reviewed and updated as needed.



## Forsyth County Emergency Management Agency

DANNY D. BOWMAN  
DIRECTOR OF EMERGENCY MANAGEMENT

### Inter-Office Memorandum

Date: December 9, 2013  
To: Forsyth County 911 Center  
From: Chris Grimes, EMA Deputy Director   
Subject: Testing of Outdoor Warning Siren System

It is the responsibility of the Forsyth County Emergency Management Agency (FCEMA) to maintain readiness of the Outdoor Warning Siren System in Forsyth County. As part of that process it is important for FCEMA and the Forsyth County 911 Center to work together to test the sirens on a regular schedule to ensure functionality of the siren system. The siren system will be tested following the schedule below. If problems arise during the test it is important to notify FCEMA as soon as possible. When notifying FCEMA it is important to notify what siren(s) had problems or failed the test and also to note if the siren returned to "normal" on the control screen. Due to calibration of the sirens, a siren may fail the silent test but function during activation.

1 <sup>st</sup> Wednesday:	Silent Test 11:00AM
2 <sup>nd</sup> Wednesday:	Silent Test 2:00PM
3 <sup>rd</sup> Wednesday:	Audible Chime Test 12:00PM (noon)
4 <sup>th</sup> Wednesday:	Silent Test 8:00PM
5 <sup>th</sup> Wednesday:	Silent Test 11:00AM (if applicable)

The test should be documented and a copy of the completed check-off sheet should be placed in Chris Grimes' box in the 911 Center mailroom.

Thank you for your assistance.

CGG

cc: Danny D. Bowman, Fire Chief/EMA Director

# MOUs

# STATEWIDE MUTUAL AID AND ASSISTANCE AGREEMENT

County/Municipality: FORSYTH COUNTY

The State of Georgia is vulnerable to a wide range of natural and man-made disasters and emergencies. The Georgia Emergency Management Act, as amended (The Act) gives the local governments of the State the authority to make agreements for mutual aid assistance in emergencies. Pre-existing agreements for mutual aid assistance in emergencies help to ensure the timely provision of mutual aid assistance and the reimbursement of costs incurred by those parties who render such assistance.

This mutual aid agreement is entered pursuant to on authorities contained in Articles I through III, Chapter 3, Title 38, Official Code of Georgia Annotated.

## ARTICLE I STATEMENT OF AGREEMENT, DEFINITIONS AND AUTHORITIES

This Agreement is made and entered into between the participating political subdivisions Forsyth County, which approve and execute this Agreement, hereinafter called "Participating Parties" and the Georgia Emergency Management Agency/Homeland Security (GEMA/HS). For purposes of this Agreement, the following terms and expressions shall apply:

- (1) "Agreement" means this agreement, generally referred to as the "Statewide Mutual Aid Agreement" (SWMAA).
- (2) "Assistance" includes personnel, equipment, facilities, services, supplies and other resources furnished to a Requesting Party pursuant to this Agreement during an emergency or disaster.
- (3) "Assisting Party" means a party that provides assistance pursuant to this Agreement during an emergency or disaster.
- (4) "Authorized Representative" means a Participating Party's elected or appointed official or employee who has been authorized in writing by that party to request, to offer, or otherwise to provide mutual aid assistance.
- (5) "Participating Party" means a county or municipality of the State of Georgia that has become party to this Agreement by its approval and execution of this agreement.
- (6) "Participating Parties" means the combination of counties and municipalities that have become parties to this Agreement by their approval and execution of this Agreement.
- (7) "Requesting Party" means a party that requests assistance pursuant to this Agreement during an emergency or disaster.

Any term or expression not defined in this Agreement shall have the meaning specified in the Georgia Emergency Management Act, (the Act) as amended and rules promulgated thereunder, unless used in a context that clearly suggests a different meaning.

## ARTICLE II GENERAL PURPOSE

The purpose of this Agreement is to:

1. Provide the agreement framework to support mutual assistance in managing an emergency or disaster occurring within any political subdivision that is a Participating Party, whether arising from natural disaster, technological hazard, human caused disaster, civil emergency aspects of resource shortages, community disorders, insurgency, enemy attack, acts of terrorism, other significant events or a national security activity; and,
2. Identify those persons who are authorized to act on behalf of the Participating Party signing this Agreement as their Authorized Representative(s) concerning the provision of mutual aid resources and requests for mutual aid resources related to any mutual aid assistance sought from another Participating Party, or from or through the State of Georgia. Appendix A of this Agreement shall contain the name(s) of the Participating Party's Authorized Representative for purposes of this Agreement. Appendix A can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. All such amendments to Appendix A shall be done in writing and the Participating Party shall notify GEMA/HS and all other Participating Parties of such amendment within thirty (30) days.

## ARTICLE III ACKNOWLEDGEMENT OF PRINCIPLES

The prompt, full and effective utilization of resources of the Participating Parties, including any resources on hand or available from the State or Federal Government or any other source, that are essential to the safety, care and welfare of the people shall be the underlying principle on which all articles of this Agreement shall be understood.

In the event of a conflict between any provision of this Agreement and any existing intrastate mutual aid agreement affecting a Participating Party, the provisions of this Agreement shall be controlling.

On behalf of the governing authority of each political subdivision of this State participating in the Agreement, the director of emergency management of such political subdivision will be responsible for formulation of the appropriate mutual aid plans and procedures necessary to implement this Agreement.

## ARTICLE IV PARTICIPATING PARTY RESPONSIBILITIES

(a) It shall be the responsibility of each Participating Party to formulate procedures and programs for intergovernmental cooperation in the performance of the responsibilities listed in this Article. In formulating such plans, and in carrying them out, each Participating Party, insofar as practical, shall:

- (1) Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material; and



(2) Inventory and set procedures for the loan and delivery of human and material resources, together with procedures for reimbursement.

(b) Whenever a Participating Party requires mutual aid assistance from another Participating Party and/or the State of Georgia, the Requesting Party may request assistance by:

(1) Contacting the Participating Party who is the owner/operator/employer of the supplies, equipment and/or personnel being sought for mutual aid assistance (the Assisting Party); or

(2) Contacting GEMA/HS to serve as the facilitator of such request for those resources being sought for mutual aid that are owned/operated/employed by Participating Parties (where such Participating Parties have submitted a record of those resources to GEMA/HS for such use); and/or, when such resources being sought for mutual aid are owned/operated/employed directly by the State of Georgia.

The provisions of this Agreement shall only apply to requests for assistance made by an Authorized Representative. Requests may be verbal or in writing. If verbal, the request must be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

(1) A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, damage assessment, volunteer and donated goods and search and rescue; and

(2) The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed; and

(3) The specific place and time for staging of the Assisting Party's response and a point of contact at that location.

The Assisting Party will (a) maintain daily personnel time records, material records and a log of equipment hours (or miles, if appropriate) and (b) report work progress to the Requesting Party at mutually agreed upon intervals.

#### ARTICLE V LIMITATIONS

Any Participating Party requested to render mutual aid shall take such action as is necessary to provide and make available the resources covered by this Agreement in accordance with the terms hereof; provided that it is understood that the Participating Party who is asked to render aid may withhold resources to the extent necessary to meet the current or anticipated needs of the Participating Party's own political subdivision to remain in compliance with such Participating Party's policy, rule or law.

The Assisting Party's mutual aid resources will continue under the command and control of their own supervisors, but the organizational units will be under the operational control of the emergency services authorities of the Requesting Party unless the Assisting Party approves an alternative.

In the event the Governor should declare a State of Emergency, any and all provisions of this Agreement which may conflict with the declared State of Emergency shall be superseded by the terms and conditions contained within the State of Emergency.

#### ARTICLE VI LIABILITY AND IMMUNITY

(a) In accordance with O.C.G.A. § 38-3-35(a), no political subdivision of the state, nor the agents or representatives of the state or any political subdivision thereof, shall be liable for personal injury or property damage sustained by any person appointed or acting as a volunteer emergency management worker or member of any agency engaged in emergency management activity. The foregoing shall not affect the right of any person to receive benefits or compensation to which he might otherwise be entitled under Chapter 9 of Title 34, Code Section 38-3-30, any pension law, or any act of Congress.

(b) In accordance with O.C.G.A. § 38-3-35(b), no political subdivision of the state nor, except in cases of willful misconduct, gross negligence, or bad faith, the employees, agents, or representatives of the state or any political subdivision thereof, nor any volunteer or auxiliary emergency management worker or member of any agency engaged in any emergency management activity complying with or reasonably attempting to comply with Articles 1 through 3, Chapter 3, Title 38, Official Code of Georgia Annotated; or any order, rule, or regulation promulgated pursuant to Articles 1 through 3 of title, or pursuant to any ordinance relating to precautionary measures enacted by any political provisions of Articles 1 through 3 of said chapter and title, or pursuant to any ordinance relating to precautionary measures enacted by any political subdivision of the state shall be liable for the death of or the injury to person or for damage to property as a result of any such activity.

(c) It is the express intent of the parties that the immunities specified in accordance with O.C.G.A. § 38-3-35 shall apply in addition to any other immunity provided by statutory or case law.

#### ARTICLE VII RIGHTS AND PRIVILEGES

In accordance with O.C.G.A. § 38-3-30(a), whenever the employees of any Assisting Party or political subdivision are rendering outside aid pursuant to this agreement and the authority contained in Code Section 38-3-27, the employees shall have the same powers, duties, rights, privileges and immunities as if they were performing their duties in the political subdivisions in which they are normally employed.

#### ARTICLE VIII REIMBURSEMENT

In accordance with O.C.G.A. § 38-3-30(b), The Requesting Party shall be liable for any loss of or damage to equipment used or placed within the jurisdiction of the Requesting Party and shall pay any expense incurred in the operation and maintenance thereof. No claim for the loss, damage or expense shall be allowed unless, within 60 days after the same is sustained or incurred, an itemized notice of

the claim under oath is served by mail or otherwise upon the designated fiscal officer of the Requesting Party. Appendix B of this Agreement shall contain the name(s) of the Participating Party's designated fiscal officer for purposes of this Agreement. Appendix B can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. Appendix B can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. All such amendments to Appendix B shall be done in writing and the Participating Party shall notify GEMA/HS and all other Participating Parties of such amendment within thirty (30) days.

The Requesting Party shall also pay and reimburse the Assisting Party for the compensation paid to employees furnished by the Assisting Party during the time of the rendition of the aid, as well as the actual travel and per diem expenses of such employees while they are rendering the aid. The reimbursement shall include any amounts paid or due for compensation due to personal injury or death while the employees are engaged in rendering the aid. The term "employee," as used herein, shall mean, and this provision shall apply with equal effect to, paid, volunteer and auxiliary employees and emergency management workers. Expenses that are to be reimbursed by the Requesting Party shall include the following:

- (1) Labor costs, which shall include all usual wages, salaries, compensation for hours worked, mobilization and demobilization, the Assisting Party's portion of payroll taxes (as employer), insurance, accrued paid leave and other fringe benefits, but not those amounts paid or due as a benefit to the Assisting Parties personnel under the terms of the Georgia Workers Compensation Act; and
- (2) Equipment costs, which shall include the fair rental value, the cost of fuel and other consumable supplies, service and repairs. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract for insurance, the Requesting Party may deduct such payment from any item or items invoiced; and
- (3) Material costs, which shall include the total reasonable cost for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the benefit of the Requesting Party; and
- (4) Meals, lodging and other related expenses, which shall include charges for meals, lodging and other expenses relating to the provision of assistance pursuant to this Agreement shall be the actual and reasonable costs incurred by the Assisting Party.

The Assisting Party shall maintain records and submit invoices within 60 days for reimbursement as specified hereinabove and the Requesting Party shall pay the invoice no later than 30 days following the invoice date.

#### ARTICLE IX IMPLEMENTATION

This Agreement shall become operative immediately upon its approval and execution by GEMA/HS and any two political subdivisions of this State; thereafter, this Agreement shall become effective as to any other political subdivision of this State upon its approval and execution by such political subdivision.

Any Participating Party may withdraw from this Agreement by mailing notice of withdrawal, approved by the governing authority of such political subdivision, but no such withdrawal shall take effect until 30 days after the governing authority of the withdrawing political subdivision has given notice in writing of such withdrawal to the governing authorities of all other Participating Parties. Such action shall not relieve the withdrawing political subdivision from obligations assumed hereunder prior to the effective date of withdrawal.

Copies of this Agreement shall, at the time of their approval, be deposited with each of the respective Participating Parties and with GEMA/HS.

ARTICLE X  
TERM OF AGREEMENT

This Agreement, once executed, is valid until March 1, 2020. Agreement of the Participating Parties to extend the term of this agreement at any time during the last year of its original term or the last year of any subsequent four-year term shall extend the term of this agreement for four years. Each four-year extension shall constitute a separate agreement.

ARTICLE XI  
VALIDITY

If any provision of this Agreement is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Agreement and the applicability thereof to other persons and circumstances shall not be affected thereby.

Agreed:


FORSYTH COUNTY  
  
Chief Executive Officer - Signature

RALPH J. AMOS  
Chief Executive Officer – Print Name

Attest: Sonya Bush  
Its: County Clerk  
County/Municipality: Forsyth County

[COUNTY SEAL]

Date: 04 / 21 / 2016

  
GEMA/HS Director – Signature Deputy  
Date: 7 / 11 / 16

THOMAS R. MOORE  
GEMA/HS Director – Print Name  
Deputy

APPENDIX A  
AUTHORIZED REPRESENTATIVE

The below named individual(s), in addition to the chief executive officer, is/are the "Authorized Representative(s)" for Forsyth County (county/municipality), and are authorized to request, offer, or otherwise provide and coordinate mutual aid assistance on behalf of the above- named county/municipality:

Doug Derrer

Forsyth County Manager

Print Name

Job Title/Position

  
Signature of Above Individual

Danny Bowman

Director of Forsyth County Emergency  
Management Agency

Print Name

Job Title/Position


  
Signature of Above Individual

Chris Grimes

Deputy Director of Forsyth County  
Emergency Management Agency

Print Name

Job Title/Position

  
Signature of Above Individual

  
Chief Executive Officer - Signature

RALPH J Amos  
Chief Executive Officer - Print Name

Date: 04/21/2016

APPENDIX B  
DESIGNATED FISCAL OFFICER(S)

The below named individual(s) is/are the "designated fiscal officer(s)" for

Forsyth County (county/municipality) for the purpose of  
reimbursement sought for mutual aid:

Rebecca Whitmire

Forsyth County Finance Director

Print Name

Job Title/Position



Signature of Above Individual

David Gruen

Forsyth County Chief Finance Officer

Print Name

Job Title/Position



Signature of Above Individual

Print Name

Job Title/Position



Signature of Above Individual



Chief Executive Officer - Signature

Date: 04 / 21 / 2016





# STATEWIDE MUTUAL AID AND ASSISTANCE AGREEMENT

County/Municipality: City of Cumming

The State of Georgia is vulnerable to a wide range of natural and man-made disasters and emergencies. The Georgia Emergency Management Act, as amended (The Act) gives the local governments of the State the authority to make agreements for mutual aid assistance in emergencies. Pre-existing agreements for mutual aid assistance in emergencies help to ensure the timely provision of mutual aid assistance and the reimbursement of costs incurred by those parties who render such assistance.

This mutual aid agreement is entered pursuant to on authorities contained in Articles I through III, Chapter 3, Title 38, Official Code of Georgia Annotated.

## ARTICLE I STATEMENT OF AGREEMENT, DEFINITIONS AND AUTHORITIES

This Agreement is made and entered into between the participating political subdivisions City of Cumming, which approve and execute this Agreement, hereinafter called "Participating Parties" and the Georgia Emergency Management Agency/Homeland Security (GEMA/HS). For purposes of this Agreement, the following terms and expressions shall apply:

- (1) "Agreement" means this agreement, generally referred to as the "Statewide Mutual Aid Agreement" (SWMAA).
- (2) "Assistance" includes personnel, equipment, facilities, services, supplies and other resources furnished to a Requesting Party pursuant to this Agreement during an emergency or disaster.
- (3) "Assisting Party" means a party that provides assistance pursuant to this Agreement during an emergency or disaster.
- (4) "Authorized Representative" means a Participating Party's elected or appointed official or employee who has been authorized in writing by that party to request, to offer, or otherwise to provide mutual aid assistance.
- (5) "Participating Party" means a county or municipality of the State of Georgia that has become party to this Agreement by its approval and execution of this agreement.
- (6) "Participating Parties" means the combination of counties and municipalities that have become parties to this Agreement by their approval and execution of this Agreement.
- (7) "Requesting Party" means a party that requests assistance pursuant to this Agreement during an emergency or disaster.

Any term or expression not defined in this Agreement shall have the meaning specified in the Georgia Emergency Management Act, (the Act) as amended and rules promulgated thereunder, unless used in a context that clearly suggests a different meaning.



## ARTICLE II GENERAL PURPOSE

The purpose of this Agreement is to:

1. Provide the agreement framework to support mutual assistance in managing an emergency or disaster occurring within any political subdivision that is a Participating Party, whether arising from natural disaster, technological hazard, human caused disaster, civil emergency aspects of resource shortages, community disorders, insurgency, enemy attack, acts of terrorism, other significant events or a national security activity; and,
2. Identify those persons who are authorized to act on behalf of the Participating Party signing this Agreement as their Authorized Representative(s) concerning the provision of mutual aid resources and requests for mutual aid resources related to any mutual aid assistance sought from another Participating Party, or from or through the State of Georgia. Appendix A of this Agreement shall contain the name(s) of the Participating Party's Authorized Representative for purposes of this Agreement. Appendix A can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. All such amendments to Appendix A shall be done in writing and the Participating Party shall notify GEMA/HS and all other Participating Parties of such amendment within thirty (30) days.

## ARTICLE III ACKNOWLEDGEMENT OF PRINCIPLES

The prompt, full and effective utilization of resources of the Participating Parties, including any resources on hand or available from the State or Federal Government or any other source, that are essential to the safety, care and welfare of the people shall be the underlying principle on which all articles of this Agreement shall be understood.

In the event of a conflict between any provision of this Agreement and any existing intrastate mutual aid agreement affecting a Participating Party, the provisions of this Agreement shall be controlling.

On behalf of the governing authority of each political subdivision of this State participating in the Agreement, the director of emergency management of such political subdivision will be responsible for formulation of the appropriate mutual aid plans and procedures necessary to implement this Agreement.

## ARTICLE IV PARTICIPATING PARTY RESPONSIBILITIES

(a) It shall be the responsibility of each Participating Party to formulate procedures and programs for intergovernmental cooperation in the performance of the responsibilities listed in this Article. In formulating such plans, and in carrying them out, each Participating Party, insofar as practical, shall:

- (1) Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material; and



(2) Inventory and set procedures for the loan and delivery of human and material resources, together with procedures for reimbursement.

(b) Whenever a Participating Party requires mutual aid assistance from another Participating Party and/or the State of Georgia, the Requesting Party may request assistance by:

(1) Contacting the Participating Party who is the owner/operator/employer of the supplies, equipment and/or personnel being sought for mutual aid assistance (the Assisting Party); or

(2) Contacting GEMA/HS to serve as the facilitator of such request for those resources being sought for mutual aid that are owned/operated/employed by Participating Parties (where such Participating Parties have submitted a record of those resources to GEMA/HS for such use); and/or, when such resources being sought for mutual aid are owned/operated/employed directly by the State of Georgia.

The provisions of this Agreement shall only apply to requests for assistance made by an Authorized Representative. Requests may be verbal or in writing. If verbal, the request must be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

(1) A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, damage assessment, volunteer and donated goods and search and rescue; and

(2) The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed; and

(3) The specific place and time for staging of the Assisting Party's response and a point of contact at that location.

The Assisting Party will (a) maintain daily personnel time records, material records and a log of equipment hours (or miles, if appropriate) and (b) report work progress to the Requesting Party at mutually agreed upon intervals.

#### ARTICLE V LIMITATIONS

Any Participating Party requested to render mutual aid shall take such action as is necessary to provide and make available the resources covered by this Agreement in accordance with the terms hereof; provided that it is understood that the Participating Party who is asked to render aid may withhold resources to the extent necessary to meet the current or anticipated needs of the Participating Party's own political subdivision to remain in compliance with such Participating Party's policy, rule or law.

The Assisting Party's mutual aid resources will continue under the command and control of their own supervisors, but the organizational units will be under the operational control of the emergency services authorities of the Requesting Party unless the Assisting Party approves an alternative.



In the event the Governor should declare a State of Emergency, any and all provisions of this Agreement which may conflict with the declared State of Emergency shall be superseded by the terms and conditions contained within the State of Emergency.

#### ARTICLE VI LIABILITY AND IMMUNITY

(a) In accordance with O.C.G.A. § 38-3-35(a), no political subdivision of the state, nor the agents or representatives of the state or any political subdivision thereof, shall be liable for personal injury or property damage sustained by any person appointed or acting as a volunteer emergency management worker or member of any agency engaged in emergency management activity. The foregoing shall not affect the right of any person to receive benefits or compensation to which he might otherwise be entitled under Chapter 9 of Title 34, Code Section 38-3-30, any pension law, or any act of Congress.

(b) In accordance with O.C.G.A. § 38-3-35(b), no political subdivision of the state nor, except in cases of willful misconduct, gross negligence, or bad faith, the employees, agents, or representatives of the state or any political subdivision thereof, nor any volunteer or auxiliary emergency management worker or member of any agency engaged in any emergency management activity complying with or reasonably attempting to comply with Articles 1 through 3, Chapter 3, Title 38, Official Code of Georgia Annotated; or any order, rule, or regulation promulgated pursuant to Articles 1 through 3 of title, or pursuant to any ordinance relating to precautionary measures enacted by any political provisions of Articles 1 through 3 of said chapter and title, or pursuant to any ordinance relating to precautionary measures enacted by any political subdivision of the state shall be liable for the death of or the injury to person or for damage to property as a result of any such activity.

(c) It is the express intent of the parties that the immunities specified in accordance with O.C.G.A. § 38-3-35 shall apply in addition to any other immunity provided by statutory or case law.

#### ARTICLE VII RIGHTS AND PRIVILEGES

In accordance with O.C.G.A. § 38-3-30(a), whenever the employees of any Assisting Party or political subdivision are rendering outside aid pursuant to this agreement and the authority contained in Code Section 38-3-27, the employees shall have the same powers, duties, rights, privileges and immunities as if they were performing their duties in the political subdivisions in which they are normally employed.

#### ARTICLE VIII REIMBURSEMENT

In accordance with O.C.G.A. § 38-3-30(b), The Requesting Party shall be liable for any loss of or damage to equipment used or placed within the jurisdiction of the Requesting Party and shall pay any expense incurred in the operation and maintenance thereof. No claim for the loss, damage or expense shall be allowed unless, within 60 days after the same is sustained or incurred, an itemized notice of



the claim under oath is served by mail or otherwise upon the designated fiscal officer of the Requesting Party. Appendix B of this Agreement shall contain the name(s) of the Participating Party's designated fiscal officer for purposes of this Agreement. Appendix B can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. Appendix B can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. All such amendments to Appendix B shall be done in writing and the Participating Party shall notify GEMA/HS and all other Participating Parties of such amendment within thirty (30) days.

The Requesting Party shall also pay and reimburse the Assisting Party for the compensation paid to employees furnished by the Assisting Party during the time of the rendition of the aid, as well as the actual travel and per diem expenses of such employees while they are rendering the aid. The reimbursement shall include any amounts paid or due for compensation due to personal injury or death while the employees are engaged in rendering the aid. The term "employee," as used herein, shall mean, and this provision shall apply with equal effect to, paid, volunteer and auxiliary employees and emergency management workers. Expenses that are to be reimbursed by the Requesting Party shall include the following:

- (1) Labor costs, which shall include all usual wages, salaries, compensation for hours worked, mobilization and demobilization, the Assisting Party's portion of payroll taxes (as employer), insurance, accrued paid leave and other fringe benefits, but not those amounts paid or due as a benefit to the Assisting Parties personnel under the terms of the Georgia Workers Compensation Act; and
- (2) Equipment costs, which shall include the fair rental value, the cost of fuel and other consumable supplies, service and repairs. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract for insurance, the Requesting Party may deduct such payment from any item or items invoiced; and
- (3) Material costs, which shall include the total reasonable cost for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the benefit of the Requesting Party; and
- (4) Meals, lodging and other related expenses, which shall include charges for meals, lodging and other expenses relating to the provision of assistance pursuant to this Agreement shall be the actual and reasonable costs incurred by the Assisting Party.

The Assisting Party shall maintain records and submit invoices within 60 days for reimbursement as specified hereinabove and the Requesting Party shall pay the invoice no later than 30 days following the invoice date.

#### ARTICLE IX IMPLEMENTATION

This Agreement shall become operative immediately upon its approval and execution by GEMA/HS and any two political subdivisions of this State; thereafter, this Agreement shall become effective as to any other political subdivision of this State upon its approval and execution by such political subdivision.

Any Participating Party may withdraw from this Agreement by mailing notice of withdrawal, approved by the governing authority of such political subdivision, but no such withdrawal shall take effect until 30 days after the governing authority of the withdrawing political subdivision has given notice in writing of such withdrawal to the governing authorities of all other Participating Parties. Such action shall not relieve the withdrawing political subdivision from obligations assumed hereunder prior to the effective date of withdrawal.

Copies of this Agreement shall, at the time of their approval, be deposited with each of the respective Participating Parties and with GEMA/HS.

ARTICLE X  
TERM OF AGREEMENT

This Agreement, once executed, is valid until March 1, 2020. Agreement of the Participating Parties to extend the term of this agreement at any time during the last year of its original term or the last year of any subsequent four-year term shall extend the term of this agreement for four years. Each four-year extension shall constitute a separate agreement.

ARTICLE XI  
VALIDITY

If any provision of this Agreement is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Agreement and the applicability thereof to other persons and circumstances shall not be affected thereby.

Agreed:

City of Cumming, GA



Chief Executive Officer - Signature

Troy Brumbalow

Chief Executive Officer – Print Name

Attest:



Its: City Clerk

~~County~~/Municipality: City of Cumming, GA



Date: 8 / 7 / 18

GEMA/HS Director – Signature

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

GEMA/HS Director – Print Name



APPENDIX A  
AUTHORIZED REPRESENTATIVE

The below named individual(s), in addition to the chief executive officer, is/are the "Authorized Representative(s)" for City of Cumming (county/municipality), and are authorized to request, offer, or otherwise provide and coordinate mutual aid assistance on behalf of the above-named county/municipality:

Robert Troy Brumbalow

Print Name

Mayor

Job Title/Position

3 Blh

Signature of Above Individual

Phil Higgins

Print Name

City Administrator

Job Title/Position

[Signature]

Signature of Above Individual

Casey Tatum

Print Name

Chief of Police

Job Title/Position

CT

Signature of Above Individual

3 Blh

Chief Executive Officer - Signature

Chief Executive Officer - Print Name

Date: 8 / 7 / 18

APPENDIX B  
DESIGNATED FISCAL OFFICER(S)

The below named individual(s) is/are the "designated fiscal officer(s)" for

City of Cumming (county/municipality) for the purpose of reimbursement sought for mutual aid:

Robert Troy Brumbalow

Print Name

Mayor

Job Title/Position

3 Bllw

Signature of Above Individual

Phil Higgins

Print Name

City Administrator

Job Title/Position

[Signature]

Signature of Above Individual

Casey Tatum

Print Name

Chief of Police

Job Title/Position

CT

Signature of Above Individual

3 Bllw

Chief Executive Officer - Signature

Date: 8 / 7 / 18

Troy Brumbalow

# Others

A Resolution to adopt the revised Local Emergency Operations Plan for Forsyth County and the City of Cumming:

WHEREAS, Forsyth County and the City of Cumming may be subjected to emergencies and disasters of all types; and

WHEREAS, The effects of such emergencies and disasters may be mitigated by effective planning and response; and

WHEREAS, The Georgia Emergency Management Act of 1981, as amended, requires the development of a Local Emergency Operations Plan; and


WHEREAS, Such planning and response should be a coordinated effort of all local departments and agencies; and

WHEREAS, The county's current plan has not been subjected to significant revision in many years; and

WHEREAS, The Forsyth County Emergency Management Agency has developed, in partnership with local governments and community agencies, a comprehensive revised Emergency Operations Plan in compliance with the requirements of the Georgia Emergency Management Agency.

NOW, THEREFORE, BE IT RESOLVED that the Emergency Operations Plan dated June 8, 2018 is hereby approved.

SO ADOPTED this 7th day of August, 2018

  
Mayor

  
Council Member

  
Council Member

  
Council Member



*Angela Sublette*  
Council Member

*James Sublette*  
Council Member

ATTEST:

*[Signature]*  
City Clerk

