



CHATHAM COUNTY EMERGENCY OPERATIONS PLAN

**ESF-1 ANNEX
APPENDIX 1-1**

**EVACUATION AND
RETURN COORDINATION**

AUGUST 2010



THIS PAGE INTENTIONALLY BLANK



ACRONYMS

AD	Assistant Director
ARC	American Red Cross
CEMA	Chatham Emergency Management Agency
CPG	Command Policy Group
DO	Duty Officer
EAA	Evacuation Assembly Area
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERB	Evacuation and Re-entry Branch
ESF	Emergency Support Function
GEMA	Georgia Emergency Management Agency
GEOP	Georgia Emergency Operations Plan
HAZMAT	Hazardous Materials
IC	Incident Command(er)
NWS	National Weather Service
RRC	Returnee Reception Center
SOC	State Operations Center



THIS PAGE INTENTIONALLY BLANK



TABLE OF CONTENTS

Acronyms and Definitions.....	i
Table of Contents.....	iii
I. Introduction.....	1
II. Purpose.....	1
III. Scope.....	1
IV. Authorities.....	1
V. Assumptions.....	2
VI. Implementation.....	4
VII. Concept of Operations.....	5
A. Evacuation Orders.....	5
B. Partial Evacuation Procedures.....	7
C. Full Evacuation Procedures.....	8
D. Public Access (Return) Pre-event.....	12
E. Public Access (Return) Post-event.....	13
F. Communications.....	13
G. Public Information.....	14
H. Training and Exercises.....	14
VIII. Responsibilities.....	14
A. CEMA Director.....	14
B. CEMA Assistant Director.....	14
C. CEMA Duty Officer.....	15
D. CEMA Staff.....	15
E. EOC Evacuation and Re-entry Branch.....	15
F. ESF Primary Coordinators.....	16
G. ESF Support Agencies.....	16
IX. Appendix Management and Maintenance.....	16
A. Executive Agent.....	16
B. Types of Changes.....	17



C.	Coordination and Approval	17
D.	Notice of Change	17
E.	Distribution.....	17

TABS

Tab A	Evacuation planning for Chatham County Barrier Islands
Tab B	Evacuation Assembly Area (EAA) Operations
Tab C	Evacuation Transportation Planning
Tab D	Inland Shelter and Transportation Assistance Coordination
Tab E	Post Event Return of the General Population
Tab F	Returnee Reception Center (RRC) Operations



I. INTRODUCTION

- A. The County Emergency Operations Plan (EOP) outlines procedures intended to help manage and coordinate available resources to safeguard the County's population during an Incident of Critical Significance or any other major disaster posing an immediate or potential hazard and/or threat.
- B. During such events, prudent actions required to protect the population may include emergency planners and local officials ordering evacuations involving portions of or the entire population the County.

II. PURPOSE

- A. The purpose of this Appendix is to serve as a planning and decision guide for emergency planners and local officials County-wide when presented with Incidents of Critical Significance which may require the population to evacuate Chatham County.
- B. This Appendix also outlines the planning and operational considerations; and assigns coordination and operational responsibilities to both government and non-government emergency service agencies and organizations supporting evacuation operations once ordered.

III. SCOPE

- A. The provisions of this Appendix apply County-wide and to all natural and/or man made hazards and disasters, requiring either a partial or full evacuation of the population from affected areas within Chatham County.
- B. Provisions of this Appendix shall be implemented to the degree necessary and required to effect a timely evacuation of the designated population(s) from the affected area(s) within the County. This Appendix is not intended to replace established jurisdictional emergency response plans and/or procedures.

IV. AUTHORITIES

- A. This Appendix is developed under the authority of the Chairman of the Board of the County Commission, Chatham County, Georgia; and the Director of the Chatham Emergency Management Agency (CEMA) Chatham County, Georgia. This Appendix supersedes all similar and previous versions to date.



- B. CEMA has primary responsibility for compliance with provisions for the County's EOP; and is responsible for ensuring execution of the response activities outlined in this Appendix and supporting documents.
- C. This Appendix is developed in accordance with the following legal references:
 - 1. FEDERAL:
 - a. National Response Framework October 2008, as amended
 - b. Homeland Security Presidential Directive #5 – Management of Domestic Incidents
 - c. Robert T. Stafford Disaster Relief and Emergency Assistance Act.
 - 2. STATE:
 - a. Georgia Constitution
 - b. Georgia Emergency Management Act of 1981, as amended
 - c. Georgia Emergency Operations Plan (GEOP)
 - 3. COUNTY:
 - a. Chatham County EOP
 - b. Chapter 4, Article III, of the Chatham County Code, Emergency Management, March 24, 2006.

V. ASSUMPTIONS

- A. Provisions in this Appendix are designed to accommodate situations requiring the evacuation of either a portion or the whole of Chatham County.
- B. Decisions made and operational actions conducted prior to and during an evacuation are based on the situation presented, and not on any one factor outlined in this Appendix.
- C. Sufficient notification of an impending need to conduct an evacuation may not always be a possibility, as it would be in the case of a partial evacuation required due to an incident involving hazardous materials (HAZMAT). However, all measures will be taken to provide as much



advance warning as possible to the effected population, as the case may be during a full evacuation required due to an approaching hurricane.

- D. Three governmental levels of emergency preparedness and response are required to support an evacuation: Local (municipal and County), State, and Federal.
- E. Evacuation operations are initiated as required at the local level utilizing all available resources to assure an effective and timely response.
- F. Pre-event planning conducted at all governmental levels of emergency preparedness have identified available and additional resource requirements needed to conduct evacuation operations within Chatham County.
- G. State and Federal assistance will neither be expected nor requested until local resources and capabilities are known or are anticipated to be insufficient to satisfy evacuation support requirements.
- H. Executive decision-makers are acquainted with the decision-making considerations outlined in this plan and act decisively when circumstances warrant.
- I. Decision makers maintain good situational awareness and remain operationally flexible.
- J. Appropriate Emergency Declarations are made in a timely manner when warranted.
- K. All parties with roles and responsibilities for evacuation decisions and actions maintain a state of readiness throughout hurricane season, and actively participate in evacuation procedures when called to do so.
- L. The majority of the Chatham County population will comply with evacuation recommendations and directives; and will self evacuate as required in a timely manner.
- M. A significant portion of the County's population complying with evacuation recommendations and directives will require evacuation assistance.
- N. Despite all warnings and other available information, there may be a significant portion of the population that will ignore evacuation recommendations and directives and chose to remain in place.
- O. Accommodations must be made for the evacuation of household pets and service animals that accompany those individuals requiring evacuation assistance.



- P. Throughout this document, the term “Resident” refers to individuals claiming Chatham County and/or one of the municipalities within Chatham County as their primary home, or legal Home of Record. Residents include active duty military personnel and their families living in Chatham County; and other individuals who claim residency within Chatham County due to professional/educational requirements and/or personal necessity.
- Q. Throughout this document, the term “Population” refers to the total number of people to be evacuated from the affected/designated area at the time of the event, residents and nonresidents (including travelers, tourists, and other transients).
- R. Evacuation planning will always consider and include provisions for designated First Responders and other emergency workers to re-enter the affected area prior to the return of the general population to mitigate life-safety issues.
- S. Evacuation planning will always consider and include provisions for the eventual return of the County’s general population.

VI. IMPLEMENTATION

- A. The provisions of this Appendix are implemented upon the recommendation of the CEMA Director, with approval of the Chairman, Chatham County Board of Commissioners, and concurrence of the Mayors of the Municipalities as appropriate (referred within this document as the Command Policy Group or CPG).
- B. Management of this Appendix is accomplished through primary coordinators of established County Emergency Support Function (ESF) Groups. These ESF coordinators make decisions and arrange for resources necessary to support evacuation and re-entry operations. ESF Groups with identified support responsibilities in this Appendix include:
 - 1. ESF-1, Transportation
 - 2. ESF-2, Communications
 - 3. ESF-5, Emergency Management
 - 4. ESF-6, Mass Care, Housing, and Human Services
 - 5. ESF-8, Public Health and Medical Services
 - 6. ESF-11, Animals
 - 7. ESF-13, Public Safety & Security



8. ESF-14, Long Term Recovery and Mitigation
9. ESF-15, External Affairs.

VII. CONCEPT OF OPERATIONS

A. Evacuation Orders

1. Authorities

- a. The Georgia Emergency Management Act authorizes that: “local officials may recommend or order evacuations in accordance with the authority contained in their resolutions / ordinances.” The Chatham County Code Book pertaining to Emergency Management states that the Chairman and Mayors can: “take such emergency actions as may be necessary to promote and secure the safety, protection and well-being of the inhabitants of the County.” This includes the issuance of evacuation orders when deemed necessary.
- b. Georgia Emergency Management Agency (GEMA) may recommend and the Governor may order an evacuation on a county-wide or regional basis to protect lives and property. However, The Georgia Emergency Management Act, GEOP, and the Georgia Hurricane Plan, place the responsibility for evacuation decisions on local officials. Consequently, GEMA generally defers evacuation decisions to local jurisdictions.

2. Evacuation LEVELS. There are two Levels of evacuations, Partial and Full.

- a. **PARTIAL Evacuation.** The scope of a Partial Evacuation is determined by and limited to the area(s) in the County directly or potentially affected by the hazard(s) resulting from an Incident of Critical Significance. Situations that may require a Partial Evacuation include: bomb or similar threats posed by weapons of mass destruction; the approach of an off shore tropical storm or hurricane; flooding due to excessive rains (fresh water), tidal surges or tsunami (salt water); HAZMAT releases from industrial facilities or due to transportation interruptions; disruptions to the power grid; or large open area wild land fires.
- b. **FULL Evacuation.** The scope of a Full Evacuation applies to the entire population of Chatham County (the only



exceptions are for designated First Responders and other stay-behind emergency personnel). The most likely scenario requiring a Full Evacuation of the County is during the preparations for an impending hurricane landfall affecting the coastal areas of Georgia and/or South Carolina.

3. Evacuation ORDERS. There are two types of Evacuation Orders, Voluntary and Mandatory.
 - a. VOLUNTARY. During a Voluntary Evacuation, emergency planners recommend government officials strongly urge the population of designated/affected areas within the County to leave and move to safer locations. Voluntary evacuations are generally recommended as a precautionary measure to move the designated population out of harms way from potentially hazardous conditions created by an Incident of Critical Significance. Personal discretion is allowed, but not advised on the part of those in the affected area(s). Persons who refuse to comply with a Voluntary Evacuation Order will not be forcibly removed from their properties. However, individuals ignoring the order must understand that responses to requests made to First Responders and other emergency personnel for rescue and/or other lifesaving assistance following a Voluntary Evacuation Order may be significantly delayed.
 - b. MANDATORY. During a Mandatory Evacuation, government officials direct the population of designated/affected areas within the County to leave and move to safer locations. The purpose of a Mandatory Evacuation is to ensure the population in the designated areas are safeguarded and/or not subjected and/or exposed to hazardous conditions created by an Incident of Critical Significance. Personal discretion on the part of those in the designated/affected area(s) is not a consideration. Persons who refuse to comply with a Mandatory Evacuation Order will neither be arrested nor forcibly removed from their homes. Designated First Responders and other emergency personnel may be required to “stay-behind” to assist during the evacuation, and are the exception to a mandatory order. However, conditions in the designated/affected area(s) may deteriorate to the point requiring even stay behind emergency personnel to seek adequate shelter and/or leave. Consequently, there may be a point following a Mandatory Evacuation Order (typically at the onset of sustained tropical storm force winds), when First Responders and other



emergency personnel can not respond to individual requests for rescue and/or provide other lifesaving assistance.

B. Partial Evacuation Procedures

1. General. Incidents of Critical Significance may occur on a limited scale, affecting a relatively small portion of the population in a limited area within the County. If the incident is determined to present an actual or potential hazard to the population in the designated area, public safety officials with jurisdictional authority may recommend a Partial Evacuation to move the affected population out of harms way.
2. Chatham County Barrier Islands. Due to their very low elevation, dense vegetation, and limited ingress and egress routes; Chatham County's Barrier Islands are particularly vulnerable to the dangers and hazards associated with severe weather conditions that sometimes precede the tropical storm force winds of an approaching tropical storm system. Conditions on barrier islands may deteriorate and pose hazards to the island populations more than 24 hours ahead of landfall of the forecasted tropical storm force winds. Because of this vulnerability, evacuation warnings and notices may be issued specifically for the County's Barrier Islands. See Tab A (Evacuation Planning for Chatham County Barrier Islands).
3. Warning the Public. Chatham County has several methods available for communicating warnings, evacuation orders, special instructions, and other information as needed directly to the public. Methods include:
 - a. CEMA ALERTS via mass email
 - b. The Community Notification System via telephone
 - c. Activation of radio controlled outdoor warning sirens
 - d. Audio override of cable television
 - e. The Local Emergency Information Network
 - f. Public Service Announcements on local radio and television.



4. Evacuation Methods.
 - a. Self-Evacuation. The population within the designated evacuation area should either have their own transportation or make arrangements to evacuate with others that do.
 - b. Public Transportation Evacuation Assistance
 - 1) A portion of the population within the designated evacuation area will be without the means to self-evacuate. Public transportation resources will be made available to accommodate that portion of the population needing transportation out of the area.
 - 2) Jurisdictions may request additional emergency transportation resources through local emergency management channels. Established protocols identify appropriate request procedures and identify resources from ESF-1 that support requests for emergency transportation assistance.
 - c. Temporary Shelters. CEMA will assist coordinating sheltering needs of evacuees with ESF-6 as necessary. For the majority of isolated incidents, the location(s) of the temporary shelter(s) are coordinated with the on scene Incident Command (IC). CEMA will make the temporary shelter location(s) known to the IC and ESF-1 as soon as possible.
- C. Full Evacuation Procedures. The following procedures assume County emergency planners and government officials are preparing for an impending hurricane landfall affecting the coastal areas of Georgia and/or South Carolina:
 1. Planning Considerations
 - a. Clearance Time
 - 1) Clearance time is the total time necessary it will take to clear the population from designated evacuation areas and roadways. Clearance time begins when the first vehicle enters the evacuation network and ends when the last vehicle reaches the County line on the way to inland shelters. Clearance time includes the time spent by vehicles traveling along the evacuation route network, and the additional time spent on the road caused by traffic and road



congestion. The time any one vehicle may require to travel the evacuation route and clear the County line is not a factor in clearance time calculations. In addition, the clearance time calculation does not guarantee all vehicles will safely reach their destination once outside the County.

- 2) Clearance times must be weighed in respect to the arrival time of hurricane pre-landfall hazards. Evacuation should be completed prior to the arrival of sustained 34 knot / 40 mph gale force winds or the onset of storm surge inundation, whichever occurs first. Gale force winds may extend 100-200 miles ahead of the eye. Based on a storm with a radius of 100 miles, moving at 10 mph, this could reduce the evacuation time for a projected landfall at 24 hours to only 14 hours. Winds will increase as the storm approaches, accompanied by rapidly deteriorating conditions such as: torrential rain, storm surge and fresh water flooding. Factors affecting the estimated Clearance Time include:

- a) Estimated Population in the affected / designated area
- b) Estimated number of vehicles expected on the roadways
- c) Availability and capacity of evacuation routes
- d) Potential roadway choke points
- e) Estimated response time of the population following the evacuation announcement
- f) Time of day (daylight or darkness)

- 3) Barring unusual circumstances, for planning purposes the accepted clearance time for Chatham County is generally 24-30 hours.

b. Decision Points

- 1) When a hurricane threat increases to the point that the National Weather Service (NWS) is preparing to issue a Hurricane *Watch* for an area that includes Chatham County, the CEMA Director will request the



CPG convene in the EOC or via conference call to assess the potential threat and consider evacuation requirements and/or options. After receiving the Hurricane *Watch*, but prior to an anticipated issuance of a Hurricane *Warning*, the CPG must discuss and consider possible evacuation requirements and establish the scope of the anticipated evacuation operations. These discussions may occur at periodic intervals and actually extend into the warning period.

- 2) Before reaching an evacuation decision, the CPG will be briefed by the CEMA Director. They will be afforded the opportunity to discuss the situation by telephone with GEMA, the NWS in Charleston, the Federal Emergency Management Agency, and the National Hurricane Center.
- 3) The practical decision point or deadline for the CPG to make an evacuation decision is, at a minimum, approximately one hour before the time gale force winds arrive, minus the clearance time required to safely evacuate all the people in a high-risk area.
- 4) If an evacuation decision has not been tentatively agreed upon, it will need to be made at this time. Officials should be assembled or conferencing 15-30 minutes prior to the decision point in order to allow sufficient time to reach an appropriate consensus, notify emergency operations personnel, and if appropriate, prepare a news release and hold a press conference before the evacuation order is publicly announced. Arriving at a joint decision to evacuate or not to evacuate is the responsibility of the CPG. In the event a final decision is required while members of the CPG are unavailable in person, by telephone, or without a representative to act/speak on their behalf; the decision making process proceeds without further delay.
- 5) The decision to evacuate will immediately be communicated to GEMA and to other State agencies via the State Operations Center (SOC). The CPG then ensures that evacuation and sheltering operations are successful by authorizing and committing all available municipal and County resources (including equipment, personnel, facilities



and funding), required to carry out the procedures outlined in this Appendix.

c. Evacuation Schedule

- 1) Prior to evacuation decision-making meetings, CEMA will prepare a proposed evacuation schedule for phased evacuation. The exact nature of the schedule will vary based on the immediacy of the threat and the time of day involved. In a County-wide Full-Mandatory evacuation, the schedule will include:

TIME	ACTION
ISSUED NWS HURRICANE WATCH	CPG Decision-Making Begins Information Disseminated with Appropriate Personnel Voluntary Evacuation Orders Issued Announcement that Additional Orders May be Issued Evacuation Needs Reviewed Decision Point Reached Information Disseminated with Appropriate Personnel
ISSUED NWS HURRICANE WARNING	New Evacuation Order Issued (Possibly Before Warning) Full -Mandatory (New Evacuation Order Issued) Gale Force Winds-Evacuation Orders Cancelled Open Inland Shelter Locations Announced

- 2) If the threat of the storm diminishes over time, the schedule may be suspended and/or modified. However, if the storm shows significant, rapid, and/or unpredictable increases in speed, strength, and/or direction; the schedule of events may have to be accelerated or otherwise modified in favor of taking the immediate actions required to safeguard the County's population. Every effort will be made to coordinate the Evacuation Schedule with applicable NWS Advisories.



2. informing the Public. Public Information is addressed in the EOP, Incident Annex A (Hurricane Incident Management).
 3. Evacuation Methods
 - a. Self-Evacuation. The evacuating population should either have their own transportation or make arrangements to evacuate with others that do.
 - b. Evacuation Assistance. Once the decision has been made to implement a Full-Mandatory Evacuation of Chatham County, and it is necessary to begin evacuating those who are not able to self-evacuate, CEMA coordinates through the EOC Evacuation and Re-entry Branch (ERB) the opening of the Chatham County EAA to begin public evacuation assistance operations. See Tab B of this Appendix (EAA Coordination and Operations).
 4. Routes, Destinations, and Shelter Management
 - a. Evacuation Routes. Once an evacuation order is issued, all major roadway networks within the County are considered evacuation routes for local travel from the County to inland areas. CEMA will advise the SOC of the type and level of the evacuation, the time it will begin, anticipated volume of traffic, and of any coordination conducted with the Georgia Department of Transportation regarding intentions for the contra flow of Interstate Highway 16. See Tab C of this Appendix (Transportation Planning for Evacuation and Return Operations).
 - b. Inland Destinations. The area(s) requiring evacuation and the destination of those evacuated will depend upon the nature of the event and identifying locations considered to be safe for relocation. As soon as practical during the evacuation planning process, CEMA will coordinate with GEMA and the American Red Cross (ARC) for locations of host inland shelters. See Tab D of this Appendix (Inland Shelter and Transportation Assistance Coordination).
 - c. Shelter Management. Shelter Management is addressed in the EOP, Incident Annex A (Hurricane Incident Management).
- D. Public Access (Return) - Pre-event. In order to minimize casualties and prevent looting; during the evacuation phase and prior to the storm making



landfall, it may be prudent to implement restrictions that control public access to evacuated, at-risk areas.

E. Public Access (Return) - Post Event

1. Following a Partial Evacuation. The majority of evacuations conducted in Chatham County are most likely to be partial evacuations of limited and well defined locations; that are due to a specific hazard occurring in the immediate vicinity of the affected area. As such, following the mitigation of the immediate hazard and any residual affects, and as soon as public safety officials determine the area no longer poses any dangers to the public; the evacuated population most likely will be allowed to return to the area with minimal or no restrictions.
2. Following a Full Evacuation. Allowing the public to return to the affected areas within the County post event will be accomplished utilizing a progressive, three phase procedure: First (Phase I) – restricts all public access back into the County as required; Second (Phase II) – controls all public access back into the affected area once granted; and third (Phase III) – if required, monitors access in the affected area for the duration of the emergency and/or recovery. See Tab E of this Appendix (Post Event Return of the General Population).
3. Provision may be made to establish a County RRC specifically for those returning using public transportation assistance. See Tab F of this Appendix (RRC Operations).

F. Communications

1. General. Communications during any emergency event will be a challenge. Mass communications networks, along with radio and land-line communications methods routinely used by both government and private agencies may or may not be operational or available. Communications to, from, and between, units/agencies in the field will add to the level of difficulty. Because of this possibility, both government and private agencies must maintain redundant communications capabilities with the County EOC.
2. Communications Methods. Regardless of the location of the County EOC, available communications resources will be coordinated through ESF-2 and may include:
 - a. Commercial Land Line Telephone
 - b. Commercial Satellite Telephone



- c. 800 MHz Radio
 - d. UHF Radio
 - e. VHF Radio (ARES and Public Safety Nets)
 - f. Internet Connectivity
 - g. Message Courier
 - h. Commercial Radio and Television Stations.
- G. Public Information. Accurate dissemination of information and the control of rumors are both vital during emergency operations, particularly when evacuation and sheltering issues are time critical. Both the EOP and Chatham County Code Book pertaining to emergency management assign this responsibility to the County Public Information Officer. Detailed information regarding Public Information is provided in the EOP, Incident Annex A (Hurricane Incident Management).
- H. Training and Exercises. During exercises and other emergency planning activities, evacuation operations and re-entry procedures should be considered. Detailed information regarding training and exercises is provided in EOP Annex E (Training and Exercise).

VIII. RESPONSIBILITIES

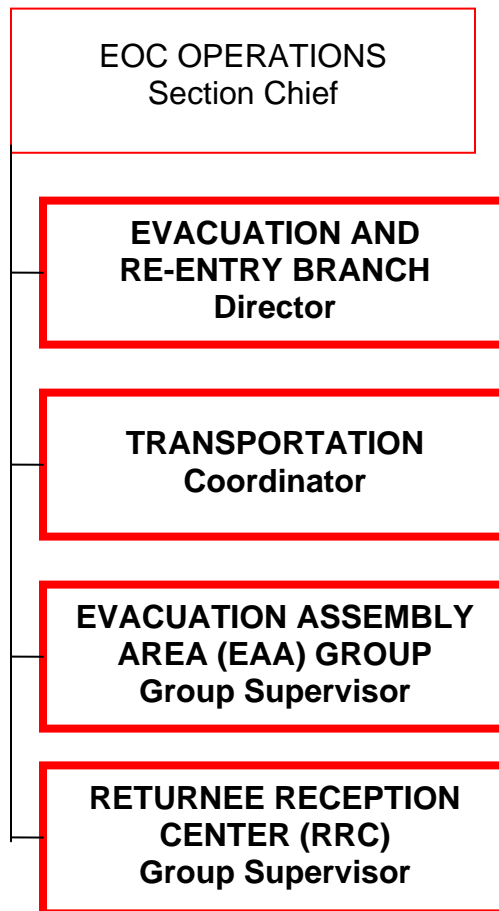
- A. CEMA Director. The CEMA Director provides for the overall command, direction and control regarding the response to and management of an event. He serves as the primary advisor to the County Commissioners and the County Manager to make emergency declarations, response, and recovery decisions. His role is to collect incident-related forecasts and/or information and relay information, along with his professional recommendations, to the local policy group for decisions and declarations. The Director serves as the EOC Manager, with signature authority and the responsibility to issue and/or make requests on behalf of the County to GEMA through the SOC.
- B. CEMA Assistant Director. The CEMA Assistant Director (AD) provides a leadership role in CEMA Operations. The AD takes recommendations from the CEMA Duty Officer and determines the need for response actions, EOC activations, and other CEMA functions through consultation with the CEMA Director. In the event activation of the EOC is ordered, the AD makes appropriate notifications to CEMA Staff and the GEMA Area V Field Coordinator. The AD's primary role in the EOC is to serve as the Operations Chief. He assumes responsibilities of the CEMA Director when required.



- C. CEMA Duty Officer. The CEMA Duty Officer (DO) serves as the Agency's 24-hour crisis monitor for the County. The DO reports incident-related information to the AD and makes recommendations regarding activation of the EOC. In the event activation of the EOC is ordered, the DO has the primary responsibility to initiate the appropriate notification to EOC Support Staff and the EOC Partial Activation Team. Once notifications are made, the DO is responsible for preparing the EOC for activation. The DO serves as the initial EOC Operations Section Chief until relieved and/or directed otherwise.
- D. CEMA Staff. CEMA Staff who are not serving as DO are subject to short-notification activation for emergencies, disasters and catastrophes. Once notified, they report to the designated EOC and assume roles within the EOC staffing matrix. CEMA Staff function within the Command and General Staff roles of the EOC as designated in the EOC Staff Manual.
- E. EOC Evacuation and Re-entry Branch (ERB).
 - 1. The ERB is a branch of the Operations Section in the County EOC (when activated). The ERB provides the EOC with enhanced coordination capabilities during evacuation operations. The ERB also has oversight of post-event re-entry operations.
 - 2. The ERB is comprised of designated ESF Partners from evacuation and re-entry operations stakeholders. These stakeholders include: ARC, CEMA, Chatham Area Transit, Chatham County Health Department, Chatham County Sheriff's Office, Chatham-Savannah Humane Society, City of Savannah, Emergency Medical Services, Georgia Department of Family and Children Services, Salvation Army, Savannah-Chatham County Public School System, Savannah-Chatham Metropolitan Police Department, Volunteer Organizations Assisting in Disasters, and other government agencies and non-government organizations as required. See Tab G of this Appendix (ERB Organization Chart).



3. Evacuation and Re-entry Branch (ERB) Organization:



- F. ESF Primary Coordinators. Each ESF has an agency designated as the Primary Coordinator. The Primary Coordinator has responsibility to ensure county-wide planning efforts are initiated to accomplish the requirements defined by the ESF. During disaster operations, the Primary Coordinator works directly with the EOC for information management and reporting of ESF activities.
- G. ESF Support Agencies. Support Agencies work with their ESF Primary Coordinator and CEMA during pre-disaster planning and incident support activities/operations. During post disaster/recovery operations, each Support Agency is responsible for coordinating agency plans and reporting activities to the EOC through their ESF Primary Coordinator.

IX. APPENDIX MANAGEMENT AND MAINTENANCE

- A. Executive Agent: CEMA is the executive agent for Appendix management and maintenance. The Appendix and supporting documents 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 Appendix.

- B. **Types and Changes:** Changes include additions of new or supplementary material and deletions. No proposed change should contradict or override authorities or other plans contained in statute, order, or regulation.
- C. **Coordination and Approval:** Any department or agency with assigned responsibilities within this document may propose a change. CEMA is responsible for coordinating all proposed changes with primary agencies, support agencies and other stakeholders. CEMA will coordinate review and approval for proposed modifications as required.
- D. **Notice of Change:** After coordination has been accomplished, including receipt of the necessary signed approval supporting the final change language, CEMA 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 appropriate document. Once published, the modifications will be considered part of the EOP for operational purposes pending a formal revision and re-issuance of the entire document. Interim changes can be further modified or updated using the above process.
- E. **Distribution:** CEMA will distribute the Notice of Change to all participating agencies. Notice of Change to other organizations will be provided upon request. Re-issuance of the individual document or the entire EOP will take place as required. Working toward continuous improvement, CEMA is responsible for an annual review and update of the EOP to include related Appendices, and a complete revision every four years (or more frequently if the County Commission or GEMA deem 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. CEMA will distribute revised EOP documents for the purpose of interagency review and concurrence.



THIS PAGE INTENTIONALLY BLANK