



# **CHATHAM COUNTY EMERGENCY OPERATIONS PLAN**

**SUPPORT ANNEX D  
APPENDIX 1  
TAB A**

# **BASE CAMP COORDINATION**

NOVEMBER 2009



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## ACRONYMS

AD	Assistant Director
CEMA	Chatham Emergency Management Agency
CPG	Command Policy Group
DO	Duty Officer
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Services Function
FEMA	Federal Emergency Management Agency
GEMA	Georgia Emergency Management Agency
GEOP	Georgia Emergency Operations Plan
JIC	Joint Information Center
NIMS	National Incident Management System
NRF	National Response Framework
Mhz	Megahertz
UHF	Ultra High Frequency
VHF	Very High Frequency



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## **I. INTRODUCTION**

- A. Following an emergency event in Chatham County, the resources and facilities remaining and/or available to support recovery efforts may be limited or not available. Despite conditions, emergency response personnel will be required to deploy into the affected area to begin the recovery. In addition to County responders, the influx of emergency responders from outside Chatham County to support a long-term recovery will place additional burdens on the already limited, if nonexistent, County resources.
- B. When emergency events are of the magnitude that personnel need to be immediately deployed into an affected area, and the area cannot support the influx of the amount of resources needed to effectively respond to the event due to a lack of remaining infrastructure, the County may establish base and/or forward camp(s) to provide the required support resources and facilities.

## **II. PURPOSE**

- A. The purpose of this Tab is to establish procedures used by Chatham County to request, coordinate, and establish the base and/or forward camp(s) required to support emergency response resources and critical workforce personnel activated and responding to a major disaster or catastrophic event.
- B. Providing emergency and response workers with designated facilities to clean-up, obtain hot meals, rest, relax, and refit, during their off duty hours; provides Chatham County with a motivated, healthy, and efficient critical workforce to restore critical life support services, the government's infrastructure; and provide assistance to the citizenry of the County during recovery efforts following a significant catastrophic event.

## **III. SCOPE**

- A. Base/forward camps are established as required in close proximity to the affected area(s). These camps provide a range of service and support functions including: temporary accommodations, food services, shower and restroom accommodations, laundry facilities and services, medical care, recreation facilities, and administrative support.



- B. The provisions of this Tab apply County-wide and to all hazards and disasters; natural and/or man made that call for either a partial or full activation of the County's Emergency Operations Plan (EOP). This Tab is not intended to replace jurisdictional support, emergency management plans and/or procedures.

#### **IV. AUTHORITIES**

- A. This Tab 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 Tab supersedes all similar and previous versions to date.
- B. CEMA has primary responsibility for compliance with provisions of the County's EOP; and is responsible for ensuring execution of the response activities outlined in this Tab and supporting documents. CEMA maintains a current contract for the scope of services described in this document (See Exhibit 4 - Current Vendor Contract).
- C. Emergency Support Function (ESF) Partners and other designated agencies responsible for providing supporting actions will coordinate internal resources and personnel suitable to accomplish the tasks defined in this document.
- D. This Tab is developed in accordance with the legal references below.
  - 1. FEDERAL: National Response Framework (NRF), October 2008, as amended
  - 2. STATE:
    - a. Georgia Constitution
    - b. Georgia Emergency Management (GEMA) Act of 1981, as amended
    - c. Georgia Emergency Operations Plan (GEOP)
  - 3. COUNTY: Chatham County Emergency Operations Plan



## V. ASSUMPTIONS

- A. The need for a base and/or forward camps may be predicted on the size and severity of the impact of an emergency event occurring in Chatham County.
- B. A base camp and/or forward camp(s) will be established when local facilities are not available for the number of emergency and critical workforce personnel needed to adequately respond to a disaster and/or catastrophic event.
- C. Camps will be located in close proximity to the affected area to allow response personnel quick access.
- D. Each base/forward camp will have a contractor provided site manager who will have the overall responsibility of the daily operations of the facility.
- E. Chatham County will contract with commercial resources for base and forward camp operations.
- F. In declared emergencies, camp operations are considered a Category B expense under the Federal Emergency Management Agency (FEMA), Public Assistance Program. Documentation of all expenses must be kept in order to seek proper reimbursement.

## VI. IMPLEMENTATION

- A. Implementation of this Tab during a major event will be coordinated through the Emergency Operations Center (EOC) based on decisions made by the Chatham County Command Policy Group (CPG), and EOC Manager.
- B. Once the decision is made to implement this Tab, the designated Logistics Section Chief will activate this plan as outlined in the attached Exhibits (See Exhibit 1 - Base Camps and Exhibit 2 - Forward Camps).

## VII. CONCEPT OF OPERATIONS

- A. Base / Forward Camps.
  - 1. The nature of the event, size of the affected area, and need for emergency worker facilities will determine the size of a camp. Due to the fact these facilities vary in nature and are generally just big enough to do the job, the National Incident Management System (NIMS), does not assign a typing category to bases and camps.



The decision as to the appropriate size of a camp will be made by the County EOC Manager and Logistics Section Chief (taking into consideration recommendations being made from the field).

2. Facility Retrofits. When possible, an existing facility should be reviewed for possible retrofit to accommodate emergency workers. Retrofitting a facility should be considered as an alternative to establishing a “tent-city”. All services should be reviewed and space allocated for them. If necessary, additional structures or modules can be brought in to supplement a site. When facility retrofits are not possible, a “tent-city” camp will be established.
- B. Service Providers. Due to the lack of County and State owned resources and the personnel required to manage and staff these vital support facilities, services for base/forward camp operations are to be contracted. Management of base/forward camps will be the responsibility of the contracted vendor and provided for in the service contract. Chatham County will provide operational oversight through CEMA.
- C. Services Provided at a Base Camp
1. Billeting. Safe, secure, well maintained, and climate controlled accommodations for both male and female emergency workers. Billeting may be established using fixed, portable, or tented, facilities.
  2. Food Services. Camp food service includes a full service kitchen providing three hot meals per day. Boxed/prepared lunches are also available for workers who are not in camp during lunch hours.
  3. Shower & Restroom Facilities. Temporary (trailer units), or fixed, hot water facilities will be established, providing separate facilities for male and female workers. Porte-Potties are to be used only if no other resources are available.
  4. Laundry Facilities and Services. Laundry facilities and services for emergency workers will be available within the camp either as a self-wash or drop-off service.
  5. Medical Care. Basic medical services will be available to emergency workers and camp locations. Emergencies will necessitate having an on-site Emergency Medical Services paramedic unit available. Any established medical clinics must be staffed by a public health nurse and/or at a minimum, a certified paramedic.



6. Recreation Facilities. As practical, between meal periods the dining facility may be used for off duty recreation. Depending on camp size and feeding schedule, a separate facility may be established. Recreation facilities may include items such as a Ping-Pong table, televisions, library/reading area, board games, cards, and other items to afford workers a means to relax between shifts.
7. Security. Camp Managers establish the physical and personnel security measures required to provide a safe and secure camp for both emergency workers and their equipment.
8. Administration Support. Administration areas are included for the camp management staff. These areas are separate from camp facilities. The admin area includes check in/out stations for accurate control of camp inhabitants. Camp information boards, shuttle service and postal drop off/pickup are located at the administrative area.

D. 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 plan to 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 (Communications), and may include:
  - a. Commercial Cellular Telephones
  - b. Commercial Land Line Telephone
  - c. Commercial Satellite Telephone
  - d. 800 MHz Radio
  - e. UHF Radio
  - f. VHF Radio
  - g. Internet Connectivity



- h. Message Courier
  - i. Commercial Radio and Television Stations
- E. Public Information. All information released regarding base/forward camps providing support to Chatham County during an event will be coordinated through the Joint Information Center (JIC).
- F. Training and Exercises. During exercises and other emergency planning activities, the possible need and use of emergency worker base/forward camps should be included.

## **VIII. RESPONSIBILITIES**

- A. CEMA Director: The CEMA Director serves as the primary advisor to the County Commissioners and the County Manger regarding emergency management and logistical requirements in the County. His role is to insure that the Logistical system and supply management system are in place to facilitate the response and recovery, and ensure that proper documentation is being maintained for any cost recovery. The Director also has signature authority and responsibility to issue and/or request support through the County and GEMA.
- B. CEMA Assistant Director: The CEMA Assistant Director (AD) is the Primary Operations Officer and assumes the responsibilities of the Director in his absence. The CEMA AD determines response actions and the levels of activation of the EOC. In local events the CEMA AD works in close concert with the CEMA Duty Officer (DO), in determining the extent and scope of the response.
- C. Logistics Section Chief: Upon activation is responsible for coordinating the activation of base/forward camps when needed. Based upon both immediate and anticipated needs of the critical workforce personnel, the Logistics Section Chief makes recommendations to the EOC Manager to activate and/or deactivate Camp facilities, and coordinates those actions as required.
- D. Contracted Vendor/Service Provider: When activated provide the services and support functions to Chatham County as outlined in the current contract. See Exhibit 1.

## **IX. TAB MANAGEMENT AND MAINTENANCE**

- A. CEMA is the executive agent for Tab management and maintenance. The Tab 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 Appendices.

- 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 the Tab may propose a change to the plan. CEMA is responsible for coordinating all proposed modifications to the Tab 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 EOP, Tab, or supporting documents. 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 Tabs 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 tabs, and a complete revision every four years (or more frequently if the County Commission of GEMA 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. CEMA will distribute revised EOC Annex documents for the purpose of interagency review and concurrence.



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## EXHIBIT 1 – BASE CAMPS

### I. GENERAL.

- A. Following a major disaster, Chatham County may establish a base camp to support recovery operations. Only responders from government and non-profit agencies are permitted to use this County facility. Base camps are not established for profit based companies such as utility and debris management firms. A base camp may be established under one of two conditions:
1. There are inadequate billeting and food services within a reasonable distance from the affected area(s).
  2. If sending in emergency workers would occupy all, or the majority of available hotel accommodations, thus leaving no available rooms for disaster victims. This would extend the local emergency shelter requirements.

### II. COORDINATION.

- A. Pre-Event Planning. CEMA is the lead agency responsible for establishing a County Base Camp and maintains contingency contracts with qualified vendors and a list of potential sites to be utilized as possible camp locations.
- B. Contractor Responsibilities.
1. All contracts are “turn-key” by the vendor. The contractor shall provide a full range of logistical and staff support for disaster recovery services as outlined in the base plan and provided for in the current vendor contract. See Exhibit 1.
  2. All work shall comply with current Chatham County Codes and shall be inspected as appropriate.
- C. County Support to Contractor. There may be occasion when certain services may be performed and/or furnished to the contractor by Chatham County so as not to delay the contractor unduly in the performance of the agreed upon obligations. These services may include but are not limited to:
1. Provide the contractor with a designated County Coordinator for contract coordination and base camp operations.
  2. Provide Information to the Contractor. Supply the contractor with adequate copies of all data pertaining to the required service, plus



full information as to the County's requirements for the service including any known pertinent data from any other contractors performing work that would affect base camp operations.

3. Provide the contractor with the most recent list of service providers and vendors in the Chatham County area.
4. Give Notice of Problems. Provide prompt verbal and/or written notice to the contractor whenever the County observes or otherwise becomes aware of any defect in the service or changed circumstances.
5. Access to Property. Provide access to and make necessary provisions for the contractor to enter upon public and private property as required for the Contractor to perform his services outlined and agreed upon in the current contract.
6. Access to Utilities and Resources. When available, assist the contractor with timely and priority access to local public and private utilities and resources such as electrical power, water, sewer, petroleum products, land-line and cell phone services.
7. Provide the contractor with written notice for all changes and/or modifications affecting the scope of services provided for in the current contract.
8. Provide the contractor with a designated base camp site coordinator.

### **III. ACTIVATION.**

- A. The CEMA Director, in consultation with CEMA Staff, will make recommendations to the Command Policy Group concerning establishing a County Base Camp. When appropriate, the CEMA Director will direct the activation of the current contract.
- B. Activation of the current base camp contract requires Chatham County provide notification to the contractor as soon as practical, given the anticipated or current conditions. Initial notification can be made telephonically (Warning Order), to the contractor's designated representative. Electronic and/or written notification will follow as soon as practical.
- C. The contractor will provide survey teams into the area as soon as practical. It is anticipated basic services will be available and the camp

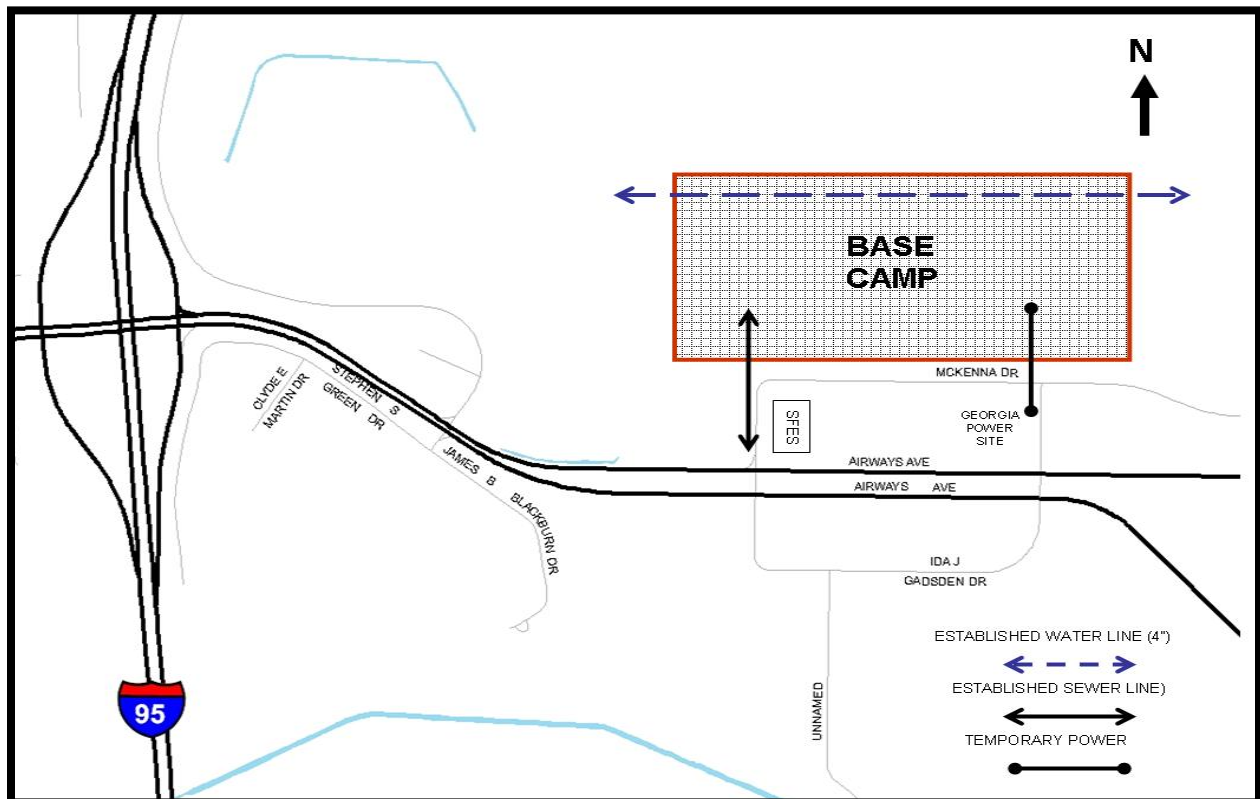
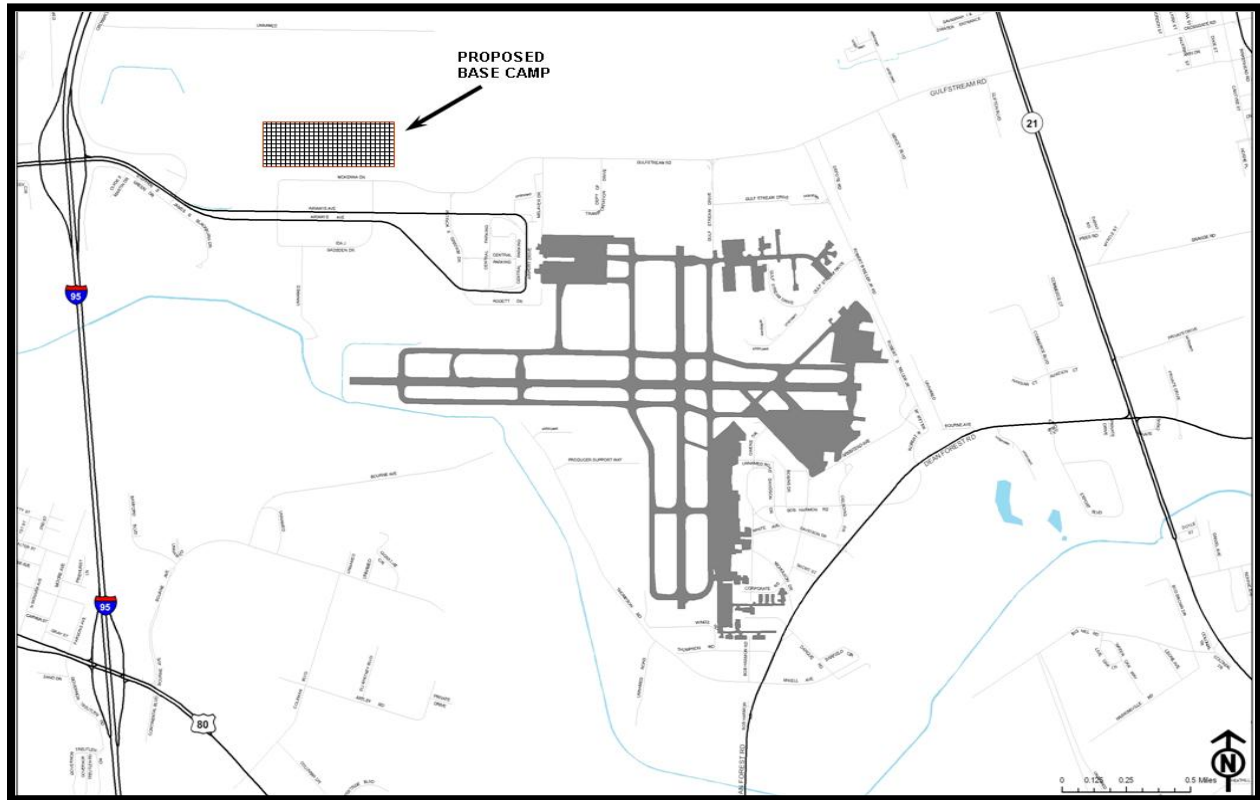


ready to accept occupants within 24 hours. However, it may take up to 96 hours for all of the camp facilities to be established.

#### **IV. DEMOBILIZATION COORDINATION.**

- A. Upon receiving written notification terminating base camp operations and/or at the conclusion of the contract, the contractor will demobilize the site.
- B. All equipment will be broken down and removed.
- C. All items delivered and installed on the site to include temporary fencing, buried utility lines, and tree protection barriers, will be removed.
- D. Once all equipment is removed, all garbage and/or debris left behind will be collected and hauled off.
- E. Any site improvements installed by the contractor will be removed at the conclusion of the contract. If items installed by the contractor during base camp mobilization are to be utilized as permanent improvements to the site, the items will be installed in adherence to local codes and specifications.
- F. Site will be restored in accordance with the owner's directives. Contractor's staff will remain on site until pre-existing conditions are established and a written release is obtained. Typical restoration items include:
  - 1. Removal of all contractor equipment and supplies.
  - 2. Removal of gravel/crusher-run roadways, parking lots and tent pads (if installed).
  - 3. Removal of any buried utilities installed by contractor.
  - 4. Replacement of topsoil, grading and reseeding of disturbed areas.
  - 5. Replacement of any infrastructure removed to accommodate the camp layout such as fencing, gates, etc.
  - 6. Replacement of landscaping items that may have been removed to accommodate the camp.
  - 7. Reestablishment of any existing facilities that may have been provided by the owner for contractor use such as warehouses or office buildings.

### V. PROPOSED SITE MAP







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## EXHIBIT 2 – FORWARD CAMPS

### I. GENERAL

- A. Forward Camps are established and utilized when emergency and disaster response personnel are required to conduct sustained operations in remote or areas located far away from the support services and facilities provided at the base camp.
- B. When practical, the services and facilities established at a forward camp will mirror on a smaller scale, the resources located at the base camp.

### II. COORDINATION

- A. Planning. The need to establish forward camps is identified and anticipated during the Operational Planning Cycle, and documented in the Incident Action Plan (IAP). The EOC Logistics Chief is responsible for making the request and coordinating the administrative and operational support requirements with the contracted vendor(s).
- B. Contractor Responsibilities.
  - 1. The contractor shall provide a full range of logistical and staff support for disaster recovery services as outlined in the Purchase Order agreed upon for the forward base camp.
  - 2. All work shall comply with current Chatham County Codes and shall be inspected as appropriate.
- C. County Support to Contractor.
  - 1. Provide Information to the Contractor.
    - a. Provide the contractor with the scope of work expected to be performed and a separate purchase order for each forward base camp requested.
    - b. Provide the contractor with a proposed camp site location.
    - c. Supply the contractor with adequate copies of all data pertaining to the required service, plus full information as to the County's requirements for the service including any known pertinent data from any other contractors performing work that would affect forward camp operations.
    - d. Provide the contractor with the most recent list of service providers and vendors in the Chatham County area.



- e. Give Notice of Problems. Provide prompt verbal and/or written notice to the contactor whenever the County observes or otherwise becomes aware of any defect in the service or changed circumstances.
2. Access to Property. Provide access to and make necessary provisions for the contractor to enter upon public and private property as required for the contractor to perform his services outlined and agreed upon.
3. Access to Utilities and Resources. When available, assist the contractor with timely and priority access to local public and private utilities and resources such as electrical power, water, sewer, petroleum products, land-line and cell phone services.
4. Provide the contractor with written notice for all changes and/or modifications affecting the scope of services provided for in the current contract.
5. Provide the contractor with a designated forward camp site coordinator.

### **III. ACTIVATION**

- A. The CWF Re-Entry Team(s) will make recommendations to the EOC Manager concerning establishing a forward base(s)
- B. Establishing a forward camp requires Chatham County provide notification to the identified contractor as soon as practical, given the anticipated or current conditions. Initial notification can be made telephonically (Warning Order), to the contractor's designated representative. Electronic and/or written notification will follow as soon as practical.

### **IV. DEMOBILIZATION COORDINATION**

- A. Upon receiving written notification terminating forward camp operations and/or at the conclusion of the contract, the contractor will demobilize the site.
- B. All equipment will be broken down and removed.
- C. All items delivered and installed on the site to include temporary fencing, buried utility lines, and tree protection barriers, will be removed.
- D. Once all equipment is removed, all garbage and/or debris left behind will be collected and hauled off.



- E. Any site improvements installed by the contractor will be removed at the conclusion of the contract. If items installed by the contractor during camp mobilization are to be utilized as permanent improvements to the site, the items will be installed in adherence to local codes and specifications.
  
- F. Site will be restored in accordance with the owner's directives. Contractor's staff will remain on site until pre-existing conditions are established and a written release is obtained. Typical restoration items include:
  - 1. Removal of all contractor equipment and supplies.
  - 2. Removal of gravel/crusher-run roadways, parking lots and tent pads (if installed).
  - 3. Removal of any buried utilities installed by contractor.
  - 4. Replacement of topsoil, grading and reseeding of disturbed areas.
  - 5. Replacement of any infrastructure removed to accommodate the camp layout such as fencing, gates, etc.
  - 6. Replacement of landscaping items that may have been removed to accommodate the camp.
  - 7. Reestablishment of any existing facilities that may have been provided by owner for contractor use such as warehouses or office buildings.



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## **EXHIBIT 3 – SITE EVALUATION CHECKLIST**

The following are factors to be considered when selecting a base camp site:

### **CAMP LOCATION**

- Accessibility to the site for 18 wheelers
- POC for Site (Name & Phone)
- Proximity to local gas/diesel sources
- Available Cell Service

### **VIABILITY OF SITE INFRASTRUCTURE**

- Sewer – On site and operational?
- Potable Water – On sit and operational?
- Shore Power – On site and operational?
- Available buildings
- Available Roads/Type/Load Capacity
- Other available on site assets

### **SITE CONDITIONS**

- Topography
- Ground Cover (Grass/Concrete/Asphalt)
- Drainage Issues

### **PHYSICAL AREA AND UTILITIES REQUIRED (ESTIMATED)**

250 Person Camp:

- 170,000 sq. ft. for Camp
- 80,000 sq. ft. for Parking
- Water: tap a 2” line
- Sewer: 2,500 gal/day

500 Person Camp:

- 170,000 sq. ft. for Camp
- 160,000 sq. ft. for Parking
- Water: tap a 2” line
- Sewer: 5,000 gal/day

750 Person Camp:

- 200,000 sq. ft. for Camp
- 240,000 sq. ft. for Parking
- Water: tap a 4” line
- Sewer: 7,500 gal/day



1000 Person Camp:

- 225,000 sq. ft. for Camp
- 320,000 sq. ft. for Parking
- Water: tap a 4" line
- Sewer: 10,000 gal/day

**ESTIMATED DIESEL FUEL REQUIREMENTS**

250 Person Camp

- 500 gal/day

500 Person Camp

- 700 gal/day

750 Person Camp

- 1,200 gal/day

1000 Person Camp

- 1,200 gal/day

**ESTIMATED PROPANE REQUIREMENTS**

250 Person Camp

- 400 gal/week (summer)
- 700 gal/week (winter)

500 Person Camp

- 400 gal/week (summer)
- 700 gal/week (winter)

750 Person Camp

- 550 gal/week (summer)
- 900 gal/week (winter)

1000 Person Camp

- 650 gal/week (summer)
- 1,000 gal/week (winter)



**EXHIBIT 4 – CURRENT VENDOR CONTRACT**

**A COPY OF THE CURRENT VENDOR CONTRACT IS ATTACHED**



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