

Chatham County

STRATEGIC PLAN

**Chatham Emergency Management
Agency**

STRATEGIC PLAN

Executive Summary

This Strategic Plan (SP) and the County's Emergency Management Program (program) is institutionalized and documented in this and other program planning document or documents. The program plan, sometimes referred to an administrative plan, explains the source of authority to execute the components of the program and explains when the authorities are active. The plan explains how the vision, mission, goals and objectives of the program support those of the parent organization. Where available, industry codes of practice are used to determine appropriate and best practices. The plan outlines relevant program policies and procedures that are pertinent to those governed by the program explains the source of funding and normal budget levels that ensure program continuity and viability.

The Chairman of the Chatham County Commission shall nominate to the State Director of Emergency Management for appointment by the Governor, a Director of Emergency Management for the entire County of Chatham.

An Emergency Management Program Advisory Committee is charged with providing for coordinated input by program stakeholders that ensure the emergency management program is developed and maintained in collaboration with program stakeholders, both from policy and operational levels. This plan will be reviewed and updated at the latest, every four years ensuring that performance objectives listed in subsequent sections are periodically evaluated.

The program consists of the following components:

- Program administration such as: Vision, Mission Statement, Enabling Authorities, and goals and objectives.
- Identification of a Program Director with the authority to execute the plan.
- Identification of, and authority for, an Emergency Management Advisory Committee.
- Performance objectives and a means of periodic evaluation.
- Program elements that describe the program including all activities that fall within the scope and purview of the director of emergency management as well as the associated activities of elements that are coordinated through that office. This includes organizations and agencies of government that are assigned response and recovery functions as well as those that have regular responsibilities for mitigation of and preparedness for disasters. These elements are applicable to the four phases of disaster/emergency management: mitigation, preparedness, response, and recovery and also apply to prevention activities.

- Applicable legal requirements and legal authorities to establish the appropriate amount of flexibility and responsiveness to conduct emergency management activities in both disaster and non-emergency situations.
- Compliance with applicable legislation, regulation, directives, policies, and industry codes of practice. Provisions that the program is established in state and local law, and exists in compliance with the legal provisions found in state and local law. These legal provisions identify the fundamental authorities for the program, and include planning, funding mechanisms, continuity of operations, environmental compliance, historic preservation and disaster insurance.
- A strategy for addressing needs for legislative and regulatory revisions that evolve over time; it also maintains a process and procedure to identify issues for presentation to legislative and regulatory bodies, and, when appropriate, makes such presentations.
- Development and implementation of mutual aid agreements, contractual service agreements, memoranda of understanding, and/or other agreements that provide additional equipment, supplies, facilities, and/or personnel that can be used to achieve operational objectives.
- Development of plans, procedures and necessary resources that enable the chief executive and other key officials to direct, control, and coordinate both internal and external resources efficiently and effectively during response and recovery operations.
- Procedures that ensure response, recovery and mitigation activities are coordinated and concurrently implemented.

RECORD OF REVISIONS

| <u>Revision Number</u> | <u>Date</u> |
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I. PROGRAM ADMINISTRATION

A. Vision

One of the most basic and fundamental responsibilities of government is to provide for the safety and welfare of its citizens before, during and after major emergencies and disasters. Therefore, an effective County-wide Emergency Management Program should always remain as one of the highest priorities of elected and appointed officials at all levels. However individual citizens must also accept personal responsibility within their own means and abilities to be constantly aware of risk and always prepared to take protective actions when necessary for their own safety as well as that of their families, friends and property. (<http://cema.chathamcounty.org>)

B. Mission Statement

“CEMA's mission is to create the highest possible state of emergency readiness and to be prepared to react promptly to save life and property in the County or any of its municipalities when threatened or hit by an emergency or a major disaster of any type and to accomplish the missions assigned to each department or agency in the Plan.” (*The Code of Chatham County, 1989. As Amended. Chapter 4, Administration, Article III, Emergency Management (Civil Defense) §4-305-2.*)

C. Goals and Objectives

1. Goals

- a. Minimize suffering, loss of life, personal injury, and damage to property resulting from hazardous and emergency conditions.
- b. Minimize conditions resulting from disaster-related shortages of materials or services that would have an undesirable impact on the residents, the economy, and the well being of Chatham County.
- c. Provide relief and promote short-range and long-range recovery.
- d. Mitigate future losses of life and damage to property resulting from disasters.

e. Support and assist local governments and the private sector to integrate hazard identification, risk assessment, risk management, and prevention into a comprehensive approach to hazard mitigation.

f. Maximize the effective use of available public and private resources devoted to hazard mitigation.

g. Ensure efficient, effective, and integrated response to potential and/or actual emergencies and disasters by developing response capabilities, providing for immediate and sustained response operations, and enabling a smooth transition into long term recovery.

h. Provide for the rapid assessment and, as appropriate, verification, impact analysis, and timely notification of predictions, forecasts, and/or warnings of potential and/or actual emergencies or disasters in order to maximize protective actions, emergency preparedness, and to enhance response effectiveness.

i. Provide for timely, effective, efficient, and coordinated government response to potential and/or actual emergencies and disasters.

j. Provide for: an efficient, integrated, and comprehensive transition process from response to recovery operations; effective disaster assistance to impacted individuals, businesses, and public agencies; long-term reconstruction activities; and mitigation and risk management initiatives.

k. Ensure emergency managers and the affected public receive comprehensive and relevant skill development through training and exercises in emergency management, public awareness programs, and professional job-specific training.

2. Objectives

a. Integrate hazard mitigation activities in all pertinent agency programs.

b. Maximize the use of hazard mitigation funding to reduce the impact of future disasters.

c. Maintain collaborative and cooperative relationships with the business and industry communities for all-hazards.

- d. Provide assistance and guidance to improve all-hazard risk assessments.
- e. Integrate NIMS structure into plans and operations.
- f. Enhance and coordinate mutual aid programs.
- g. Improve communications with constituents, neighborhoods, communities and special interest groups.
- h. Support and assist local jurisdictions in planning efforts for hazardous material or radiological incidents.
- i. Ensure that the emergency management community has a program and procedures to utilize volunteers and volunteered resources.
- j. Increase the agency's capability to assess impending threats and issue warnings.
- k. Exercise response and recovery plans and planning guidance.

D. Enabling Authorities

1. Local Government Resolution for Emergency Management

- a. Georgia Emergency Management Act of 1981. As Amended December 1992.

Section I - Definition

“Emergency Management’ means the preparation for the carrying out of all emergency functions other than functions for which military forces are primarily responsible to prevent, minimize, and repair injury and damage resulting from emergencies, energy emergencies, disasters, or the imminent threat thereof, of manmade or natural origin”...
“These functions include, without limitation, fire-fighting services; police services; medical and health services; rescue; engineering; warning services; communications; defense from radiological, chemical, and other special weapons; evacuation of persons from stricken areas; emergency welfare services; emergency transportation; plant protection; temporary restoration of public service utility services; and other functions related to civilian protection,

together with all other activities necessary or incidental to the preparation for and carrying out of the foregoing functions.”
(Chapter 3, Article 1, 38-3-3.)

Section II - Local Emergency Management Authorities

“Each political subdivision shall have the power and authority:

(1) To appropriate and expend funds, execute contracts, and to obtain and distribute equipment, materials, and supplies for emergency management purposes;

(2) To provide for the health and safety of persons and property, including emergency assistance to the victims of any emergency or disaster resulting from manmade or natural causes or enemy attack and to direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set by the federal and state emergency management agencies;

(3) To appoint, employ, remove, or provide, with or without compensation, chiefs of services, warning personnel, rescue teams, auxiliary fire and police personnel, and other emergency management workers;

(4) To establish a primary and one or more secondary control centers to serve as command posts during an emergency or disaster;

(5) Subject to the order of the Governor or the chief executive of the political subdivision, to assign and make available for duty the employees, property, or equipment of the subdivision relating to fire-fighting, engineering, rescue, health, medical and related services, and to police, transportation, construction, and similar items or services for emergency management purposes, within or outside of the physical limits of the subdivision;

(6) In addition to the heretofore stated powers and authorities, to acquire, temporarily or permanently, by purchase, lease, or otherwise, sites required for installation of temporary housing units for disaster victims; and to enter into whatever arrangements, including purchase, of temporary housing units and payment of transportation charges, which are necessary to prepare or equip such sites to utilize the

housing units.” (*Chapter 3, Article 1, 38-3-27*)

Section III-Local Emergency Management Financial Assistance

“To the extent funds are appropriated for such purpose by the General Assembly, the director of emergency management is authorized and directed to provide funds to counties or municipalities which operate a local emergency management organization as required by this Code section. No county or municipality shall be entitled to receive funds unless the local emergency management organization has met all of the state and federal requirements to be an emergency management organization qualified to receive federal funds, including:

- (A) Legal establishment by local ordinance or resolution;
- (B) A legally appointed local director who has been endorsed and approved by the state director of emergency management and appointed by the Governor;
- (C) An approved emergency and disaster plan with all applicable annexes; and
- (D) An approved fiscal year program paper and other necessary compliance documents.” (*Chapter 3, Article 1, 38-3-27*)

Section IV - Immunity Of State And Political Subdivisions

“Neither the state nor any 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.” Immunity does not apply in cases of willful misconduct, gross negligence or bad faith. (*Chapter 3, 38-3-35.*)

- b. The Code of Chatham County, 1989. As Amended. Chapter 4, Administration, Article III, Emergency Management (Civil Defense) §4-301 thru §4-318.

“There is hereby established the Chatham Emergency Management Office which shall perform emergency management functions county-wide in Chatham County.

The Chairman of the Chatham County Commission shall nominate to the State Director of Emergency Management for appointment by the Governor, a Director of Emergency Management for the entire County of Chatham.” (§4-306)

“The Director of CEMA shall have direct responsibility for the organization, administration, and operation of the local organization for emergency management, subject to the direction and control of the County Commission Chairman and County Manager or their designee. Because the Chatham Emergency Management Agency is a county-wide organization that coordinates the activities of each municipal and County department or agency, each local government retains authority over its own staff and equipment resources but subordinates itself to the overall coordination and direction of CEMA during an emergency.” (§4-307.)

II - Local Organization For Emergency Management

1. (Georgia Emergency Management Act of 1981. As Amended December 1992.Chapter 3, Article 1, 38-3-27)

“The governing body of each county of this state may establish a local organization for emergency management in accordance with the state emergency management plan and program.” ... “The executive officer or governing body of the political subdivision is authorized to nominate a local director to the director of emergency management who shall have the authority to make the appointment. The local director shall have direct responsibility for the organization, administration, and operation of the local organization for emergency management, subject to the direction and control of the executive officer or governing body and shall serve at the pleasure of such executive officer or governing body. Each local organization for emergency management shall perform emergency management functions within the territorial limits of the political subdivision within which it is organized and, in addition, shall conduct such functions outside of such territorial limits as may be required pursuant to Article 1, this article, and Article 3 of this chapter.”

2. The Code of Chatham County, 1989. As Amended. Chapter 4, Administration, Article III, Emergency Management (Civil Defense) §4-301 thru §4-318.

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III. Advisory Committee Identification and Authority

The following extract is from the minutes of the 16 March 2005 Chatham County Local Emergency Preparedness Committee that introduced and established an Emergency Management Program Committee as a sub-committee of the LEPC:

“Gary Milewski reported that the Steering Committee had been meeting to discuss the vision of the LEPC. It seems that the emergency response community wished to present its findings back to the LEPC. Based on these findings, Phillip Webber made a motion to create an Emergency Management Program Committee as a sub-committee of the LEPC. Mr. Webber moved that the committee be comprised and maintained in collaboration with program stakeholders, both from policy and operational levels, to provide input to or assist in the coordination of the preparation, implementation, evaluation, and revision of the emergency management program. The committee would adhere to a documented, ongoing process that provided for coordinated input by program stakeholders. It would include the Director, CEMA as program coordinator and others who have the appropriate expertise and knowledge of the entity and the capability to identify resources from all key functional areas within the entity and solicit applicable external representation. The committee would meet bi-monthly and report activities to the LEPC. Performance objectives would be established for program elements with a system of periodic evaluation of these objectives.

Phillip Webber also expressed a desire to see municipalities designate an Emergency Management Liaison; additional details will be provided at the May meeting.

The motion was passed to form the Emergency Management Advisory Committee; the first meeting was called immediately following the LEPC meeting.” (*Chatham County LEPC Minutes, 16 Mar 2005.*)

IV. Program Performance Objectives and Periodic Evaluation

1. County Code Performance Objectives

- a. To represent the governing officials of Chatham County and its municipalities on matters pertaining to emergency management;
- b. To assist County and municipal officials in organizing County and municipal departments for emergency operations;
- c. To assist municipal and County department officials and directors with the development of "emergency standing operating procedures (SOP)" for each of the local governmental, private, or volunteer organizations that will be responding to the emergency;
- d. To develop in conjunction with municipal and County departments and agencies, the Chatham County Emergency and Disaster Operation Plan for emergency. The Plan will be in consonance with the State Natural Disaster Operations Plan and shall be submitted to the governing officials of Chatham County and its municipalities for approval, and thence to the State Emergency Management Director for approval;
- e. To maintain the Chatham Emergency Management Agency and/or Department at the highest possible state of emergency readiness as defined herein, and carry out the day-to-day administration of the County emergency management program, including the submission of required reports to the State Emergency Management Agency;
- f. To submit reports and plans as required by Federal, State, and local authorities in keeping with good management practices (e.g. financial, management activities, etc.);
- g. To operate and manage a facility to be used as the Chatham Emergency Operations Center (EOC); and
- h. To coordinate the activities of the Chatham Emergency Operations Center staff during periods of a declared emergency.

2. Emergency Management Program Committee Performance Objectives

To provide input to or assist in the coordination of the preparation, implementation, evaluation, and revision of the emergency management program.

3. Organizational Performance Objectives

- a. Integrate hazard mitigation activities in all pertinent agency programs.
- b. Improve communications with stakeholders, legislators, and special interest groups.
- c. Support and assist local jurisdictions and agencies in their planning efforts for emergency preparedness.
- d. Develop, update, and maintain appropriate regulations for emergency management.
- e. Institutionalize a work plan process throughout the agency.
- f. Initiate and maintain the agency strategic planning process.
- g. Ensure implementation of a program and procedures to utilize volunteers and volunteered resources.
- h. Increase the agency's capability to assess impending threats and issue warnings.
- i. Establish programs and streamline processes to improve customer service.
- j. Identify opportunities for outsourcing and evaluate cost effectiveness.
- k. Facilitate seamless electronic communication capabilities countywide.
- l. Provide interactive internet access to CEMA information.
- m. Provide professional development training to CEMA staff and essential emergency services training to local agencies and other segments of the emergency management community.
- n. Develop, implement, and document intra-agency training curricula for all positions within the EOC.
- o. Exercise major response and recovery plans and planning guidance for functions identified in the Emergency Operations Plan.

p. Establish an Emergency Telephone Recording System for providing information to the general public

V. Program Elements and Description

The Chatham County Emergency Operations Plan (EOP) and the Chatham County Recovery Plan describe all facets of County emergency operations within the scope and purview of the director of emergency management as well as the associated activities of elements that are coordinated through that office. This includes organizations and agencies of government that are assigned response and recovery functions as well as those that have regular responsibilities for mitigation of and preparedness for disasters.

VI. Legal Authorities and Requirements

The Code of Chatham County, 1989. As Amended. Chapter 4, Administration, Article III, Emergency Management (Civil Defense) §4-30 and §4-309.

VII. Compliance Legislation (State and local authorities for the program, planning, funding, continuity of operations, environmental compliance, historic preservation, and disaster insurance.)

1. Planning

“The Emergency and Disaster Operations Plan.

a. The Chatham Emergency Management Agency shall develop and periodically update the emergency and disaster operations plan for the purpose of establishing policies, procedures, programs, and projects to implement this Ordinance and enable the County and municipal governments to respond to natural and man-made emergency situations.

b. The Director of CEMA is responsible for the development, execution, and coordination of the Chatham County Emergency and Disaster Operations Plan. The Plan shall be developed in close coordination with the Georgia Emergency Management Agency. It shall also be based on recommended principles and practices promulgated by the Federal Emergency Management Agency and other recognized emergency and disaster preparedness agencies and relief organizations.

c. The Plan shall be submitted to the Chatham County Manager and Georgia Emergency Management Agency for review, comment, and recommendation to the Chatham County Commission. The Plan shall be

adopted by the County Commission by resolution and may be changed and updated periodically by resolution.” (*The Code of Chatham County, 1989. As Amended. Chapter 4, Administration, Article III, Emergency Management (Civil Defense) §4-307-2.*)

2. Funding Mechanisms:

(a). *Georgia Emergency Management Act of 1981. As Amended December 1992. Chapter 3, Article 1, 38-3-27-(c), (d), & (e).*)

(b). “Emergency Management Concept of Operations.

a. Pre-emergency Phase.

Planning and preparation for an emergency by the Chatham Emergency Management Agency (CEMA) is an on-going activity that is funded, staffed, and managed on a county-wide basis by Chatham County through its Chatham Emergency Management Agency. Funding for CEMA is appropriated annually by the County Commission with supplementary matching Federal funding made available through the State from the Emergency Management Agency. CEMA's mission is to create the highest possible state of emergency readiness and to be prepared to react promptly to save life and property in the County or any of its municipalities when threatened or hit by an emergency or a major disaster of any type and to accomplish the missions assigned to each department or agency in the Plan.” (*The Code of Chatham County, 1989. As Amended. Chapter 4, Administration, Article III, Emergency Management (Civil Defense) §4-305-2-a.*)

3. Continuity of Government:

“Designation, Powers, and Duties of Interim Successors to All Constitutional County Officers and County and Municipal Officers.

a. All constitutional county officers shall, within thirty (30) days after taking office, in addition to any deputy authorized pursuant to law to exercise all the powers and discharge the duties of the office, designate by title individuals as emergency interim successors and specify their order of succession. The successor shall exercise the powers and discharge the duties only until such time as the Governor, under the Constitution or authority other than the Georgia Emergency Management Act of 1981 or other official authorized under the Constitution or the Georgia Emergency Management Act of 1981 to exercise the powers and discharge the duties of the office of Governor, may, where a vacancy exists, appoint a successor to fill the vacancy or until a successor is otherwise appointed or

elected and qualified as provided by law, or until an officer or his deputy or a preceding named emergency interim successor becomes available to exercise or resume the exercise of the powers and discharge the duties of his office.

b. The County Commission and municipal councils of all of Chatham County's municipalities are authorized and directed by the Georgia Emergency Management Act of 1981 to provide by ordinance or resolution for emergency interim successors for the officers of their respective local governments.

c. All emergency interim successors designated under this section shall have the same qualifications as are prescribed by law for the officer by whom they are designated.

d. Designations of emergency interim successors to State officers shall become official upon the officer filing a list of the successors with the Secretary of State, who shall inform the Governor, the Emergency Management Division, all emergency interim successors to the officer involved, and the judge of the probate court of the County of legal residence of the successors of all such designations and any changes therein altered by the officer concerned filing a notice of the change or alteration with the Secretary of State.

e. At the time of their designation, emergency interim successors shall take such oath as may be required for them to exercise the powers and discharge the duties of the office to which they may succeed. Notwithstanding any other provision of law, no person, as a prerequisite to the exercise of the powers or discharge of the duties of an office to which he succeeds, shall be required to comply with any other provision of law relative to taking office.

f. Emergency interim successors shall receive the same compensation as is paid the officer by whom they are appointed. The compensation shall be paid only during such time as a successor shall exercise the powers of the officer by whom he has been designated.

g. Governmental powers shall be exercised by emergency interim successors appointed under this Ordinance only during a period of emergency or disaster, as defined by this Ordinance." (*The Code of Chatham County, 1989. As Amended. Chapter 4, Administration, Article III, Emergency Management (Civil Defense) §4-308-5.*)

4. Environmental Compliance

Chatham County emergency operations must be conducted in compliance with applicable local, County, State, and Federal ordinances, codes and regulations and will be managed by Emergency Support Function #11, Agriculture and Natural Resources.

5. Historic Preservation

Chatham County emergency operations must be conducted in compliance with applicable local, County, State, and Federal ordinances, codes and regulations and will be managed by Emergency Support Function #11, Agriculture and Natural Resources.

6. Disaster Insurance

a. By right of Sovereign Immunity Chatham County is self insured for general, professional and automotive liability.

b. The Travelers Insurance Companies insure Chatham County buildings and business personal property in the event of loss or damage as a result of natural or man-made disaster or emergency. (*Policy Number: KTJ-CMB-297T374-6-04*)

VIII. Strategies for Legislative Revisions

1. The process and procedure to identify issues for presentation to legislative and regulatory bodies, and when appropriate, to make such presentations, is based on the periodic review of emergency plans and/or authorities or the intent to enter into agreement with a jurisdiction(s) external to Chatham County. In this event, a Staff Report, to be prepared in the format shown at Annex B, is used for transmission of County Commission agenda items to include requests for legislative and regulatory revisions that evolve over time.
2. As the governing body of Chatham County, the Chatham County Board of Commissioners is vested with the power to protect the lives, health, welfare and property of citizens in the event of an emergency situation requiring the safeguard of the public interest, pursuant to GA Constitution Art. 9, §2, ¶3, GA. Constitution Art. 9, §2, ¶1 and the laws of the State of Georgia. The Chatham County Board of Commissioners has adopted amendments to the Chatham County Emergency Management Ordinance for the protection of the public during emergencies that shall only be implemented upon a declaration of emergency and the signing of a

declaration stating that they are in effect.

- a. These Ordinances may be executed when in the judgment of the Chairman of the Chatham County Board of Commissioners, with appropriate advice from the Chatham Emergency Management Agency (CEMA) and other agencies, emergency conditions exist which require the declaration to be issued.
- b. An “emergency” is defined as an extraordinary condition exists in which the threat or actual occurrence of a disaster or event, including an energy emergency, as defined in the Georgia Emergency Management Act and any amendments thereto, which may result in the large scale loss of life, injury, property damage or destruction, or in the major disruption of routine community affairs or business and government operations, and is of sufficient severity and magnitude to warrant extraordinary assistance by CEMA and other Chatham County departments and other agencies to supplement the efforts of available public and private resources.

IX. Mutual Aid Agreements, Contractual Service Agreements, Memoranda of Understanding for Equipment, Supplies, Facilities and Personnel

1. Mutual Aid Agreements:

A. Georgia Emergency Management Agency Statewide Mutual Aid and Assistance Agreement

In accordance with the authorities contained in Articles I through III, Chapter 3, Title 38, Official Code of Georgia Annotated, including OCGA § 38-3-29, to expire on January 7, 2012, “,,,this agreement provides for mutual assistance between the State of Georgia and Chatham County in managing any emergency or disaster that is duly declared by the governing authority of any political subdivision that is a participating party, whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortage, community disorders, insurgency, or enemy attack.”

This Agreement, “... provides for mutual assistance between the Participating Parties in managing any emergency or disaster that is duly declared by the governing authority of any political subdivision that is a Participating Party...” “ ‘Participating Parties’ means the several counties and municipalities of this State or combinations

thereof that have become parties to this agreement by their approval and execution of this agreement.”

B. Georgia Emergency Management Agency Area Five Mutual Aid Agreement

As authorized by OCGA § 38-3-29, with automatic annual renewal, the 12 counties of Georgia Emergency Management Agency Area Five shall take such action as necessary to render requested mutual aid or exercises and training for mutual aid in accordance with the terms of this agreement.

C. Emergency Disaster and Mutual Aid Agreement

As authorized by OCGA § 38-3-29, with automatic annual renewal, Chatham County, the City of Savannah and Richmond County have adopted an Emergency Disaster and Mutual Aid Agreement that authorizes the provision of assistance in the event of any emergency or disaster,

D. Emergency and Disaster Mutual Aid Agreement

As authorized by O. C. G. A. Section 38-3-29, with automatic annual renewal unless terminated, “...the 7th District Fire Department, Savannah City Council, Bloomingdale City Council, Garden City City Council, Fort Stewart/Hunter Army Airfield Commander, 165th GAANG Commander, Isle of Hope Fire Department, Southside Fire Department, Skidaway Island Fire Department, Thunderbolt City Council, Tybee Island City Council, and the Wilmington Island Fire Department adopt the Emergency Disaster Mutual Aid Agreement.”

2. Contractual Service Agreements: Individual Departments

Letter of Agreement

The Georgia International and Maritime Trade Center Authority and Chatham Emergency Management Agency agree to cooperate in time of pending or actual emergency. The Trade Center agrees to provide available parking and exhibit hall space and other space, facilities and resources during state and/or national emergency conditions. The Trade

Center agrees to serve as primary or alternate location to receive and temporarily store up to 7,500 square feet of climate controlled exhibit hall space for emergency supplies from the Strategic National Stockpile Program.

3. Memoranda of Understanding: None

X. Command Relationships for the Coordination and Control of Resources During Response and Recovery

The Chatham County Continuity of Operations Plan, Continuity of Government Plan, and the Emergency Operations Plan address procedures that describe the command relationships within the program and with external organizations. The plans, procedures and necessary resources enable the chief executive and other key officials to direct, control, and coordinate both internal and external resources efficiently and efficiently during response and recovery operations.

XI. Procedures for Concurrent Recovery and Mitigation Activities

The Chatham County Emergency Operations Plan addresses procedures that ensure response, recovery and mitigation activities are coordinated and concurrently implemented.

DISTRIBUTION:

County Manager
Chairman of the Chatham County Commission
Chatham County Commission
Emergency Management Program Committee
Chatham Emergency Management Agency Staff

ANNEX A

EMERGENCY PROTECTIVE ORDINANCES

STATE OF GEORGIA
COUNTY OF CHATHAM

DECLARATION OF EMERGENCY

WHEREAS, the Chatham County Board of Commissioners as the governing body of Chatham County, Georgia is vested with the power to protect the lives, health, welfare and property of citizens coextensive with the necessity of the situation and the safeguard of the public interest, pursuant to Ga. Constitution Art. 9, §2, ¶3, GA. Constitution Art. 9, §2, ¶1 and the laws of the State of Georgia; and

WHEREAS, the Chatham County Board of Commissioners adopted amendments to the Chatham County Emergency Management Ordinance for the protection of the public during emergencies which shall only be implemented upon a declaration of emergency and the signing of a declaration stating that they are in effect; and

WHEREAS, in the judgment of the Chairman of the Chatham County Board of Commissioners, with appropriate advice from the Chatham Emergency Management Agency ("CEMA") and other agencies, emergency conditions exist in _____ (geographic location) due to _____ (conditions which require the declaration to be issued); and

WHEREAS, "emergency" means any extraordinary condition in which there exists the threat or actual occurrence of a disaster or event, including "energy emergency" as defined in the Georgia Emergency Management Act and any amendments thereto, which may result in the large scale loss of life, injury, property damage or destruction, or in the major disruption of routine community affairs or business and government operations, and is of sufficient severity and magnitude to warrant extraordinary assistance by CEMA and other Chatham County departments and other agencies to supplement the efforts of available public and private resources.

NOW THEREFORE, pursuant to the authority vested in me by the laws of the State of Georgia,

IT IS HEREBY DECLARED that emergency conditions exist in _____ (geographic location) due to _____ (conditions which require the declaration to be issued) and that upon the occurrence of _____ (conditions under which declaration to be terminated), this declaration shall be terminated.

DECLARATION OF EFFECTIVE ORDINANCES DURING EMERGENCY

WHEREAS, the Chatham County Board of Commissioners as the governing body of Chatham County, Georgia is vested with the power to protect the lives, health, welfare and property of citizens coextensive with the necessity of the situation and the safeguard of the public interest, pursuant to Ga. Constitution Art. 9, §2, ¶3, GA. Constitution Art. 9, §2, ¶1 and the laws of the State of Georgia; and

WHEREAS, the Chatham County Board of Commissioners adopted amendments to the Chatham County Emergency Management Ordinance for the protection of the public during emergencies which shall only be implemented upon a declaration of emergency and the signing of a declaration stating that they are in effect; and

WHEREAS, on this date, the Chairman of the Chatham County Board of Commissioners, with appropriate advice from the Chatham Emergency Management Agency ("CEMA") and other agencies, executed a Declaration of Emergency declaring that emergency conditions exist in _____ (geographic location) due to _____ (conditions which require the declaration to be issued); and

WHEREAS, "emergency" means any extraordinary condition in which there exists the threat or actual occurrence of a disaster or event, including "energy emergency" as defined in the Georgia Emergency Management Act and any amendments thereto, which may result in the large scale loss of life, injury, property damage or destruction, or in the major disruption of routine community affairs or business and government operations, and is of sufficient severity and magnitude to warrant extraordinary assistance by CEMA and other Chatham County departments and other agencies to supplement the efforts of available public and private resources.

NOW THEREFORE, pursuant to the authority vested in me by the laws of the State of Georgia,

IT IS HEREBY DECLARED that the following amendments to the Chatham County Emergency Management Ordinance shall become effective.

- _____ Section 4-314
- _____ Section 4-315
- _____ Section 4-316
- _____ Section 4-317
- _____ Section 4-318

The foregoing amendments shall be effective until such time as the Declaration of Emergency shall terminate unless otherwise provided in the amendments.

AN AMENDMENT TO THE EMERGENCY MANAGEMENT ORDINANCE OF CHATHAM COUNTY TO MODIFY CERTAIN PROVISIONS IN ACCORDANCE WITH THE GEORGIA EMERGENCY MANAGEMENT ACT AND ANY AMENDMENTS THERETO; REPEALING PRIOR ORDINANCES IN CONFLICT AND FOR OTHER PURPOSES.

BE IT ORDAINED by the Chatham County Board of Commissioners as follows: Section 4-304 is amended by striking Section 4-304(3) in its entirety and substituting in lieu thereof a new Section 4-304(3) to read as follows:

“3. Emergency means any extraordinary condition in which there exists the threat or actual occurrence of a disaster or event, including “energy emergency” as defined in the Georgia Emergency Management Act and any amendments thereto, which may result in the large scale loss of life, injury, property damage or destruction, or in the major disruption of routine community affairs or business and government operations, and is of sufficient severity and magnitude to warrant extraordinary assistance by CEMA and other Chatham County departments and other agencies to supplement the efforts of available public and private resources.”

Section 4-304 is amended by striking Section 4-304(12), “Local state of emergency”, in its entirety.

Section 4-307 is amended by striking Section 4-307(3)(b) in its entirety and substituting in lieu thereof a new Section 4-307(3)(b) to read as follows:

“b. Automatically by the declaration of emergency by the Chairman or Vice Chairman of the Chatham County Board of Commissioners.”

Section 4-309 is amended by striking its title and paragraph 1(a), (b) and (c) in their entirety and substituting in lieu thereof a new title and Section 4-309(1)(a), (b) and (c) to read as follows:

“1. Declaration of Emergency.

a. Grant of Authority.

In the event of actual or threatened occurrence of a disaster or event, including “energy emergency” as defined in the Georgia Emergency Management Act and any amendments thereto, which may result in the large scale loss of life, injury, property damage or destruction, or in the major disruption of routine community affairs or business and government operations in the unincorporated area of Chatham County, and is of sufficient severity and magnitude to warrant extraordinary assistance by CEMA and other Chatham County departments and other agencies to supplement the efforts of available public and private resources, the Chairman of the Chatham County Board of Commissioners or Vice Chairman may declare an emergency. The declaration of emergency shall continue until the Chairman or Vice Chairman finds that emergency conditions no longer exist.

b. Effect of Declaration of Emergency.

A declaration of emergency shall automatically activate the Chatham County Emergency Operations Plan as applicable to the

unincorporated area of Chatham County, Georgia and shall be authority for the 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.

A declaration of emergency shall authorize the Chairman to cause to be effective any of the following sections of the Emergency Management Ordinance of Chatham County as appropriate: Sections 4-314, 4-315, 4-316, 4-317, and 4-318. The Chairman shall execute a Declaration of Effective Ordinances During Emergency designating which of the foregoing sections are in effect. If these sections are included in a Declaration of Effective Ordinances During Emergency, they shall be in effect until the declaration of emergency has terminated.

c. Declaration of Emergency.

Upon the declaration of emergency or upon activation of the Chatham County Emergency Operations Plan as applicable to the unincorporated area of Chatham County, Georgia, an official "Declaration of Emergency" in compliance with the attached form shall be signed and 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, the geographic area affected by the declaration, the conditions which require the declaration and the conditions under which it will be terminated."

Section 4-309 is amended by striking the introductory paragraph of Section 4-309(2)(a) in its entirety and substituting in lieu thereof a new introductory paragraph of Section 4-309(2)(a) to read as follows:

"a. Emergency Powers of Chatham County Government.

The Chairman of the Chatham County Board of Commissioners shall have and may exercise for such period as the declared emergency exists or continues, unless the State government assumes direct control of the emergency, the following additional emergency powers with the unincorporated area of Chatham County:"

Section 4-309 is amended by striking Section 4-309(2)(a)(2) in its entirety and substituting in lieu thereof a new Section 4-309(2)(a)(2) to read as follows:

"(2) To seize or take private property for temporary use only if it cannot be acquired, temporarily or permanently, by purchase, donation or lease, and only if there is compelling necessity for the protection of the lives, health, welfare and/or property of citizens."

All ordinances, or parts of ordinances, in conflict herewith are repealed.

INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement (hereinafter "Agreement") is made and entered into this _____ day of _____, 200_, by **Chatham County**, a political subdivision of the State of Georgia (hereinafter "County"), and the **Mayor and Council of the City of _____** (hereinafter "City"), a municipal corporation organized under the laws of the State of Georgia.

WITNESSETH:

WHEREAS, on April 10, 1998, the County amended its Emergency Management Ordinance of Chatham County ("Emergency Management Ordinance") to define "emergency", to provide for a declaration of emergency, to provide for a curfew and re-entry restrictions during periods of emergency, to provide for building permits during periods of emergency, to provide for temporary housing during periods of emergency, to allow for emergency business licenses during periods of emergency, to prevent price gouging, and for other related purposes; and

WHEREAS, "emergency" is defined under Section 4-304 of the Emergency Management Ordinance as any extraordinary condition in which there exists the threat or actual occurrence of a disaster or event, including "energy emergency" as defined in the Georgia Emergency Management Act and any amendments thereto, which may result in the large scale loss of life, injury, property damage or destruction, or in the major disruption of routine community affairs or business and government operations, and is of sufficient severity and magnitude to warrant extraordinary assistance by CEMA and other Chatham County departments and other agencies to supplement the efforts of available public and private resources; and

WHEREAS, the Chatham County Emergency Operations Plan shall become operative upon a declaration of emergency; and

WHEREAS, the Emergency Management Ordinance applies in the unincorporated area of the County; and

WHEREAS, an emergency affects the community as a whole; and

WHEREAS, Article 9, § 3, ¶ 1 (a) of the Georgia Constitution authorizes the County to enter into intergovernmental agreements with municipalities.

NOW, THEREFORE, in consideration of the premises, the County and agree as follows:

1. _____ agrees that upon a declaration of emergency by the Chairman or Vice Chairman of the Chatham County Board of Commissioners, the Emergency Management Ordinance and the Chatham County Emergency Operations Plan shall apply and be effective within the territorial limits of _____ until the declaration of emergency has terminated, provided that the declared emergency impacts or has the capability of causing an impact within the territorial limits of _____.

2. The County and _____ agree that upon a declaration of an emergency, the _____ Police, Savannah Chatham Metropolitan Police, and Chatham County Sheriff shall enforce the Emergency Management Ordinance within the territorial limits of their jurisdiction.

3. The term of this Agreement shall be for five years.

4. This Agreement shall be construed and interpreted in accordance with Georgia law.

IN WITNESS WHEREOF, said parties have hereunto set their hands and affixed

their seals, the day and year first above written.

**AN AMENDMENT TO THE EMERGENCY MANAGEMENT ORDINANCE OF
CHATHAM COUNTY TO PROHIBIT PRICE OVERCHARGING DURING
EMERGENCIES; REPEALING PRIOR ORDINANCES IN CONFLICT AND FOR
OTHER PURPOSES.**

WHEREAS, the health, safety and welfare of the citizens of Chatham, Georgia depend upon the availability and affordability of certain essential commodities and a reasonable cost of shelter; and

WHEREAS, during certain periods of emergency, resulting from natural or manmade disaster, citizens of Chatham County, Georgia are at risk from dramatic and unjustified increases in the price of certain essential goods, materials, services and housing; and

WHEREAS, such increases in prices may be excessive and unconscionable during a state of emergency and may delay recovery; and

WHEREAS, legislation is necessary to prohibit any person from raising prices for goods, materials, services and housing to excessive, unconscionable or unfair levels during an emergency or subsequent recovery period; and

WHEREAS, limitations on price overcharging during an emergency is authorized pursuant to the police powers of Chatham County, Georgia, and Section 38-3-28 of the Official Code of Georgia Annotated.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Chatham County, Georgia, hereby amends the Emergency Management Ordinance by adding Section 4-314 which shall read as follows:

“§4-314. Overcharging Prohibited. In order to preserve, protect or sustain the life, health or safety of persons, or their property, within an area in the unincorporated area of Chatham County designated in a declaration of emergency, it shall be unlawful, during the duration of the emergency or subsequent recovery period, for any person, firm or corporation located or doing business in the unincorporated area of Chatham County to overcharge for any goods, materials, foods, equipment, supplies, services, labor, motel rooms, temporary lodging or houses, sold or rented, within Chatham County.

1. Definitions.

- (a) Overcharging. The term "overcharging" is charging prices for goods, materials, foods, equipment, supplies, services, labor, motel rooms, temporary lodging or houses, which are in excess of the customary charges by 25% or, in applicable cases, in excess of the suppliers' or providers' costs for such goods, materials, foods, equipment, supplies, services, labor, motel rooms, temporary lodging or houses, by 25%. The existence of overcharging shall be presumed from a 25% increase in the price at which the merchandise or rate, fee, cost/rental of housing was offered in the usual course of business immediately prior to the onset of the emergency, but shall not include increases in cost to the supplier directly attributable to the higher cost of material, supplies and labor costs resulting from the emergency.
- (b) Subsequent Recovery Period. The term "subsequent recovery period" is defined as that period during which the emergency continues to cause disruptions in the area designated in the declaration of emergency, but

shall not exceed six (6) months after the declaration of emergency has been terminated.

2. Severability. If any section, paragraph, sentence, clause, phrase or word of this ordinance is, for any reason, held by a court to be unconstitutional, inoperative or void, such holding shall not affect the remainder of the ordinance.
3. This amendment shall become effective only upon the signing of a declaration of emergency and the signing of a declaration stating that it is in effect.
4. Repealer. All ordinances, or parts of ordinances, in conflict herewith are repealed.”

AN AMENDMENT TO THE EMERGENCY MANAGEMENT ORDINANCE OF CHATHAM COUNTY TO ALLOW FOR TEMPORARY MOBILE/MANUFACTURED/INDUSTRIALIZED HOMES, TRAVEL TRAILERS, RECREATIONAL VEHICLES AND MOBILE/MANUFACTURED/INDUSTRIALIZED HOME PARKS IN ANY ZONING DISTRICT DURING EMERGENCIES; REPEALING PRIOR ORDINANCES IN CONFLICT AND FOR OTHER PURPOSES.

WHEREAS, during certain periods of emergency, resulting from natural or manmade disaster, citizens of Chatham County, Georgia are at risk from losing their dwelling places; and

WHEREAS, during said periods of emergency, temporary housing may be necessary until permanent structures can be repaired or constructed; and

WHEREAS, under §4-309(2)(a)(6)(a), the Chairman may suspend any regulatory procedures for conduct of County business during an emergency.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Chatham County, Georgia, hereby amends the Emergency Management Ordinance by adding Section 4-315 which shall read as follows:

“§4-315. Zoning Regulations Suspended. In order to preserve, protect or sustain the life, health, welfare or safety of persons, or their property, within an area in the unincorporated area of Chatham County designated in a declaration of emergency, temporary mobile/manufactured/industrialized homes, travel trailers, recreational vehicles, campers or mobile/manufactured/industrialized home parks, campgrounds or other living areas may be located on property approved by the Chatham County Board of Commissioners in any zoning district. The parks, campgrounds or other living areas shall be designed by an engineer and plans shall be approved by the Chatham County Health Department, Engineering Department and Public Works Department, and the Inspections Department. Permits may be issued by the Inspections Department to establish temporary mobile/manufactured/industrialized homes or mobile/manufactured/industrialized home parks for a period not to exceed 18 months. Such approval may only be extended by the Chatham County Board of Commissioners beyond 18 months after a public hearing and a demonstrated finding of necessity on behalf of the Chatham County Board of Commissioners. Except as provided herein, the Chatham County Zoning Ordinance shall remain in full force and effect.

This amendment shall become effective only upon the signing of a declaration of emergency and the signing of a declaration stating that it is in effect. All ordinances, or parts of ordinances, in conflict herewith are repealed."

AN AMENDMENT TO THE EMERGENCY MANAGEMENT ORDINANCE OF CHATHAM COUNTY TO ALLOW FOR EMERGENCY BUSINESS LICENSES; REPEALING PRIOR ORDINANCES IN CONFLICT AND FOR OTHER PURPOSES.

WHEREAS, during certain periods of emergency, resulting from natural or manmade disaster, citizens of Chatham County, Georgia are at risk from damage to their property; and

WHEREAS, during said periods of emergency, repairs and construction may be necessary; and

WHEREAS, persons without licenses to do business in the State of Georgia or Chatham County may attempt to provide the services of contractors, dealers in secondhand goods, haulers, clean up and/or restoration services and other services, general sales or rentals to the detriment of the citizens of Chatham County; and

WHEREAS, under §4-309(2)(a)(6)(a), the Chairman may suspend any regulatory procedures for conduct of County business during an emergency or disaster.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Chatham County, Georgia, hereby amends the Emergency Management Ordinance by adding Section 4-316 which shall read as follows:

“§4-316. Emergency Business License. Before conducting any business within an area in the unincorporated area of Chatham County designated in a declaration of emergency, a business license shall be obtained and posted at the work site. Said business license shall expire at the end of twelve (12) months. The cost of the emergency business license shall be equal to the cost for a license issued under current regulations for the business conducted. Applicants shall provide the following information when applying for a temporary business license:

1. Name of applicant;
2. Permanent address and telephone number of applicant;
3. Local address and telephone number of applicant;
4. Applicant’s date of birth and age, if an individual;
5. Applicant’s Social Security Number or Federal Employer Identification Number;
6. If applicant is a corporation, the state and date of incorporation;
7. Tag registration for each vehicle to be used in the business;
8. List of cities where business has been conducted by the applicant within the past 12 months;
9. Georgia Sales Tax number or authorization;
10. Georgia State Business License number, if required;
11. General contractors must present a certificate of insurance, minimum. The temporary business license application shall be signed under oath by the applicant.

This amendment shall become effective only upon the signing of a declaration of emergency and the signing of a declaration stating that it is in effect.

All ordinances, or parts of ordinances, in conflict herewith are repealed."

AN AMENDMENT TO THE EMERGENCY MANAGEMENT ORDINANCE OF CHATHAM COUNTY TO ALLOW FOR EMERGENCY BUILDING PERMITS; REPEALING PRIOR ORDINANCES IN CONFLICT AND FOR OTHER PURPOSES.

WHEREAS, during certain periods of emergency, resulting from natural or manmade disaster, citizens of Chatham County, Georgia are at risk from damage to their property; and

WHEREAS, during said periods of emergency, repairs and construction may be necessary; and

WHEREAS, under §4-309(2)(a)(6)(a), the Chairman may suspend any regulatory procedures for conduct of County business during an emergency.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Chatham County, Georgia, hereby amends the Emergency Management Ordinance by adding Section 4-317 which shall read as follows:

“§4-317. Emergency Building Permit. Before repairing any structure within an area in the unincorporated area of Chatham County designated in a declaration of emergency, a building permit must be obtained and posted at the work site. The cost of the emergency building permit shall be equal to the cost for a building permit under current regulations. The permit shall only be authorized for repairs. Applicants shall provide the following information when applying for a temporary building permit:

1. Name of applicant;
2. Permanent address and telephone number of applicant;
3. Local address and telephone number of applicant;
4. Applicant’s Social Security Number or Federal Employer Identification Number;
5. If applicant is a corporation, the state and date of incorporation;
6. Tag registration for each vehicle to be used in the business;
7. List of cities where business has been conducted by the applicant within the past 12 months;
8. Georgia Sales Tax number or authorization;
9. Georgia State Business License number, if required;

The emergency building permit application shall be signed under oath by the applicant.

This amendment shall become effective only upon the signing of a declaration of emergency and the signing of a declaration stating that it is in effect.

All ordinances, or parts of ordinances, in conflict herewith are repealed."

**AN AMENDMENT TO THE EMERGENCY MANAGEMENT ORDINANCE OF
CHATHAM COUNTY TO PROVIDE FOR A CURFEW AND CLOSED OR
RESTRICTED AREAS DURING EMERGENCIES; REPEALING PRIOR ORDINANCES
IN CONFLICT AND FOR OTHER PURPOSES.**

WHEREAS, during certain periods of emergency, resulting from natural or manmade disaster, citizens of Chatham County, Georgia are at risk from looting and other crimes; and

WHEREAS, during said periods of emergency, a curfew will minimize the potential for looting and other crimes; and

WHEREAS, during said periods of emergency, restricting reentry into certain areas will promote order, protect lives, minimize the potential for looting and other crimes, and facilitate recovery operations; and

WHEREAS, legislation is necessary to prohibit traveling, loitering, wandering, or strolling in or upon the public streets, highways, roads, lanes, parks, or other public grounds, public places, public buildings, places of amusement, eating places, vacant lots or any other place in the unincorporated area of Chatham County by unauthorized persons during an emergency.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Chatham County, Georgia, hereby amends the Emergency Management Ordinance by adding Section 4-318 which shall read as follows:

§4-318. Closed or Restricted Areas and Curfew During Emergency.

1. In order to preserve, protect or sustain the life, health, welfare or safety of persons, or their property, within an area in the unincorporated area of Chatham County designated in a declaration of emergency, it shall be unlawful for any person to travel, loiter, wander, or stroll in or upon the public streets, highways, roads, lanes, parks, or other public grounds, public places, public buildings, places of amusement, eating places, vacant lots or any other place in the unincorporated area of Chatham County during a declared emergency between the hours of 9:00 p.m. on any day and 6:00 a.m. of the following day, unless otherwise specified by the Chairman, until the curfew is lifted by the Chairman of the Chatham County Board of Commissioners.

2. In order to promote order, protect lives, minimize the potential for looting and other crimes, and facilitate recovery operations during an emergency, the Chairman shall have discretion to impose reentry restrictions on certain areas. The Chairman shall exercise such discretion in accordance with the current edition of the Chatham County, Georgia Hurricane Plan, or any subsequent revisions, which shall be followed during all emergencies.

3. The provisions of this section shall not apply in the following instances:

- a. Authorized law enforcement personnel;
- b. Authorized health care providers;
- c. Authorized personnel of Chatham County;
- d. National Guard or Federal Military Personnel
- e. Authorized firefighters

- f. Emergency response personnel/volunteers working through CEMA
- g. Authorized utilities repair crews.
- h. Citizens pursuing legitimate means to restore order to their homes or businesses while already on their own property or place of business.

- i. Other authorized persons as set forth in a list compiled by CEMA and/ or the Chief of Police or Sheriff of Chatham County with the approval of the Chairman.
4. This ordinance shall be enforced by officers of the Savannah Chatham Metropolitan Police Department, the Sheriff of Chatham County and his lawful deputies, and the officers of any other law enforcement agency authorized by the Chief of Police, the Sheriff of Chatham County and approved by the Chairman to provide aid and assistance during an emergency.
5. Nothing in this section shall prohibit an officer from bringing additional charges under State law.
- This amendment shall become effective only upon the signing of a declaration of emergency and the signing of a declaration stating that it is in effect.
- All ordinances, or parts of ordinances, in conflict herewith are repealed.

ADOPTED AND APPROVED, this day of , 200_.

Chatham County Commission

Sybil Tillman, Clerk
Chatham County Commission

ANNEX B

STAFF REPORT FORMAT

Agenda Item: (leave a blank)

Date: (of the meeting)

TO: Board of Commissioners

THRU: , County Manager

FROM: (Department head & title)

ISSUE: This should contain a brief purpose.

BACKGROUND: Self-explanatory.

FACTS AND FINDINGS:

1. Just as it indicates, this should include facts and findings.
2. If you only have one fact, don't number it. However, it would be unusual to have only one.

ALTERNATIVES:

1. You will need at least two alternatives.
2. Alternative 2 can be "do not approve . . ."

FUNDING: Funds are available in . . . OR No funding required.

POLICY ANALYSIS: It is the policy of the Board of Commissioners

RECOMMENDATION: That the Board adopt Alternative #__. OR For information only OR For Board consideration.

Random notes:

- Each page must be numbered (unless there is only one page).
- The Agenda Item must be signed by the department head.
- The proposed item must contain each of the sections listed above.
- If funding is required, the item must be taken to Finance for budget approval and a budget stamp before it is submitted.
- The Agenda Item must be submitted by noon the day before Docket (usually Thursday, one week and one day before the Commission meeting).
- You will need to attend the Docket meeting in the Green Room, usually held at 10:00 the Friday prior to the Commission meeting.
- If changes are required, the item will be given back to you at Docket and must be resubmitted by noon on Monday after Docket.