

# **Chatham County EMERGENCY OPERATIONS Plan**

APRIL 2006

**Chatham Emergency Management  
Agency**

# EMERGENCY OPERATIONS PLAN

## Executive Summary

This Emergency Operations Plan (EOP) describes the management and coordination of resources and personnel during periods of major emergency. This plan was developed by committees comprised of senior planners and managers of the Departments and Agencies with key roles during emergencies or disasters.

This plan supersedes the Emergency Operations Plan dated September 2001. It incorporates guidance from the Georgia Emergency Management Agency (GEMA) as well as lessons learned from disasters and emergencies that have threatened Coastal Georgia. The Plan will be updated at the latest, every four years. Committees for each Emergency Support Function have been charged with the responsibility of reviewing and implementing these changes. The plan:

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

The plan consists of the following components:

- The Base Plan describes the structure and processes comprising a county approach to incident management designed to integrate the efforts of municipal governments, the private sector, and non-governmental organizations. The Base Plan includes the: legal basis, purpose, situation, assumptions, concept of operations, organization, assignment of responsibilities, administration, logistics, planning and operational activities.
- Appendixes provide other relevant supporting information, including terms, definitions, and authorities.
- Emergency Support Function Annexes detail the missions, policies, structures, and responsibilities of County agencies for coordinating resource and programmatic support to municipalities during Incidents of Critical Significance.
- Support Annexes prescribe guidance and describe functional processes and administrative requirements necessary to ensure efficient and effective implementation of incident management objectives.
- Incident Annexes address contingency or hazard situations requiring specialized application of the EOP. The Incident Annexes describe the missions, policies,

responsibilities, and coordination processes that govern the interaction of public and private entities engaged in incident management and emergency response operations across a spectrum of potential hazards. Due to security precautions and changing nature of their operational procedures, these Annexes, their supporting plans, and operational supplements are published separately.

The following is a summary of the Emergency Support Functions:

1. **TRANSPORTATION:** Support and assist municipal, county, private sector, and voluntary organizations requiring transportation for an actual or potential Incident of Critical Significance.
2. **COMMUNICATIONS:** Ensures the provision of communications support to municipal, county, and private-sector response efforts during an Incident of Critical Significance.
3. **PUBLIC WORKS AND ENGINEERING:** Coordinates and organizes the capabilities and resources of the municipal and county governments to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to prevent, prepare for, respond to, and/or recover from an Incident of Critical Significance.
4. **FIREFIGHTING:** Enable the detection and suppression of wildland, rural, and urban fires resulting from, or occurring coincidentally with an Incident of Critical Significance.
5. **EMERGENCY MANAGEMENT:** Responsible for supporting overall activities of the County Government for County incident management.
6. **MASS CARE, HOUSING, AND HUMAN SERVICES:** Supports County-wide, municipal, and non-governmental organization efforts to address nonmedical mass care, housing, and human services needs of individuals and/or families impacted by Incidents of Critical Significance.
7. **RESOURCE SUPPORT:** Supports volunteer services, County agencies, and municipal governments tracking, providing, and/or requiring resource support before, during, and/or after Incidents of Critical Significance.
8. **PUBLIC HEALTH AND MEDICAL SERVICES:** Provide the mechanism for coordinated County assistance to supplement municipal resources in response to public health and medical care needs (to include veterinary and/or animal health issues when appropriate) for potential or actual Incidents of Critical Significance and/or during a developing potential health and medical situation.

9. **URBAN EARCH AND RESCUE:** Rapidly deploy components of the National US&R Response System to provide specialized life-saving assistance to municipal authorities during an Incident of Critical Significance.
10. **OIL AND HAZARDOUS MATERIALS RESPONSE:** Coordinate County support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials during Incidents of Critical Significance.
11. **AGRICULTURE AND NATURAL RESOURCES:** supports County and authorities and other agency efforts to address: Provision of nutrition assistance; control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease; assurance of food safety and food security and; protection of natural and cultural resources and historic properties.
12. **ENERGY:** Restore damaged energy systems and components during a potential of actual Incident of Critical Significance.
13. **PUBLIC SAFETY AND SECURITY:** Integrates County public safety and security capabilities and resources to support the full range of incident management activities associated with potential or actual Incidents of Critical Significance.
14. **LONG-TERM COMMUNITY RECOVERY AND MITIGATION:** Provides a framework for County Government support to municipal governments, nongovernmental organizations, and the private sector designed to enable community recovery from the long-term consequences of an Incident of Critical Significance.
15. **EXTERNAL AFFAIRS:** Ensures that sufficient County assets are deployed to the field during a potential or actual Incident of Critical Significance to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the populace.

## RECORD OF REVISIONS

<u>Revision Number</u>	<u>Date</u>
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The following Incident Annexes represent operational procedures and are published separately:

Incident Annexes

A. Hurricane .....	N/A
B. Evacuation .....	N/A
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F. Biological Incident.....	N/A
G. Cyber Incident.....	N/A
H. Radiological Incident.....	N/A

Distribution (To be added)

## GOVERNMENT RESOLUTION FOR EMERGENCY MANAGEMENT

### 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 [public safety]; 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; [nuclear power] 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.” (Georgia Emergency Management Act of 1981, As Amended December 1992, Chapter 3, Article 1, 38-3-3.)

### SECTION II - ORGANIZATION FOR EMERGENCY MANAGEMENT

“In cases where a county [government] has an organization for emergency management, such organization shall include participation by each city within the county unless the governing authority of any particular city elects to implement its own organization for emergency management. Any two or more of the above-mentioned political subdivisions may, with the approval of the [Georgia Emergency Management Agency] director, contract with each other so as to form one emergency management organization for the entire area included in the bounds of the contracting political subdivisions. The executive officer or governing body of the political subdivision is authorized to nominate a director to the director of emergency management who shall have the authority to make the appointment.” Upon appointment, the emergency management agency director shall have direct responsibility for the organization, administration, and operations of the organization for emergency management, subject to the direction of the executive officer or governing body and shall serve at the pleasure of such executive officer or governing body. The director shall:

- Maintain an emergency management office in a building owned or leased by the political subdivision and the director or designee shall be available or on call at all times beyond working hours
- Develop, in conjunction with public and private agencies/organizations that have responsibility for designated emergency support functions, plans for responding to and recovering from disasters [and/or emergencies]
- Respond to emergency scenes, command posts, and operation centers
- Coordinate emergency response of public and private agencies and organizations
- Attend training and meetings convened by the appointing authority or the (state emergency management) director
- Develop or cause to be developed, in collaboration with other public and private agencies within the state, mutual aid arrangements, consistent with state plans and programs, for reciprocal emergency management aid and assistance in case of emergency or disaster too great to be dealt with unassisted

- Enter into mutual aid agreements, subject to approval of the Governor, with emergency management agencies or organizations in other states for reciprocal emergency management aid and assistance in case of emergency or disaster too great to be dealt with unassisted (Chapter 3, Article 3, 38-3-27 and 38-3-29.)

### SECTION III - EMERGENCY MANAGEMENT AUTHORITIES

Each political subdivision shall have the emergency management power and authority to: appropriate and expend funds; execute contracts; obtain and distribute equipment, materials, and supplies; provide for the health and safety of persons and property, including emergency assistance to victims; direct and coordinate development of emergency management plans and programs in accordance with federal and state policies and plans; 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; establish a primary and one or more secondary control centers to serve as command posts; and acquire, temporarily or permanently, by purchase, lease or otherwise [identify] sites required for installation of temporary housing units and prepare or equip such sites. (Chapter 3, Article 2, 38-3-27.)

### SECTION IV- EMERGENCY MANAGEMENT FINANCIAL ASSISTANCE

A county or municipality shall be entitled to receive [federal disaster] funds if the emergency management organization has met all state and federal requirements to receive such funds. Qualifications include: legal establishment of an emergency management organization by ordinance or resolution; a legally appointed director who has been endorsed and approved by the Georgia Emergency Management Director and appointed by the Governor; an approved emergency and disaster plan with all applicable annexes [Emergency Support Functions]; and an approved fiscal year program and other necessary compliance documents. (Chapter 3, Article 2, 38-3-27.)

### SECTION V - 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, Article 2, 38-3-35.)

### SECTION VI - EMERGENCY MANAGEMENT AGENCY PLAN

The Chatham Emergency Management Agency has developed, in partnership with government and community agencies/organizations that have primary responsibility for emergency support functions, an approved emergency management plan. A copy of this plan is being submitted to the Georgia Emergency Management Agency by the Emergency Management Agency Director, in coordination with the undersigned government officials or legally appointed successors. It is understood that the Georgia Emergency Management Agency will review this plan for compliance with all federal and state requirements.

As authorized government officials, we understand and agree to the requirements of this Emergency Operations Plan and the Georgia Emergency Management Act of 1981, as amended.

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Chairman, County Commission,  
Chatham County

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Date

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Mayor, Savannah

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Date

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Mayor, City of Garden City

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Mayor, City of Pooler

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Mayor, City of Port Wentworth

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Mayor, City of Bloomingdale

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Mayor, City of Vernonburg

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Date

## **I. INTRODUCTION**

The incident management landscape changed dramatically following the terrorist attacks of September 11, 2001. Today's threat environment includes not only the traditional spectrum of manmade and natural hazards—fires, floods, oil spills, hazardous materials releases, transportation accidents, hurricanes, tornadoes, pandemics, and disruptions to our energy and information technology infrastructure—but also the deadly and devastating terrorist arsenal of chemical, biological, radiological, nuclear, and high-yield explosive weapons. These complex and emerging 21st century threats and hazards demand a unified and coordinated approach to incident management.

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

### **Purpose**

The purpose of the EOP is to establish a comprehensive, countywide, all-hazards approach to incident management across a spectrum of activities including prevention, preparedness, response, and recovery. The EOP incorporates best practices and procedures from various incident management disciplines—homeland security, emergency management, law enforcement, firefighting, hazardous materials response, public works, public health, emergency medical services, and responder and recovery worker health and safety—and integrates them into a unified coordinating structure. The EOP provides the framework for

interaction with municipal governments; the private sector; and NGOs in the context of incident prevention, preparedness, response, and recovery activities. It describes capabilities and resources and establishes responsibilities, operational processes, and protocols to help protect from terrorist attacks and other natural and manmade hazards; save lives; protect public health, safety, property, and the environment; and reduce adverse psychological consequences and disruptions. Finally, the EOP serves as the foundation for the development of detailed supplemental plans and procedures to effectively and efficiently implement incident management activities and assistance in the context of specific types of incidents.

The EOP, using the NIMS, establishes mechanisms to:

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

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

### **Scope and Applicability**

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

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

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

In addition, the EOP:

- Recognizes and incorporates the various jurisdictional and functional authorities of departments and agencies; municipal governments; and private-sector organizations in incident management.
- Details the specific incident management roles and responsibilities of the departments and agencies involved in incident management as defined in relevant statutes and directives.
- Establishes the multi-agency organizational structures and processes required to implement the authorities, roles, and responsibilities for incident management.

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

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

### **Key Concepts**

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

- Systematic and coordinated incident management, including protocols for:
  - Coordinated action;
  - Alert and notification;

- Mobilization of County resources to augment existing municipal capabilities;
- Operating under differing threats or threat levels; and
- Integration of crisis and consequence management functions.
- Proactive notification and deployment of resources in anticipation of or in response to catastrophic events in coordination and collaboration with municipal governments and private entities when possible.
- Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions if feasible, and/or implement programs to mitigate vulnerability to future events.
- Coordinating worker safety and health, private-sector involvement, and other activities that are common to the majority of incidents (see Support Annexes).
- Organizing ESFs to facilitate the delivery of critical resources, assets, and assistance. Departments and agencies are assigned to lead or support ESFs based on authorities, resources, and capabilities.
- Providing mechanisms for vertical and horizontal coordination, communications, and information sharing in response to threats or incidents. These mechanisms facilitate coordination among municipal entities and the County Government, as well as between the public and private sectors.
- Facilitating support to County departments and agencies acting under the requesting department or agency's own authorities.
- Developing detailed supplemental operations, tactical, and hazard-specific contingency plans and procedures.
- Providing the basis for coordination of interdepartmental and municipal planning, training, exercising, assessment, coordination, and information exchange.

## II. PLANNING ASSUMPTIONS AND CONSIDERATIONS

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

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

- Overwhelm capabilities of municipal governments, and private-sector infrastructure owners and operators;
  - Attract a sizeable influx of independent, spontaneous volunteers and supplies;
  - Require extremely short-notice asset coordination and response timelines; and
  - Require prolonged, sustained incident management operations and support activities.
- Top priorities for incident management are to:
    - Save lives and protect the health and safety of the public, responders, and recovery workers;
    - Ensure security of the county;
    - Prevent an imminent incident, including acts of terrorism, from occurring;
    - Protect and restore critical infrastructure and key resources;
    - Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution and/or attribution;
    - Protect property and mitigate the damage and impact to individuals, communities, and the environment; and
    - Facilitate recovery of individuals, families, businesses, governments, and the environment.
  - Deployment of resources and incident management actions during an actual or potential terrorist incident are conducted in coordination with the Federal Bureau of Investigation (FBI).
  - Departments and agencies at all levels of government and certain NGOs, such as the American Red Cross, may be required to deploy to Incidents of Critical Significance on short notice to provide timely and effective mutual aid and/or intergovernmental assistance.
  - The degree of County involvement in incident operations depends largely upon the specific authority or jurisdiction. Other factors that may be considered include:

- The municipal needs and/or requests for external support, or ability to manage the incident;
- The economic ability of the affected entity to recover from the incident;
- The type or location of the incident;
- The severity and magnitude of the incident; and
- The need to protect the public health or welfare or the environment.
- Departments and agencies support the mission in accordance with authorities and guidance and are expected to provide:
  - Initial and/or ongoing response, when warranted, under their own authorities and funding;
  - Alert, notification, pre-positioning, and timely delivery of resources to enable the management of potential and actual Incidents of Critical Significance; and
  - Proactive support for catastrophic or potentially catastrophic incidents using protocols for expedited delivery of resources.
- For Incidents of Critical Significance that are Presidentially declared disasters or emergencies, state and/or Federal support is delivered in accordance with relevant provisions of the Stafford Act. (Note that while all Presidentially declared disasters and emergencies under the Stafford Act are considered Incidents of Critical Significance, not all Incidents of Critical Significance necessarily result in disaster or emergency declarations under the Stafford Act.)

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

#### **Government Responsibilities**

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

resources and capabilities are overwhelmed, the County may request State assistance under a Governor's disaster or emergency declaration. Summarized below are the responsibilities of the Chief Executive Officer.

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

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

### **Emergency Support Functions**

The EOP applies a functional approach that groups the capabilities of municipal and county departments and agencies and the American Red Cross into ESFs to provide the planning, support, resources, program implementation, and emergency services that are most likely to be needed during Incidents of Critical Significance. The County response to actual or potential Incidents of Critical Significance is typically provided through the full or partial activation of the ESF structure as necessary. The ESFs serve as the coordination mechanism to provide assistance to municipal governments or to County departments and agencies conducting missions of primary County responsibility.

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

responsibilities of ESF primary agencies, and support agencies can be found in the introduction to the ESF Annexes.

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

### **Nongovernmental and Volunteer Organizations**

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

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

### **Private Sector**

EOP primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from Incidents of Critical Significance. Further, CEMA participates in private-sector advisory groups with broad representation to provide advice on incident management and emergency response issues impacting their stakeholders.

### **Roles**

The roles, responsibilities, and participation of the private sector during Incidents of Critical Significance vary based on the nature of the organization and the type and impact of the incident. The roles of private-sector organizations are summarized below.

- Impacted Organization or Infrastructure

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

- **Response Resource**

Private-sector organizations provide response resources (donated or compensated) during an incident—including specialized teams, equipment, and advanced technologies—through public-private emergency plans, mutual aid agreements, or incident specific requests from government and private-sector-volunteer initiatives.

- **Regulated and/or Responsible Party**

Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring, and responding to an incident once it occurs. For example, some activities are required by law or regulation to maintain emergency (incident) preparedness plans, procedures, and facilities and to perform assessments, prompt notifications, and training for a response to an incident.

- **State/ Emergency Organization Member**

Private-sector organizations may serve as active partners in emergency preparedness and response organizations and activities.

## **Responsibilities**

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

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

## **Response Resources**

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

## **Functional Coordination**

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

## **Citizen Involvement**

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

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

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

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

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

### **Citizen Corps**

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

## **IV. CONCEPT OF OPERATIONS**

### **Phases of Emergency Management**

#### **Mitigation**

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

#### **Preparedness**

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

#### **Response**

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

#### **Recovery**

The development, coordination, and execution of service- and site-restoration plans and the reconstitution of government operations and

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

## **General**

- A basic premise of the EOP is that incidents are generally handled at the lowest jurisdictional level possible. Police, fire, public health, medical, emergency management, and other personnel are responsible for incident management at that level. Accordingly, in order to protect life and property from the effects of emergencies, government is responsible for all emergency management activities. When operating under such conditions, CEMA will utilize all available resources from within the County, including voluntary and private assets, before requesting other assistance. After an emergency exceeds local capacity to respond, assistance will be requested from other jurisdictions and GEMA. Upon a Presidential declaration, assistance as requested by the state may be provided through Federal ESFs and/or other resources.
- Consistent with the commitment to comprehensive emergency management, this plan addresses major emergency situations that may develop in the county other than those for which the military is primarily responsible. It outlines activities that address mitigation, preparedness, response and recovery. The plan emphasizes the capacity of CEMA to respond and accomplish short-term recovery.
- In coordination with the county and municipal governments, CEMA will implement interagency coordination for emergency operations.
- In coordination with the county and municipal governments and CEMA, the public information designee will release all emergency information.
- If an agency requests functional support from another agency or organization, assigned personnel and resources will be coordinated by the agency responsible for the ESF.
- All agencies will inform CEMA of personnel assigned to work in the Emergency Operations Center (EOC.)

### **Continuity of Government:**

- Succession of Authority is the line of succession for the county government.
- Preservation of Records addresses the protection of essential records (e.g., vital statistics, deeds, corporation papers, operational plans, resource data, personnel and payroll records, inventory lists, laws, charters, and financial documents) by the appropriate agency following an emergency or disaster.

### **Direction and Coordination:**

- The person responsible for emergency management within Chatham County will be the Chairperson of the County Commission. The Chairperson provides direction to the CEMA Director.
- Representatives from agencies and organizations that are responsible for emergency support functions may staff the EOC. The CEMA Director provides direction and coordination for the EOC. If required, emergency operations will generally be conducted within the EOC. Either full or partial activation may be required based on the severity of the emergency situation. However, if the situation warrants, the CEMA Director may request that the agency or organization with ESF responsibility report to the site of the emergency.
- As required, the combined communications systems of CEMA, and other emergency response agencies will be utilized to ensure communication with appropriate agencies and organizations.
- Upon Declaration of a State of Emergency, resources may be obtained through GEMA at the State Operations Center (SOC) at 1-800-TRY-GEMA (1-800-879-4362).
- The Governor may request Federal assistance if a disaster occurs and the situation exceeds the capability of the state to respond. Upon a Presidential Declaration, Federal disaster assistance may be available.

## **V. INCIDENT MANAGEMENT ACTIONS**

### **Services and Resources**

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

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

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

### **Involvement**

CEMA will coordinate the efforts of agencies and organizations responsible for plan development of ESFs and major revisions. The plan will be reviewed annually and major revisions completed, as necessary. An updated plan shall be submitted to GEMA every four years.

### **State and Involvement**

It is necessary for emergency management planning and operations to be coordinated as well as services and resources being shared across jurisdictional boundaries. Consequently, the state may be able to assist in the planning process (e.g., radiological, hurricane planning). CEMA will coordinate the type and level of assistance. Agencies and organizations with ESF responsibilities will be involved in such planning. This assistance should be interpreted as supporting agencies with ESF responsibilities and enhancing emergency capabilities.

### **Standard Operating Procedures**

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

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

## **Emergency Operations**

Organizational responsibilities are included in each ESF.

## **Responsibilities**

CEMA is responsible for the following:

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

Agencies and organizations with ESF responsibilities will:

- Develop and maintain the ESF and SOPs, in conjunction with CEMA and other supporting agencies;

- Designate agency and organization personnel with emergency authority to work on planning, mitigation, preparedness and response issues and commit resources. Staff assignments should include personnel who are trained to work in the EOC;
- Maintain an internal emergency management personnel list with telephone, fax and pager numbers;
- Provide for procurement and management of resources for emergency operations and maintain a list of such resources;
- Participate in training and exercises to evaluate and enhance ESF capabilities;
- Negotiate and prepare MOUs that impact the specific ESF, in conjunction with CEMA; and
- Establish procedures for the maintenance of records, including personnel, travel, operations and maintenance expenditures and receipts.

## **VI. ONGOING PLAN MANAGEMENT AND MAINTENANCE**

### **Plan Maintenance**

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

- **Types of Changes.**

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

- **Coordination and Approval.**

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

- **Notice of Change.**

After coordination has been accomplished, including receipt of the necessary signed approval supporting the final change language, 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. Once published, the modifications will be considered part of the EOP for operational purposes pending a formal revision and reissuance of the entire document. Interim changes can be further modified or updated using the above process.

- **Distribution.**

CEMA will distribute Notices of Change to all participating agencies. Notices of Change to other organizations will be provided upon request.

- **Reissuance of the EOP.**

Working toward continuous improvement, CEMA is responsible for an annual review and updates of the EOP and a complete revision every four years, or more frequently if the County Commission 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 EOP documents for the purpose of interagency review and concurrence.

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

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

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

### **National Incident Management System**

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

### **State & Emergency Operations Plans**

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

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

### **State & Multihazard Mitigation Plans**

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

## **Private-Sector Plans**

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

## **Volunteer and Nongovernmental Organization Plans**

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

## **Procedures**

Procedures provide operational guidance for use by emergency teams and other personnel involved in conducting or supporting incident management operations. These documents fall into five basic categories:

- Overviews that provide a brief concept summary of an incident management function, team, or capability;
- Standard operating procedures (SOPs) or operations manuals that provide a complete reference document, detailing the procedures for performing a single function (i.e., SOP) or a number of interdependent functions (i.e., operations manual);
- Field operations guides or handbooks that are produced as a durable pocket or desk guide, containing essential tactical information needed to perform specific assignments or functions;
- Point of contact lists; and
- Job aids such as checklists or other tools for job performance or job training.

## EMERGENCY OPERATIONS PLAN APPENDIX 1

### GLOSSARY OF KEY TERMS

For the purposes of the NRP, the following terms and definitions apply.

**Area Command (Unified Area Command).** An organization established (1) to oversee the management of multiple incidents that are each being handled by an Incident Command System (ICS) organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

**Catastrophic Incident.** Any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, morale, and/or government functions. A catastrophic event could result in sustained impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that security could be threatened. All catastrophic events are Incidents of Critical Significance.

**Consequence Management.** Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the EOP.

**Crisis Management.** Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the EOP. See also **Consequence Management**.

**Cyber.** Pertaining to computers and their support systems, such as servers, routers, and switches, that support critical infrastructure.

**Disaster Recovery Center.** A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

**Emergency.** As defined by the Stafford Act, an emergency is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property

and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.”

**Emergency Operations Center.** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city), or by some combination thereof.

**Emergency Operations Plan.** The “steady-state” plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

**Emergency Support Function.** A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State and local governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

**Evacuation.** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**First Responder.** Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 USC. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as December 2004 National Response Plan | 65 66 | National Response Plan December 2004 equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, or nongovernmental organizations.

**Hazard.** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Hazard Mitigation.** Any cost-effective measure that will reduce the potential for damage to a facility from a disaster event.

**Hazardous Material.** For the purposes of ESF #1, hazardous material is a substance or material, including a hazardous substance, that has been determined by the Secretary

of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). For the purposes of ESF #10 and the Oil and Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants, and contaminants as defined by the NCP.

**Hazardous Substance.** As defined by the NCP, any substance designated pursuant to section 311(b)(2)(A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant to section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to section 3001 of the Solid Waste Disposal Act (but not including any waste the regulation of which under the Solid Waste Disposal Act (42 USC. § 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under section 307(a) of the Clean Water Act; any hazardous air pollutant listed under section 112 of the Clean Air Act (42 USC. § 7521 et seq.); and any imminently hazardous chemical substance or mixture with respect to which the EPA Administrator has taken action pursuant to section 7 of the Toxic Substances Control Act (15 USC. § 2601 et seq.).

**Historic Property.** Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the National Register of Historic Places, including artifacts, records, and remains which are related to such district, site, building, structure, or object [16 USC. § 470(w)(5)].

**Incident.** An occurrence or event, natural or human caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Command Post.** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System.** A standardized on scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

**Incident Commander.** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident of Critical Significance.** An actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of County, local, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.

**Infrastructure.** The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

**In-Kind Donations.** Donations other than cash (usually materials or professional services) for disaster survivors.

**Joint Information Center.** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Operations Center.** The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident. The JOC becomes a component of the JFO when the NRP is activated.

**Jurisdiction.** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Liaison Officer.** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government.** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; or a rural community, unincorporated town or village, or other public entity. (As defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

**Major Disaster.** As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Mitigation.** Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. 68 | National Response Plan December 2004 Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mutual Aid Agreement.** Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

**National Incident Management System.** A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, and local governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**Natural Resources.** Natural resources include land, fish, wildlife, domesticated animals, plants, biota, and water. Water means salt and fresh water, surface and ground water, including water used for drinking, irrigation, aquaculture, and recreational purposes, as well as in its capacity as fish and wildlife habitat, including coral reef ecosystems as defined in 16 USC. 64501. Land means soil, surface and subsurface minerals, and other terrestrial features.

**Nongovernmental Organization.** A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a

private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**Preparedness.** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

**Prevention.** Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector.** Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.

**Public Health.** Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

**Public Information Officer.** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Public Works.** Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

**Recovery.** The development, coordination, and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

**Resources.** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is

maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Response.** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Strategic Plan.** A plan that addresses long-term issues such as impact of weather forecasts, time-phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

**Terrorism.** Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

**Unaffiliated Volunteer.** An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a “spontaneous” or “emergent” volunteer.

**Unified Command.** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

**Unsolicited Goods.** Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.

**Urban Search and Rescue.** Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

**Volunteer.** Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise,

expectation, or receipt of compensation for services performed. (See, for example, 16 USC. § 742f(c) and 29 CFR § 553.101.)

**Volunteer and Donations Coordination Center.** Facility from which the Volunteer and Donations Coordination Team operates. It is best situated in or close by the State EOC for coordination purposes. Requirements may include space for a phone bank, meeting space, and space for a team of specialists to review and process offers.

**Weapon of Mass Destruction.** As defined in Title 18, USC. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

## **EMERGENCY OPERATIONS PLAN APPENDIX 2 LIST OF ACRONYMS**

**ARC** American Red Cross

**BOE** Board of Education

**CAT** Chatham Area Transit

**CCHD** Chatham County Health Department

**CEMA** Chatham Emergency Management Agency

**CERT** Community Emergency Response Team

**CFO** Chief Financial Officer

**CONPLAN** Concept of Operations Plan

**DFACS** Department of Family and Children's Services

**DFO** Disaster Field Office

**DHS** Department of Homeland Security

**DMORT** Disaster Mortuary Operational Response Team

**DOI** Department of the Interior

**DOT** Department of Transportation

**DRC** Disaster Recovery Center

**EAS** Emergency Alert System

**EOC** Emergency Operations Center

**EOP** Emergency Operations Plan

**EPA** Environmental Protection Agency

**ESF** Emergency Support Function

**FBI** Federal Bureau of Investigation

**FCO** Federal Coordinating Officer

**FEMA** Federal Emergency Management Agency

**FNS** Food & Nutrition Service

**FOSC/OSC** Federal on Scene Coordinator

**GSA** General Services Administration

**GAANG** Georgia National Guard

**GEMA** Georgia Emergency Management Agency

**IC** Incident Commander

**ICP** Incident Command Post

**ICS** Incident Command System

**JFO** Joint Field Office

**JIC** Joint Information Center

**JOC** Joint Operations Center

**JTF** Joint Task Force

**MOU** Memorandum of Understanding

**MRS** Marine Rescue Squadron

**NAWAS** National Warning System

**NCH** National, Cultural, Historical

**NCP** National Contingency Plan

**NGO** Nongovernmental Organization

**NIMS** National Incident Management System

**NIRT** Nuclear Incident Response Team

**NOAA** National Oceanic and Atmospheric Administration

**NRP** National Response Plan

**NVOAD** National Voluntary Organizations Active in Disaster

**OPA** Office of Public Affairs

**OSC** On-Scene Coordinator

**OSHA** Occupational Safety and Health Administration

**PIO** Public Information Officer

**POC** Point of Contact

**RRT** Regional Response Team

**SA** Salvation Army

**SAC** Special Agent-in-Charge

**SAR** Search and Rescue

**SCMPD** Savannah Chatham Metropolitan Police Department

**SECC** State Emergency Communications Coordinator

**SFD** Savannah Fire Department

**SITREP** Situation Report

**SOC** State Operations Center

**SOP** Standard Operating Procedure

**SPNS** Special Needs Population Shelters

**TSA** Transportation Security Administration

**US&R** Urban Search and Rescue

**USACE** US Army Corps of Engineers

**USC** US Code

**USCG** US Coast Guard

**USDA** US Department of Agriculture

**VOAD** Volunteer Organizations Active in Disasters

**VOLTAG** Voluntary Technical Assistance Group

**WMD** Weapons of Mass Destruction

## EMERGENCY OPERATIONS PLAN APPENDIX 3 AUTHORITIES AND REFERENCES

The principal authorities that guide the structure, development, and implementation of emergency response activities are statutes, Executive orders, and Presidential directives; these orders and directives are cited in the NRP. State authorities and references are similarly cited in the Georgia Emergency Operations Plan (GEOP). The principal statutes, orders, and directives relevant to the EOP are listed below.

1. "A National Strategy for Integrated Public Warning Policy and Capability", Partnership for Public Warning, February 2003.
2. ARC Board of Governors' Disaster Services Policy Statement of July 1977
3. Aviation Disaster Family Assistance Act of 1996
4. Chatham County Code Book, Chapter 4, Article III, Emergency Management
5. Executive Order 3/13/03
6. Georgia Air Quality Control Act
7. Georgia Death Investigation Act
8. Georgia Emergency Management Act of 1981, as amended, Official Code of Georgia Annotated § 38-3-22(b)(6)  
([http://www.legis.state.ga.us/cgi-bin/gl\\_codes\\_detail.pl?code=38-3-22](http://www.legis.state.ga.us/cgi-bin/gl_codes_detail.pl?code=38-3-22))
9. Georgia Water Quality Control Act, Official Code of Georgia Annotated (O.C.G.A.) § 12-8-20 *et seq.*
10. Hazardous Materials Transportation Uniform Safety Act of 1990.
11. "National Strategy for Homeland Security", Office of Homeland Security, July 2002. (<http://www.homelandsecurity.org/hls/features/hlsstrategy.pdf>)
12. Official Code of Georgia Annotated (O.C.G.A.) § 4; 12-8; 26; 35-3-151
13. Radiological Plan
14. The Clean Air Act Amendments of 1990
15. The Oil Pollution Act (OPA) of 1990
16. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. (<http://www.fema.gov/library/stafact.shtm>)
17. Title III of the Superfund Amendments and Reauthorization Act (SARA)
18. Water Quality Control Act
19. Official Code of Georgia Annotated (O.C.G.A.) § 10-393-4
20. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288, as amended by PL 100-707 dated November 23, 1988.
21. The Disaster Relief Act of 1970, as amended (the following Sections only: 231, 233, 234, 235, 236, 237, 301, 302, 303 and 304).
22. Disaster Assistance Programs, Digest of Federal Disaster Assistance Programs, DAP 21, Federal Emergency Management Agency, June 26, 1989.
23. Federal Civil Defense Act of 1950, as amended (PL 81-920).
24. Title 44, CFR, Part 200 *et seq.*
25. Title 44 CFR; Part 13 (Final FEMA Common Rule).
26. Flood Disaster Protection Act of 1973 (PL 93-234).
27. Presidential Executive Order 12612, dated October 28, 1987(Federalism).
28. Presidential Executive Order 11990, May 1977 (Protection of Wetlands).

# **EMERGENCY OPERATIONS PLAN**

## **EMERGENCY SUPPORT FUNCTION ANNEXES**

### **I. Introduction**

- A. The ESFs provide a modular structure to energize the precise components that can best address the requirements of the incident. For example, a large-scale natural disaster or massive terrorist event may require the activation of all ESFs. A localized flood or tornado might only require activation of a select number of ESFs. Based on the requirements of the incident, ESFs provide the interagency staff to support operations of the EOC. Depending on the incident, deployed assets of the ESFs may also participate in the staffing of the Incident Command Post (ICP).
- B. Under the EOP, each ESF is structured to provide optimal support of evolving incident management requirements. ESFs may be activated as a precautionary measure or for emergency or disaster implementation of the EOP. ESF activities and involvement vary throughout an incident from high-visibility, high-intensity activities during the early response, to program implementation and management during recovery, to a stage of declining requirements and deactivation as ESFs or ESF components complete the mission.

### **II. Purpose**

This section provides an overview of the Emergency Support Function (ESF) structure, common elements of each of the ESFs, and the basic content contained in each of the ESF Annexes.

#### **A. Background**

The ESFs provide the structure for coordinating interagency support for Incidents of Critical Significance. The ESF structure includes mechanisms used to provide County support to municipalities, both for declared disasters and emergencies.

The ESF structure provides mechanisms for interagency coordination during all phases of incident management. Some departments and agencies provide resources for response, support, and program implementation during the early stage of an event, while others are more prominent in the recovery phase.

#### **B. Procedures**

ESF Coordinating Agencies are provided with SOP formats for expanding the details of each of the ESFs. These standardized formats provide

guidelines for local operating procedures; they serve as working documents containing the operational details of contingency activities. As these procedures frequently change, they are reviewed by departments on a recurring basis.

### **III. Organization**

- A. ESFs are coordinated through the designated representative of the Primary Agency and CEMA.
- B. Support Agencies shall work with the Primary Agency and CEMA for purposes of pre-disaster planning and post-disaster coordination of the issues addressed by this ESF. The Primary Agency is the coordinator for ensuring planning efforts for this ESF are accomplished. During post-disaster operations, each support agency is responsible for coordinating their individual plans and procedures and reporting of ESF activities to the EOC through the Primary Agency.
- C. CEMA will work closely with the ESF Primary and Support Agencies to ensure continuity across all planning efforts.
- D. During disaster operations, the Primary Agency will work directly with the Operations Chief located at the EOC for information management and reporting of ESF activities.
- E. Succession of authority shall be managed internally for the Primary and each Support Agency. Chain of Successions shall be provided from the Primary and each Support Agency to CEMA.

### **IV. Concept Of Operations**

- A. ESF Notification and Activation: ESF primary agencies are notified of the operations orders and time to report to the EOC by CEMA. ESF primary agencies notify and activate support agencies as required for the threat or incident, to include support to specialized teams.
  - 1. In the event of a potential threat, primary agencies will be notified by telephone or 800 MHz radio.
  - 2. Each support agency will be responsible for the notification, coordination, scheduling and reporting of support staff and 24-hour staffing.
- B. Each ESF is required to develop SOPs, notification protocols and to maintain current rosters and contact information; the format for SOPs is shown in Appendix 2.

- C. ESF Activation: This ESF will be activated at the discretion of CEMA. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.
- D. Training: Each Primary and Support Agency shall participate in necessary training and exercises to ensure continuity. Training shall be performed in the form of meetings, workshops, exercises, peer-to-peer, and policy development.
- E. ESF Maintenance: The Primary Agency and CEMA shall review this ESF annually to ensure its accuracy for implementation. The date of review will be based on the adoption date of the EOP.
- F. ESF Actions During Phases (Operating Conditions)
- Planning (OPCON 5): During this phase, Primary and Support Agencies shall work collectively to identify and carry out necessary planning efforts need to adequately perform the functions of this ESF.
  - Preparedness (OPCON 4): During this phase, Primary and Support Agencies shall begin preparations to institute and manage activities defined by this ESF.
  - Mitigation (OPCON 3): During this phase, Primary and Support Agencies shall begin instituting mitigation measures to protect their facilities, resources, and other issues defined by this ESF.
  - Response (OPCON 2): During this phase, Primary and Support Agencies shall initiate and manage tasks as defined by their operational plans in support of this ESF. Coordination of information from the ESF to the EOC will be coordinated through the Primary Agency
  - Recovery (OPCON 1): During this Phase, Primary and Support Agencies shall continue with response activities and initiate recovery activities necessary to support this ESF.

## **V. Roles and Responsibilities**

- A. Each ESF Annex identifies the ESF primary and support agencies pertinent to the ESF. Several ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition between preparedness, prevention, response, recovery, and mitigation activities. The following is a discussion of the roles and responsibilities of the ESF primary and support agencies.
- B. Primary Agencies

In coordination with CEMA, an agency designated as an ESF primary agency serves as a County executive agent to accomplish the ESF mission. When an ESF is activated in response to an Incident of Critical Significance, the primary agency is responsible for:

1. Orchestrating support within their functional area for an affected municipality;
2. Providing staff for the operations functions at fixed and field facilities;
3. Notifying and requesting assistance from support agencies;
4. Managing mission assignments and coordinating with support agencies, as well as appropriate municipal agencies;
5. Working with appropriate private-sector organizations to maximize use of all available resources;
6. Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities;
7. Executing contracts and procuring goods and services as needed;
8. Ensuring financial and property accountability for ESF activities;
9. Planning for short-term and long-term incident management and recovery operations; and
10. Maintaining trained personnel to support interagency emergency response and support teams.

#### C. Support Agencies

When an ESF is activated in response to an Incident of Critical Significance, support agencies are responsible for:

1. Conducting operations, when requested by CEMA or the designated ESF primary agency, using their own authorities, subject-matter experts, capabilities, or resources;
2. Participating in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards;
3. Assisting in the conduct of situational assessments;
4. Furnishing available personnel, equipment, or other resource support as requested by CEMA or the ESF primary agency;
5. Providing input to periodic readiness assessments;
6. Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities;
7. Identifying new equipment or capabilities to prevent or respond to threats and hazards, or to improve the ability to address existing threats;

8. Nominating new technologies to CEMA for review and evaluation that have the potential to improve performance within or across functional areas; and
9. Providing information or intelligence regarding their agency's area of expertise.

## **VI. Administration and Logistics**

### **A. General Reporting Requirements**

- i. Information shall be reported through the WebEOC. Upon activation of the ESF, each ESF shall have representation in the Emergency Operations Center to ensure continuity.
- ii. Individual Agency reporting requirements shall be established by each primary and support agency to meet the needs of their respective organization.
- iii. The EOC ESF representative will be expected to attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and all Support Agencies.

### **B. General Support Requirements**

1. During EOC Activation, the needs of EOC staff will be coordinated through the EOC Manager.
2. Shift hours shall be at the discretion of the representing agency. It is preferred to have shift hours correlate with general staff briefings. During each activation, general staff briefings shall be established based on the threat.
3. The EOC Staff Manual shall be the guiding document for EOC Policies and Procedures.

### **C. Resource Management**

If possible, required resources to support this ESF must be coordinated, allocated, and managed through the ESF. In cases where required resources cannot be obtained through the ESF, requests will be forwarded to the EOC and coordinated through ESF 7 for allocation. Once procured through ESF 7, the management of resources (financial record keeping, reporting, tracking, etc) will be coordinated through the ESF. Management of resources shall be documented using ESF 7 policies and procedures.

## **VII. Supporting Information and Documents**

### **A. ESF Organization**

During periods of OPCON 5 & 4, Primary and Support Agencies shall coordinate planning activities with designated CEMA Liaison.

1. During periods of OPCON 3, 2, & 1:
  - a. Support Agencies shall coordinate activities with Primary. Primary Agency shall coordinate activities with the EFS Representative at the EOC.
  - b. The ESF Representative at the EOC shall coordinate activities with the Operations Chief.
  
- B. Standard Operating Procedures: SOPs shall be developed to support each task identified in the ESFs and to support the items listed below:

- Call Down Roster
- Resource Lists (Internal & External)
- Resource Shortfalls
- Responding to requests
- Requesting assistance
- Maintaining critical elements of information
- Briefing requirements and format

- C. Other Documents: Other Documents to support the ESFs may include Mutual Aid Agreements, Memorandums of Agreement, Memorandums of Understanding, and/or Independent Contracts. Each of these shall be maintained by the Primary or Support Agency responsible for managing the document.

D. ESF Activation Checklist

- 1. Receive notification or ESF Activation from CEMA.
- 2. Notify all ESF supporting agencies.
- 3. Verify status of Activation of the EOC.
- 4. Send Representative to the EOC at designated times.
- 5. Sign in at EOC Security Station to receive badge.
- 6. Report arrival to Operations Chief and EOC Manager.
- 7. Obtain situation briefing from EOC staff.
- 8. Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.
- 9. Inventory go kits and work area. Check supplies, phone, and computer. Report any deficiencies to the EOC Manager.
- 10. Log onto WebEOC and establish journal.
- 11. Establish filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments, mission tasking, telephone rosters, daily reports, etc).
- 12. Establish contact with forward deployed teams or other agencies, as required. For example, ESF 6 will establish contact with ARC operations/watch and exchange point of contact information. Establish reporting times for all elements.
- 13. Begin gathering information and provide operational report to Operations Chief. Be sure to include activities of all support agencies.

## **EMERGENCY SUPPORT FUNCTION (ESF) 1 TRANSPORTATION**

Primary Agency: Chatham Area Transit  
Support Agencies: Chatham County Board Of Education  
Chatham County Department of Public Works  
Chatham Emergency Management Agency  
GA Department of Transportation  
Laidlaw

**Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.**

### **I. Introduction**

#### **A. Purpose:**

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

#### **B. Scope: The emergency operations necessary for the performance of this function include but are not limited to:**

1. Preparedness
  - a. Maintain current inventories of government transportation facilities, supplies, and equipment by mode.
  - b. Maintain current resource directories of all commercial and industrial transportation assets, facilities, and supplies within the County, to include maintaining points of contact, their geographic locations, territories, and operating areas.
  - c. Establish and maintain liaison with the state and adjacent County transportation officials.
  - d. Plan for supporting all types of evacuation(s) to include lock down of draw bridges, suspension of highway construction and maintenance, lane reversal

- on evacuation routes, and Highway Patrol traffic management plans and operations.
  - e. Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications) during the planning process and through exercises. Develop appropriate transportation packages to support likely scenarios.
  - f. Participate in exercises and training to validate this annex and supporting SOPs.
  - g. Ensure all ESF #1 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #1 agencies will complete ICS 200, 300, and 700 courses.
2. Response
- a. Identify transportation needs required to respond to the emergency.
  - b. Coordinate with Georgia National Guard (GANG) for use of state military transportation assets.
  - c. Identify, obtain, prioritize and allocate available transportation resources.
  - d. Report the locations of damage to transportation infrastructure, degree of damage, and other available information to ESF #5.
  - e. Assist local governments in determining the most viable, available transportation networks to, from, and within the disaster area, and regulate the use of such networks as appropriate.
  - f. Coordinate emergency information for public release through ESF #15.
  - g. Plan for transportation support of mobilization sites, staging areas, and distribution points.
3. Recovery
- a. Continue to render transportation support when and where required as long as emergency conditions exist.
  - b. Coordinate the repair and restoration of transportation infrastructure with the assistance of ESF #3.
  - c. Evaluate and task the transportation support requests for impacted areas.
  - d. Anticipate, plan for, and ready the necessary notification systems to support damage assessment teams, establishment of staging areas, distribution sites, and other local, state, and federal recovery facilities in the impacted area.
  - e. Anticipate, plan for, and ready the necessary notification systems to support the deployment of

- mutual aid teams, and work teams and activities in the impacted area.
  - f. Ensure that ESF #1 team members or their agencies maintain appropriate records of costs incurred during the event.
4. Mitigation
- a. Support and plan for mitigation measures.
  - b. Support requests and directives resulting from the County Commission concerning mitigation and/or re-development activities.
  - c. Document matters that may be needed for inclusion in briefings, situation reports and action plans.

## II. Concept of Operations

- A. General: ESF 1 is under the leadership of Chatham Area Transit (CAT). Upon request, a CAT representative will be available to respond to the EOC to assume primary responsibility for this ESF. When partial activation of the EOC is implemented, the CAT representative will identify which support agencies for ESF #1 are required and take steps to assure that these agencies are activated or alerted as appropriate. ESF #1 will respond to requests for transportation assistance. It is anticipated that when evacuations are completed the majority of the requests for transportation will be initiated by other ESFs to assist in providing aid to those in need.
- B. Response:
- 1. Initial Actions:
    - a. Vehicle inventories will be maintained and coordinated through ESF 1. Documentation of mileage and status will begin at this time.
    - b. Each ESF 1 agency will establish communications with its field personnel and ensure that they are ready for timely response.
    - c. Coordination will be established with support agencies to prioritize response strategies.
    - d. Confirmation of the level of readiness will be made with support agencies to include fuel availability, resources, etc.
    - e. Resources will be strategically positioned and sheltered when it becomes apparent that an Incident of Critical Significance is imminent.
    - f. ESF #6 (Mass Care) will assist with the coordination of ground transportation schedules to evacuation shelters with ESF 1.

- g. The US Coast Guard will notify harbor officers of the areas affected by the potential event of the need to lock down drawbridges.
- 2. Continuing Actions:
  - a. ESF 1 will coordinate transportation resources with requests for transport of personnel.
  - b. Priorities will continually be reassessed to address the most critical transportation needs.
  - c. Resources that are committed to specific missions will be tracked for redeployment if necessary. Updated information will be provided to ESF 5 (Emergency Management).
  - d. Resources will be re-staged as appropriate.
- 3. Recovery:
  - a. Upon request, transportation resources will be provided to assist recovery activities.
  - b. Develop recovery actions and strategies.
  - c. Continuing Actions: Transportation will continue to be provided for related activities.

### III. Responsibilities:

- A. Primary Agency: Chatham Area Transit Authority
  - 1. CAT will coordinate with the support agencies in directing transportation resources and prioritizing the needs for transportation services.
  - 2. Immediately following an Incident of Critical Significance, assess the overall status of the transportation system within the county and begin determination of potential needs and resources.
  - 3. ESF 7 (Resource Support) will supply information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement available resources.
- B. Support Agencies:
  - 1. Chatham County Board of Education & Laidlaw: School buses, resources, personnel, equipment, vehicles and fuel will be made available as needed to assist in fulfilling transportation needs.
  - 2. ESF #8:
    - a. Advanced Life Support transport for those in need of medical transportation.
    - b. Basic Life Support transport for those in need of minimal medical care or who are non-ambulatory.
    - c. EMS Auxiliary resources will also be made available to assist with transportation needs identified by CAT.
- 3. ESF #3: Drawbridge lockdown.

## **EMERGENCY SUPPORT FUNCTION (ESF) 2 COMMUNICATIONS AND WARNING**

Primary Agency: Chatham County Information and Communications Services

Support Agencies: Chatham Emergency Management Agency  
Amateur Radio Emergency Services  
Savannah Chatham Metropolitan Police  
Chatham County Sheriff  
Municipal Information Communications Systems  
Municipal Police Departments  
Radio & Telephone Service Providers

**Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.**

### **I. Introduction**

- A. Purpose: This ESF implements Annex 2 to the Emergency Operations Plan and provides operational guidance to those who are assigned to work in this ESF. This ESF has been established to assure the provision of communications support to municipal, county, and private-sector response efforts during an Incident of Critical Significance.
1. ESF 2 will identify communications facilities, equipment and personnel that could be made available to support disaster recovery efforts.
  2. ESF 2 will identify planned actions of telecommunications companies to restore services.
  3. ESF 2 will coordinate the acquisition and deployment of communications equipment, personnel and resources to establish temporary communications capabilities following a disaster.
- B. Scope:
1. Communications is information transfer and involves the technology associated with the representation, transfer, interpretation, and processing of data among persons, places, and machines. It includes transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.
  2. ESF #2 plans, coordinates and assists with the provision of communications support to county disaster response elements. This ESF will coordinate emergency warnings and communications equipment and services from local, county and

state agencies, voluntary groups, the telecommunications industry and the military.

3. ESF #2 will serve as the focal point of contingency response communications activity in Chatham County before, during and after activation of the EOC.
4. Operations necessary for the performance of this function include but are not limited to:
  - A. Preparedness
    1. Identify public and private communications facilities, equipment, and personnel located throughout Chatham County including emergency communications vehicles or mobile command posts.
    2. Identify actual and planned actions of commercial telecommunications companies to restore services.
    3. Coordinate the acquisition and deployment of communications equipment, personnel, and resources to establish temporary communications capabilities.
    4. Develop and coordinate frequency management plans, including talk groups and trunked radio for use in disaster areas.
    5. Develop a long distance communications strategy for implementation during disasters.
    6. Assess pre-event needs and develop plans to pre-stage assets for rapid deployment into disaster areas.
    7. Develop plans to prioritize the deployment of services based on available resources and critical needs.
    8. Plan for operations involving coordination with the State Emergency Communications Coordinator (SECC).
    9. Provide reliable links and maintain available support services for disaster communications with local, county, and state, agencies.
    10. Ensure all ESF #2 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #2 agencies will complete ICS 200, 300, and 700 courses.
    13. Participate in tests and exercises to evaluate the county emergency response capability.
  - B. Response
    1. Conduct communications needs assessments (to include determining status of all communications systems), prioritize requirements, and make recommendations to deploy equipment and personnel to affected area, as required.

2. Identify actual actions of commercial telecommunications companies to restore services.
3. Maintain constant two-way communication with all appropriate emergency-operating services of county and local governments.
4. Implement frequency management plan in the disaster area, including talk groups and trunked radio, as required.
5. Provide capability for responsible officials to receive emergency information and communicate decisions.
6. Establish communications with the SECC to coordinate communications assets beyond County capability.

C. Recovery

1. Arrange for alternate communication systems to replace systems that are inoperative due to damage from disasters.
2. Maintain or restore contact with the other EOCs (state, cities, and county emergency management/preparedness organizations), as capabilities allow.
3. Make communications channels available to provide appropriate information to the public concerning safety and resources required for disaster recovery.
4. Maintain or restore contact with all appropriate emergency operations services of county government.
5. Gather communications damage assessment information from public and private organizations (including telephone outages) and report to ESF #5.
6. Assess the need for and obtain telecommunications industry support as needed.
7. Prioritize the deployment of services based on available resources and critical needs.
8. Anticipate and plan for arrival of, and coordination with, GEMA ESF #2 personnel in the EOC and the Joint Field Office (JFO).
9. Ensure ESF #2 team members or their agencies, maintain appropriate records of costs incurred during the event.

D. Mitigation

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

## II. Concept of Operations

A. General: Disasters can cause widespread damage to electric and commercial telecommunication transmission facilities. Surviving county communications assets, as well as the telecommunications industry, will be needed to assure a rapid, effective response.

### B. Response

#### 1. Initial Actions:

- a. ESF #2 will focus communications coordination to ensure the management of combined agency efforts.
- b. ESF #2 will initiate or relay warnings to the public and advise appropriate departments upon activation of the EOC.
- c. ESF #2 will notify or warn each support agency of the pending situation and in coordination with ICS, establish methods of communication for probable situations including type of emergency, projected time, area to be affected, anticipated severity, forthcoming warnings and actions necessary.
- d. A method of warning will be available for the public, including people with visual and hearing impairments and/or non-English speaking.
- e. A variety of warning methods will be used to provide simultaneous or consecutive notification of emergency conditions:
  - (1) Sirens
  - (2) Radio/TV override
  - (3) National Weather Service implementation of TV crawl warnings
  - (4) TDD/TDY

2. Continuing Actions: Immediately following the impact of the incident, ESF #2 will work towards identifying the condition of communications systems and prioritizing the reestablishment of communications in the disaster area

#### 3. Recovery:

- a. With the severe interruption of services, alternative services to temporarily restore service to critical buildings shall be

identified. The type of the disaster may necessitate establishing an area, such as a tent city for centralized field communications.

- b. Continue coordinated communications to achieve rapid recovery and contact with the EOC.
- c. Maintain records of expenditures and document resources utilized during response and recovery efforts.
- d. Coordinate the various types of communications within the county, including landline telephones, cellular telephones, 800 MHz, VHF, marine band, amateur radio, citizens band radios and emergency response agencies in affected areas.

### **III. Responsibilities**

#### **A. ESF Primary and Each Support Agencies shall:**

1. Attend at least quarterly meetings to ensure planning functions are carried out to support this ESF.
2. Assess the need for and prioritize the deployment of services based on available resources and critical needs as they relate to your area of responsibility. Also to develop procedures to obtain telecommunications industry support as required.
3. Assemble a list of communications assets available to support the recovery and coordinate this information with the EOC.
4. Request volunteer agencies and industrial resources with communications assets to contribute assets to the response effort.
5. Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
6. Participate in drills and exercises to evaluate local communications capability.
7. Maintain records of expenditures and document resources utilized during recovery in accordance with ESF #7 policies and procedures and report these records to the Primary Agency.

#### **B. Chatham County Information and Communications Services (ICS) shall:**

1. Coordinate with each Support Agency through at least quarterly meetings to ensure planning functions are carried out to support this ESF.
2. Oversee the coordination management of communications resources, facilities and equipment and initiate alternate and backup systems as needed.
3. Develop maintenance and protection arrangements for inoperative communications equipment.

4. Coordinate communications with response operations, shelters, lodging, and food facilities.
  5. Continue coordinated communications to achieve rapid recovery and contact with the EOC.
  6. Maintain records of expenditures and document resources utilized during response and recovery efforts.
  7. Coordinate the various types of communications within the county, including landline telephones, cellular telephones, 800 MHz, VHF, marine band, amateur radio, citizens band radios and emergency response agencies in affected areas.
- C. CEMA shall:
1. Oversee the management of warning resources, facilities and equipment and initiate alternate and backup systems as needed.
  2. Coordinate communications support to all governmental, quasi-governmental and volunteer agencies as required by collating cumulative damage information obtained from assessment teams, the telecommunications industry, the EOC and other agencies.
  3. Provide a system for designated officials to communicate with the public including people with special needs, such as hearing impairments and non-English speaking.
- D. Amateur Radio Emergency Services shall:
1. Provide public communications during emergencies and disasters.
  2. Recruit, train, and designate communications and warning operators for the EOC.

## **EMERGENCY SUPPORT FUNCTION (ESF) 3 PUBLIC WORKS AND ENGINEERING**

Primary Agency: Chatham County Department of Public Works  
Support Agencies: Chatham Emergency Management Agency  
Chatham County Engineering Department  
Chatham County Building Safety & Regulatory Services  
Chatham County Parks & Recreation  
GA Department of Transportation  
Municipal Public Works (Facilities Maintenance) & Water/Sewer  
Metropolitan Planning Commission  
US Army Corps of Engineers  
Manufacturers Council  
Municipal Building Inspections  
Voluntary Technical Assistance Group (VOLTAG)

**Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.**

### **I. Introduction**

- A. Purpose: This ESF implements Annex 3 to the Emergency Operations Plan. This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to remove debris from streets, eliminate hazards, manage storm damage, provide rapid restoration of water/sewer services, repair essential services, immediately provide damage assessment information and cooperate with other emergency agencies.
- B. Scope: This ESF is structured to provide public works and engineering-related support for the changing requirements of incident management to include preparedness, prevention, response, recovery, and mitigation actions. Functions include but are not limited to:
  - 1. Preparedness
    - a. General
      - (1) Participate in exercises and training to validate this annex and supporting SOPs.
      - (2) Ensure all ESF #3 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #3 agencies will complete ICS 200, 300, and 700 courses.
    - b. Public Works and Engineering

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

2. Response

a. Public Works and Engineering

- (1) Identify water and sewer service restoration, debris management, potable water supply, and engineering requirements as soon as possible.
- (2) Evaluate status of current resources to support ESF #3 operations.
- (3) Establish priorities to clear roads, repair damaged water/sewer systems and coordinate the provision of temporary, alternate or interim sources of emergency power and water/sewer services.
- (4) As needed, recommend priorities for water and other resource allocations.

- (5) Procure equipment, specialized labor, and transportation to repair or restore public works systems.
  - (6) Coordinate with the GANG for use of state military assets.
  - (7) Coordinate with ESF #6 for shelter support requirements.
  - (8) Coordinate with ESF #8 and ESF #11 for advice and assistance regarding disposal of debris containing or consisting of animal carcasses.
  - (9) Coordinate with ESF #10 for advice and assistance regarding disposal of hazardous materials.
  - (10) Coordinate with ESF #4 for advice and assistance regarding firefighting water supply.
- b. Damage Assessment
- (1) At the onset of an emergency or disaster, notify department/agency heads and local governments and volunteer organizations to have damage assessment and safety evaluation personnel available to deploy to affected area(s) and pre-position as appropriate.
  - (2) Provide damage assessment coordinators and support for joint state/federal teams into the affected area, as required.
  - (3) Coordinate with ESF #12 for public utility damage assessment information.
  - (4) Collect, evaluate, and send damage assessment reports to ESF #5 and other appropriate agencies.
  - (5) Coordinate state and local damage assessment operations with related state and federal activities.
  - (6) Prepare damage assessment documents in conjunction with GEMA where appropriate for a presidential emergency or major disaster declaration when necessary.
3. Recovery
- a. General
- (1) Anticipate and plan for arrival of and coordination with FEMA ESF #3 personnel in the EOC and the Joint Field Office (JFO).
  - (2) Ensure that ESF #3 team members, their agencies, or other tasked organizations, maintain appropriate records of time and costs incurred during the event.
- b. Public Works and Engineering
- (1) Maintain coordination with all supporting agencies and organizations on operational priorities for emergency repair and restoration. Coordinate, as

- needed, for debris management operations on public and private property.
- (2) Continue to monitor restoration operations when and where needed as long as necessary and until all services have been restored.
- c. Damage Assessment: In conjunction with GEMA, develop disaster project worksheets as required.
- 4. Mitigation
  - a. Support and plan for mitigation measures.
  - b. Support requests and directives from GEMA concerning mitigation and/or re-development activities.
  - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## II. Concept of Operations

### A. General:

1. ESF 3 will serve as the resident expert in post-incident assessments of infrastructure to help determine critical needs and potential workloads.
2. Policies and procedures shall be established to identify structural and nonstructural mitigation measures, including deploying of protective measures, to minimize adverse effects or fully protect resources prior to an incident.
3. Pre- and post-incident assessments of infrastructure.
4. Execute emergency contracts to support life-saving and life-sustaining services.
5. Provide technical assistance to include engineering expertise, construction management, contract and real estate services.

### B. Response:

1. Initial Actions:
  - a. ESF 3 will coordinate and support infrastructure risk and vulnerability assessments.
  - b. Participation in pre-incident activities, such as pre-positioning assessment teams and contractors, and deploying advance support elements shall be supported.
  - c. Execution of emergency contracting support for life-saving and life-sustaining services, to include providing potable water, ice, emergency power, and other emergency commodities and services.
2. Continuing Actions

- a. Provide emergency repair of damaged infrastructure and critical facilities.
  - b. Providing assistance in the monitoring and stabilization of damaged structures and the demolition of structures designated as immediate hazards to public health and safety. Also, providing structural specialist expertise to support inspection of mass care facilities and urban search and rescue operations.
  - c. Provide emergency repair of damaged infrastructure and critical public facilities (temporary power, emergency water, sanitation systems, etc.). Support the restoration of critical navigation, flood control, and other water infrastructure systems. As appropriate, this ESF requests technical support to help facilitate efforts to obtain necessary regulatory (cultural and environmental) clearances for infrastructure restoration activities.
  - d. Manage, monitoring, and/or provide technical advice in the clearance, removal, and disposal of contaminated and uncontaminated debris from public property and the reestablishment of ground and water routes into impacted areas. The scope of actions related to contaminated debris may include waste sampling, classification, packaging, transportation, treatment, demolition, and disposal of contaminated debris and soil. The management of contaminated debris is coordinated with the Hazardous Materials ESF. For purposes of this ESF, contaminated debris is intended to mean debris (e.g., general construction debris/rubble) that is being addressed within the debris zone and to support the overall objectives, such as clearing roads and public property. Waste management related to hazardous site remediation is addressed under the Hazardous Materials ESF.
  - e. Provide technical assistance to include engineering expertise, construction management, contracting, inspection of private/commercial structures, and real estate services.
3. Recovery
- a. Implement and manage the Public Works and Engineering recovery programs. Accurate assessment of total damages including insured and uninsured losses.
  - b. Assess and prioritize affected area needs.
  - c. Preparation of preliminary damage assessment reports.
  - d. Deploy human and material resources to meet specified needs.

- e. Document government expenses in response and recovery operations to determine the need for state and federal assistance.

### **III. Responsibilities**

#### **A. County and Municipal Agencies**

1. County and Municipal Authorities are responsible for their own public works and infrastructures and have the primary responsibility for incident prevention, preparedness, response, and recovery.
2. County and Municipal Entities are fully and consistently integrated into ESF activities. When activated to respond to an incident, the Primary Agency develops work priorities in cooperation with the County and Municipal governments.
3. County and Municipal Entities are responsible for obtaining required waivers and clearances related to ESF support.

#### **B. Private Sector Agencies**

1. Private Sector Entities are responsible for their own infrastructure and have primary responsibility for incident prevention, preparedness, response and recovery for their resources and facilities.
2. The private sector is responsible for a large proportion of the County's infrastructure and participates in ESF incident action planning and other planning activities as appropriate.
3. The private sector is a partner and/or lead for the rapid restoration of infrastructure-related services. Appropriate private-sector entities are integrated into the planning and decision-making processes as required to ensure continuity.

#### **C. ESF Primary and Support Agencies shall:**

1. Attend at least quarterly meetings to ensure planning functions are carried out to support this ESF.
2. Assess the need for and prioritize the deployment of services based on available resources and critical needs as they related to your responsibility. Also to develop procedures to obtain private sector support as required.
3. Assemble a list of public works and engineering related assets available to support recovery and coordinate this information with the EOC.
4. Request volunteer agencies and private resources with assets to contribute those assets to the response effort.

5. Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
6. Participate in drills and exercises to evaluate local communications capability.
7. Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and procedures and report these records to the Primary Agency.

D. Chatham County's Department of Public Works shall:

1. Coordinate with each Support Agency through at least quarterly meetings to ensure planning functions are carried out to support this ESF.
2. Oversee the coordination management of resources, facilities and equipment.
3. Develop maintenance and protection arrangements for consolidated public works and engineering response and recovery.
4. Maintain records of expenditures and document resources utilized during response and recovery efforts.

E. Chatham County's Building Safety and Regulatory Services shall:

1. Serve as the Primary coordinator for damage assessment and related tasks. Designated representatives will work closely with the ESF Primary Agency and CEMA to assist in the posting and monitoring of damage reports.
2. Coordinate with other ESFs to consolidate reports of damage and focus assessment efforts.
3. Act as liaison between the EOC and the State EOC for damage assessment activity.
4. Identify and facilitate resolution of area responsibility among agencies involved.
5. Maintain contact with municipal liaisons to collect and relay information.
6. Provide direction on policy issues.
7. Assist with public information releases regarding areas of damage.
8. Coordinate with the ESF Primary Agency to exchange information regarding area condition and accessibility with the Search and Rescue ESF.

## **EMERGENCY SUPPORT FUNCTION (ESF) 4 FIRE RESPONSE COORDINATION (FIREFIGHTING)**

Primary Agency: Southside Fire/EMS

Support Agencies: Bloomingdale FD, Pooler FD, Port Wentworth FD, Garden City FD, Savannah FD, Thunderbolt FD, Tybee Island FD, Isle of Hope FD, Hunter Army Airfield FD, Travis Air National Guard FD, The Islands FD, Skidaway Island FD, Montgomery FD, Seventh District FD, Southside FD, CEMA  
Association of Chatham County Fire Chiefs  
Georgia Forestry  
Georgia Office of Homeland Security  
Georgia Mutual Aid Group

**Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.**

### **I. Introduction**

- A. Purpose: This ESF provides a comprehensive mechanism to ensure appropriate utilization of local fire resources before and after the impact of a disaster. This will include but is not limited to the detection and suppression of urban, rural, and wildland fires resulting from, or occurring coincidentally with a significant natural or man-made disaster.
  
- B. Scope: ESF# 4 involves the management and coordination of firefighting resources in the detection and suppression of fires, during rescue situations, and when mobilizing and coordinating personnel, equipment, and supplies in support of local entities. ESF # 9 and # 10, Rescue & Hazardous Materials, respectively, will be collocated with ESF # 4 and are integral components of the function of ESF # 4 support agencies. In preparation for and execution of its fire protection mission, ESF #4 will:
  - 1. Preparedness
    - a. Maintain current inventories of fire service facilities, equipment, and personnel throughout the County.
    - b. Organize and train fire service emergency teams to rapidly respond to requests for assistance.
    - c. Monitor weather and hazardous conditions that contribute to increased fire danger.
    - d. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.

- e. Based on hazardous conditions, conduct fire prevention and education activities for the public.
- f. Participate in exercises and training to validate this annex and supporting SOPs.
- g. Ensure all ESF #4 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #4 agencies will complete ICS 200, 300, and 700 courses.

## 2. Response

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

## 3. Recovery

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

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

## II. Concept of Operations

### A. Assumptions:

1. All available local fire-fighting resources will be committed, and additional help will be needed from around the state.
2. Coordination and direction of the local efforts, including volunteers, will be required.
3. Fire resources will be tasked with a variety of missions, many of which will not directly relate to fire suppression.

### B. General:

1. County, Private and Municipal Authorities have overall responsibility for incident prevention, preparedness, response and recovery in their area.
  - a. This ESF will be activated at the discretion of CEMA and will be coordinated through the Primary Agency.
  - b. Each Primary and Support Agency shall participate in training and exercises to ensure continuity.
  - c. The Primary Agency and CEMA will review this ESF annually to ensure its accuracy for implementation. The date of review will be based on the adoption date of the EOP.
  - d. ESF #4 will interface with other ESF as necessary to coordinate resource needs for a given incident.

### C. Response:

1. Initial Actions:
  - a. When activated to respond to an incident the Primary Agency develops work priorities in cooperation with the County and municipal governments.
  - b. ESF # 4 will interface with ESF # 8 as to medical assistance and transportation of victims beyond initial collection points.
  - c. ESF # 4 will coordinate response efforts with the other ESF's during and incident of critical significance with special efforts related to coordination with ESF # 9 and # 10. This ESF will coordinate the provision of local fire-

fighting personnel and equipment; it will also plan for, coordinate, and assign any responding mutual aid resources.

- d. The fire chief and/or designee will request assistance from local fire departments for EOC staffing. The Georgia Division of Forestry will be requested to provide an EOC representative to coordinate state resources as staffing allows.
- e. When an actual or pending emergency exists with the potential to impact Chatham County, Fire Departments will be notified through the EOC and made aware of the situation status.
- f. All support agency contact persons for this ESF will be notified for potential availability for assignments.
- g. ESF 4 will coordinate needs and response actions through field command to include pre-positioning of resources as necessary.
- h. Determination of additional resources required through mutual aid will be requested through CEMA and the EOC.

D. Continuous Actions:

- 1. Coordination between state, local, and Federal firefighting resources is managed by the appropriate primary agency with assistance from CEMA.
- 2. Firefighting resources are reassigned, as needed and as requested and will be withdrawn when no longer needed.
- 3. Upon request, this ESF will provide firefighting resources to assist recovery efforts.

### III. Responsibilities

A. Primary Agency: As the primary agency for ESF # 4, Southside Fire/EMS will coordinate the provision of local firefighting personnel and equipment. It will also plan, coordinate, and assign any responding mutual aid resources. It additionally will coordinate those resources volunteered for ESF # 4 from other unidentified sources.

B. Support Agencies:

- 1. Local fire departments, as listed under Support Agencies, will coordinate through ESF # 4 by forwarding their requests for mutual aid firefighting assistance to the EOC ESF # 4 Coordinator during an incident of critical significance or other activation of the EOC.
- 2. During activation, the GA Forestry and/or Georgia Mutual Aid Group will serve as a support agency of ESF # 4 and, as staffing

allows, will coordinate State resources as needed and requested by ESF # 4.

C. ESF Primary and Support Agencies shall:

1. Attend at least quarterly meetings to ensure planning functions are carried out to support this ESF.
2. Assess the need for and prioritize the deployment of services based on available resources and critical needs.
3. Assemble a complete list of available firefighting resources within Chatham County and surrounding counties and municipalities that may be available for response and coordinate this information with the EOC.
4. Request volunteer and private agencies with assets to contribute those assets to response efforts.

## **EMERGENCY SUPPORT FUNCTION (ESF) 5 EMERGENCY MANAGEMENT**

Primary Agency: Chatham Emergency Management Agency  
Support Agencies: Municipal Managers and Elected Officials

**Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.**

### **I. Introduction**

- A. Purpose: This ESF implements Annex 5 to the Emergency Operations Plan. This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to collect, process, and disseminate information about an actual or potential disaster situation, and facilitate the overall activities of response and recovery. It also is used to make appropriate notifications and interface with other local and state.
1. Provide technical information on plans, SOPs, research and support.
  2. Collect, process and disseminate essential information to the EOC staff.
  3. Develop and brief, briefings, displays, and plans.
  4. Consolidate key information into reports and other materials; describe and document overall response activities and inform appropriate authorities of the status of the overall response operations.
  5. Maintain displays of key information such as maps, charts and status boards, and computer bulletin boards or electronic mail, as available.
  6. Establish a pattern of information flow and support of the action planning process initiated by the Command Staff.
  7. Provide logistical support for EOC staffing and facility needs.
  8. Establish historical records collection process and event reconstruction.
  9. Local authority requests for assistance under the Stafford Act are coordinated through CEMA to the Governors' office to the President.
  10. Generates various reports and releases to support operations.
  11. Coordinate Incident Action Planning to support operations.
  12. Supports the implementation of mutual aid agreements to ensure a seamless resource response to affected jurisdictions.
  13. Maintains an on-call workforce of trained and skilled reserve employees to provide the capability to perform essential

emergency management functions on short notice and for varied duration.

B. Scope:

1. This ESF is structured to coordinate overall information and planning activities from the EOC in support of response and recovery operations. The ESF assimilates incident information when the EOC is activated from municipal representatives and activated ESFs.
2. Activities within the scope of this function include:
  - a. Supporting ESFs across the spectrum of incident management from prevention to response and recovery.
  - b. Facilitating information flow in the pre-incident prevention phase in order to place assets on alert or to preposition assets for quick response.
  - c. Coordinating those functions that are critical to support and facilitate multi-agency planning and coordination for operations involving potential and actual Incidents of Critical Significance;
  - d. Utilizing alert and notification measures to assist in incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for State assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.
3. Preparedness
  - a. Develop procedures and formats for information gathering and reporting to include procedures for SITREP format and submission.
  - b. Train support agencies on roles and responsibilities.
  - c. Develop information displays within the EOC.
  - d. Ensure weather products are up to date and available for use in the SITREP.
  - e. Participate in exercises and training to validate this annex and supporting SOPs.
  - f. Ensure all ESF #5 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #5 agencies will complete ICS 200, 300, and 700 courses.
4. Response
  - a. Notify all ESF #5 supporting agencies upon activation.
  - b. Assign duties to support agency personnel and provide training as required.

- c. Coordinate EOC effort in collecting, processing, reporting and displaying essential information to include development of the SITREP.
  - d. Conduct planning to identify priorities, develop approaches, and devise recommended solutions for future response operations.
  - e. Provide weather information and briefings to the EOC and/or the Commission Chairman and Municipal Mayors as required.
  - f. Plan for support of mobilization sites, staging areas, and distribution points.
  - g. Coordinate the reception of GEMA personnel.
  - h. Plan for transition to JFO and recovery operations.
5. Recovery
- a. Continue information gathering and processing.
  - b. Collect and process information concerning recovery activities to include anticipating types of recovery information the EOC and other government agencies will require.
  - c. Assist in the transition of direction and control from the EOC to the JFO.
  - d. Anticipate and plan for the support and establishment of staging areas, distribution sites in coordination with ESF #7, and other local, state and/or federal emergency work teams and activities in the impacted area.
  - e. Operate ESF #5 cells in both the EOC and JFO, as required.
  - f. Perform ESF #14 planning functions in the EOC until ESF #14 is established at the JFO.
  - g. Ensure that ESF #5 team members or their agencies maintain appropriate records of costs incurred during the event.
6. Mitigation:
- a. Support and plan for mitigation measures.
  - b. Support requests and directives from GEMA concerning mitigation and/or re-development activities.
  - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## II. Concept of Operations

- A. General: The CEMA EOC Operations Chief shall serve as the overall coordinator for this ESF.
  - 1. Oversee message flow within the EOC, displaying information data, tracking mission assignments, and providing technical data in support of disaster operations.

2. Coordinate and secure SOPs from agencies and organizations with primary responsibilities for ESFs.
3. Maintain the EOC and secure an alternate location for emergencies.
4. Notify appropriate agencies and organizations regarding EOC activation and necessary response.
5. Prepare timely situation reports for local authorities, EOC, SOC, and other appropriate personnel.
6. Secure and disseminate necessary information in support of ESFs.
7. Establish activation and operational times of the EOC.
8. Establish a duty roster, phone lists, message flow and tracking.
9. Monitors potential or developing incidents and supports the efforts of municipal and field operations.
10. Coordinates operations and situational reporting with the State EOC.

### **III. Responsibilities**

#### **A. ESF Primary and Support Agencies shall:**

1. Attend at least quarterly meetings to ensure planning functions are carried out to support this ESF.
2. Identify and provide staff representatives to support the ESF and other operational information related to these activities.
3. Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
4. Participate in drills and exercises to evaluate local capability.
5. Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and procedures and report these records to the Primary Agency.

#### **B. Chatham Emergency Management Agency shall:**

1. Coordinate with each Support Agency through at least quarterly meetings to ensure planning functions are carried out to support this ESF.
2. Coordinate message flow within the EOC.
3. Coordinate the overall efforts to collect, process, report, and display essential elements of information; and facilitate support for planning response operations.
4. Distribute plans and reports to the state and other ESFs.
5. Maintain records of expenditures and document resources utilized during response and recovery efforts.

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

Primary Agency: Department of Family and Children Services  
Support Agencies: Chatham Emergency Management Agency  
American Red Cross  
Amateur Radio Emergency Services  
Chatham County Board of Education  
Emergency Medical Service Providers  
Chatham Health Department  
Coastal Amateur Radio Society  
County and Municipal Law Enforcement Agencies  
Gateway Mental Health Agency  
Salvation Army

**Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.**

### **I. Introduction**

- A. Purpose: This ESF implements Annex 6 to the Emergency Operations Plan. This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to coordinate activities involved with the emergency provision of temporary non-medical shelters, housing, and human services to include emergency mass feeding and disaster welfare information of individuals and/or families impacted by Incidents of Critical Significance.
1. Coordinate the tasking of all sheltering activities during a disaster; activities in the sheltering of people with special needs include Management of Special Needs Population Shelters (SNPS).
  2. Coordinate the establishment and operation of mass feeding facilities in areas affected by disasters.
  3. Coordinate with relief efforts provided by volunteer organizations performing mass care functions.
  4. Coordinate the establishment of a system to provide shelter registration data to appropriate authorities.
  5. Coordinate the provision of emergency first aid in shelters and fixed feeding sites.
  6. Coordinate provision of medical support exceeding that required for standard first aid, for the prevention of communicable diseases, to include epidemiological and environmental health activities, as related to sheltering and feeding disaster victims.
  7. Coordinate with the Energy and Utilities ESF to ensure each shelter has power generation capabilities.

B. Scope:

1. This ESF is structured to promote the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual Incidents of Critical Significance. This includes economic assistance and other services for individuals impacted by the incident.
2. Activities within the scope of this function include:
  - a. Preparedness
    - (1) The primary agency will prepare for disasters by coordinating with support agencies for their participation in exercises.
    - (2) ESF #8 will provide ESF #6 with regularly updated lists of planned special needs shelters or other special needs units in existence in each county.
    - (3) ESF #6 will maintain a roster of primary contact ESF personnel.
    - (4) ESF #6 will coordinate with the American Red Cross (ARC), CEMA, and GEMA to ensure an up-to-date shelter list is available.
    - (5) ESF #6 will have, procure, and regularly update a list of all agencies (public and private) that have a mission and capability to provide mass feeding in times of disaster.
    - (6) ESF #6 agencies will participate in exercises and training to validate this annex and supporting SOPs.
    - (7) Ensure all ESF #6 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #6 agencies will complete ICS 200, 300, and 700 courses.

B. Response

- (1) Lead and support agencies will have and maintain appropriate listings of agency staff to notify for response activities.
- (2) ESF #6 will coordinate with ESF #5, #11, and #18 regarding mass feeding sites established by responding emergency management agencies.
- (3) Shelters will be opened and closed in accordance with public need as assessed by the appropriate volunteer organization, GEMA, and county emergency management agencies. Final decision rests with the ARC for ARC managed shelters.
- (4) ESF #6 will monitor occupancy levels and ongoing victims' needs, and will provide ESF #5 with an updated list of operational shelters.

- (5) ESF #6 will coordinate with CEMA, ARC, VOAD, and Public Health to update lists of available shelters including SNPS.
- (6) ESF #6 will coordinate with ESF #8 for the provision of medical services and mental health services in shelters with the appropriate agencies.
- (7) ESF #6 will coordinate with appropriate agencies to ensure that each shelter has a working communications system and has contact with the County EOC and the managing agency. This may include radio, telephone, computer, or cellular telephone communication devices.
- (8) ESF #6 will provide a list of mass care sites requiring restoration of services to EOC Operations.
- (9) ESF #6 will coordinate with ESF #13 regarding additional security resources, if needed, at mass care shelters.

C. Recovery

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

D. Mitigation

- (1) ESF #6 agencies will work to educate citizens on disaster preparedness and disaster mitigation activities.

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

## II. Concept of Operations

- A. Primary focus is on sheltering activities, mass feeding, and the coordination of volunteer agency activities involved in mass care as directed by the American Red Cross.
- B. Coordinate the activities of all public shelters that fall under the American Red Cross Shelter guidelines. This includes shelters formed before, during, and after the event. Those shelters not designated in the planning process as Red Cross shelters (spontaneous shelters) will receive Red Cross food resources and staffing only in post-impact period when notification and access to these shelters is possible
- C. Shelters will be opened and closed in accordance with public need as assessed by DFACS, the American Red Cross and CEMA.
- D. ESF #6 will continuously monitor occupancy levels and ongoing victims' needs, and will provide information regarding daily listing of "open" and "closed" shelters to the EOC.
- E. All shelters should be managed in accordance with applicable American Red Cross regulations and procedures.
- F. Shelter listings will include staffing and resource information. ESF #6 will coordinate the provision of added and relief staff, and the replenishment of shelter supplies.
- G. This ESF will assist in the coordination of mass feeding sites established by the American Red Cross and volunteer agencies. When possible, mass-feeding activities will include feeding of disaster victims and critical workforce personnel.
- H. This ESF will generate, procure, and regularly update a list of all public and private agencies that have a mission to provide mass feeding in times of disaster. The list will provide specific information, to include:
  1. Number of persons each agency can feed two meals a day,
  2. How long this level of feeding can be sustained.
  3. Number of staff or volunteers available for cooking and/or serving.

4. Major equipment lists, e.g., field ranges, mobile feeding units, refrigeration, vehicles, etc.
- I. Coordinate sanitation provisions and inspections, and garbage removal from mass feeding sites.
  - J. Coordinate the provision of food and water to mass feeding sites. This will include procuring food from the USDA, Donated Goods, and private vendors.
  - K. Coordinate with ESF #11 regarding the storage of food in identified warehouse sites.
  - L. Maintain a listing of all volunteer organizations active in mass care in the disaster area. The list will contain the following information:
    1. Type of services provided by each volunteer agency.
    2. Number of volunteers in the area.
    3. Resources each agency has available.
    4. Names and contact means of key persons in each organization.
    5. Logistical abilities of each organization, i.e. self-contained, need transportation, etc
  - M. Coordinate for the provision of medical services up to advanced first aid and mental health services in shelters; and will ensure that trained and qualified personnel are present in shelters in sufficient numbers to care for people needing assistance.
  - N. Coordinate to ensure each shelter has a working system of communications with the EOC.
  - O. Coordinate the procurement and support of shelter generators and fuel.
  - P. Response:
    1. Initial Actions:
      - a. This ESF will collect, sort and process information received from all sources and present condensed and updated information to the Operations Officer.
      - b. Provides technical assistance to regional or state ESF #6.
      - c. Coordinates ESF #6 resource requests with other departments and agencies.
      - d. Validates resource requests.

2. Continuing Actions:
  - a. Provides guidance for identifying potential housing resources.
  - b. Works with State and Federal authorities on the development of a recovery plan as appropriate.
  - c. Provides support for crisis counseling, disaster unemployment assistance and disaster legal services.
  - d. Assists with coordination and implementation of disaster assistance programs, as appropriate.

### **III. Responsibilities**

#### **A. ESF Primary and Support Agencies shall:**

1. Attend at least quarterly meetings to ensure planning functions are carried out to support this ESF.
2. Identify and provide staff representatives to support the ESF and other operational information related to these activities
3. Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
4. Participate in drills and exercises to evaluate local capability.
5. Maintain records of expenditures and document resources utilized during recovery in accordance with ESF #7 policies and procedures and report these records to the Primary Agency.

#### **B. Department of Family and Children Services shall:**

1. Coordinate with each Support Agency through at least quarterly meetings to ensure planning functions are carried out to support this ESF.
2. Ensure the presence of resource materials in sufficient numbers in the ESF location. These materials would include:
3. Shelter listings for each agency with names and numbers of each shelter manager, as available.
4. Locations of all mass feeding sites and the names of site managers.
5. Provide a system for recording incoming requests for sheltering and mass feeding, response assignments and actions taken.
6. Establish a protocol for prioritizing response activities.
7. Coordinate activities with other ESFs.
8. Maintain records of expenditures and document resources utilized during response and recovery efforts.

- C. Chatham Department of Public Health shall:
  - 1. Assist in locating health and welfare workers to augment personnel assigned to shelters.
  - 2. Support disaster mental health services;
  - 3. Provide technical assistance for shelter, feeding and warehouse operations related to food, vector control, water supply and waste disposal; and
  - 4. Assist with the provision of medical and first aid supplies for shelters and first aid stations.
  
- D. Chatham County Board of Education shall:
  - 1. Support sheltering activities with personnel and facilities, specifically through contractual agreement between the Chatham County Board of Education (BOE) and the American Red Cross.
  - 2. Provide security at BOE facility shelters as required.
  
- E. American Red Cross shall: Open, administer and operate all shelters.
  
- F. Salvation Army shall: Assist with mass feeding activities.

## **EMERGENCY SUPPORT FUNCTION (ESF) 7 RESOURCE SUPPORT**

Primary Agency: Chatham County Purchasing  
Support Agencies: Chatham County Finance  
Chatham County Human Resources  
Chatham County Information and Communication  
Georgia Emergency Management Agency  
Municipal Finance and Purchasing Department  
Chatham Emergency Management Agency

**Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.**

### **I. Introduction**

- A. Purpose: This ESF implements Annex 7 to the Emergency Operations Plan. This ESF provides operational guidance to those who are assigned to work in this ESF. This ESF has been established to provide logistical and resource support to local entities in supporting emergency response and recovery efforts during incidents of critical significance.
1. ESF #7 shall plan, coordinate and managing resource support and delivery in response to and recovery from a major disaster or catastrophe.
  2. ESF #7 shall provide supplies and equipment from county and municipal stocks, commercial sources and donated goods.
  3. ESF #7 support agencies will furnish resources as required.
  4. Procurement will be made in accordance with current local, state and federal laws and regulations that include emergency procedures under Georgia Statute and Chatham County policies and ordinances.
- B. Scope:
1. Preparedness
    - a. Develop methods and procedures for responding to and complying with requests for resources.
    - b. Develop procedures for reimbursing private vendors for services rendered.
    - c. Develop lists of private vendors and suppliers and their available resources.

- d. Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies.
  - e. Develop and train ESF #7 personnel on County emergency procurement procedures for acquiring supplies, resources, and equipment.
  - f. Develop resource inventories based on hazard specific studies and corresponding likely resource requests by ESF.
  - g. Participate in exercises and training to validate this annex and supporting SOPs.
  - h. Develop a Countywide logistics plan and coordinate with ESF #1 to support logistics operations.
  - i. Ensure all ESF #7 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #7 agencies will complete ICS 200, 300, and 700 courses.
2. Response
- a. Alert those agencies whose personnel, equipment, or other resources may be used.
  - b. Establish a resource tracking and accounting system, including management reports.
  - c. Assess initial reports to identify potential resource needs.
  - d. Identify procurement resources and potential facility locations in the disaster area of operations.
  - e. Provide data to the Public Information Group for dissemination to the public.
  - f. Locate, procure, and issue to County agencies the resources necessary to support emergency operations to include coordination with General Services Real Property Management to identify prospective staging area warehouses available for lease to replace damaged or destroyed facilities.
  - g. Coordinate support with the General Services Administration (GSA) Regional Administrator on all logistical support activities.
  - h. Execute Countywide logistics plan and coordinate with ESF #1 to support logistics operations.
  - i. Coordinate with GANG (Military Support) to develop procedures for deploying state military department personnel in support of emergency operations at warehousing facilities, staging areas, and other areas where the need exists.
  - j. Coordinate with ESF #13 (Law Enforcement) to evaluate warehouse security requirements.
3. Recovery
- a. Continue to conduct procurement activities as long as necessary and until procurement needs have been met.
  - b. Anticipate and plan for arrival of and coordination with, GEMA ESF #7 personnel in the EOC and the Joint Field

Office (JFO). Through coordination with General Services Real Property Management, assist GEMA in locating office space suitable for JFO operations.

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

## **II. Concept of Operations**

- A. General: Countywide resources committed to ESF #7 will be allocated and coordinated by ESF #7. The primary source of equipment, supplies, and personnel shall be support-agency resources and local sources outside the impacted area. Support that cannot be provided from these sources will be provided through commercial resources.
- B. Response:
  1. Initial Actions:
    - a. Upon notification of a potential or actual incident, the Primary Agency will alert ESF points of contact as required, ensuring that all appropriate parties are informed of developments.
    - b. Supporting agencies will be alerted by the primary agency.
    - c. Primary and supporting agencies will provide support to County and municipal agencies engaged in the response as requirements are identified.
    - d. Primary and supporting agencies will assist in establishing and managing mobilization centers as required.
  2. Continuing and Recovery Actions: Using the following procedures, ESF #7 provides, controls and accounts for goods and services.
    - a. Upon notification of a space requirement, ESF #7 determines through coordination with appropriate County departments, the availability of suitable space in county owned or leased buildings.
    - b. When space in county owned or operated buildings is not available or acceptable, the EOC is notified. The ESF continues to work with local and County authorities to locate suitable space.
    - c. Contracting support is provided to ESF #1, Transportation, as required.

- d. All required office furniture and equipment is provided from County inventories or commercial sources.
- e. Office supplies and other expendables are provided from County stores or small businesses or vendors in the affected area whenever possible.
- f. Procurement support is provided using ESF #7 contracting resources as required.
- g. ESF #7, in coordination with ESF #13, Public Safety and Security, contracts for guard service to support all County agency coordination response and recovery activities.
- h. In addition to the above, ESF #7 loans excess property and provides other services as required.

### **III. Responsibilities**

#### **A. ESF Primary and Each Support Agency shall:**

- 1. Attend at least quarterly meetings to ensure planning functions are carried out to support this ESF.
- 2. Assess the need for and prioritize the deployment of services based on your area of responsibility.
- 3. Locating, procuring, and issuing resources to other County agencies for use in emergency operations necessary to support the County EOP or to promote public safety.
- 4. Locating and coordinating the use of available space for incident management activities.
- 5. Coordinating and determining the availability and provision of consumable non-edible supplies stocked in distribution facilities and customer supply centers when available.
- 6. Procuring required stocks from vendors or suppliers when County items are not available.
- 7. Maintain records of expenditures and document resources utilized during recovery in accordance with ESF #7 policies.

#### **B. Chatham County Purchasing shall:**

- 1. Coordinate with each Support Agency through at least quarterly meetings to ensure planning functions are carried out.
- 2. Coordinate the development of a logistical framework to support recovery operations.
- 3. Identify, locate, and if necessary, recruit personnel to support incident operations after coordination with Central Services.
- 4. Develop procedures to maintain records of expenditures and document resources utilized during recovery in accordance with ESF #7 policies.

## **EMERGENCY SUPPORT FUNCTION (ESF) 8 PUBLIC HEALTH AND MEDICAL SERVICES**

Primary Agencies: Chatham Health Department (CCHD)

Support Agencies: American Red Cross  
Area Nursing Homes  
Chatham Area Transit  
Chatham Board Of Education  
Chatham Department of Family and Children's Services  
Chatham Emergency Medical Service (EMS) Providers  
Chatham Mosquito Control  
Chatham PIO  
Chatham Police Department, Animal Control  
GA Department of Agriculture  
GA Medical Society  
Hospitals  
Pharmacies  
Medical Examiner's Office  
Municipal Law Enforcement/Fire Departments  
United Way 2-1-1

**Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.**

### **I. Introduction**

- A. Purpose: This ESF implements Annex 8 to the Emergency Operations Plan. This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to provide the mechanism for coordinated County assistance to supplement municipal resources in response to public health and medical care needs (to include veterinary and/or animal health issues when appropriate) for potential or actual Incidents of Critical Significance and/or during a developing potential health and medical situation. Additionally, to delineate procedures for the identification, recording, transportation, sheltering and care of persons requiring special needs in anticipation of, or during an emergency or a disaster.
1. ESF #8 will coordinate all resources related to health and medical issues and shall monitor field deployment of medical personnel and resources.
  2. ESF #8 will retain full control over its own resources and personnel.
  3. ESF #8 will not release medical information on individual patients to the general public to ensure patient confidentiality protection.

4. ESF #8 will appropriate non-specific information on casualties/patients will be provided to the American Red Cross for inclusion in the Disaster Welfare Information System and to ESF #15 for informational releases.
  5. ESF #8 will establish clear lines of communication and integration of expectations will be established on a routine basis with the EOC.
- B. Scope: This ESF is structured to oversee in identifying and meeting the public health and medical needs, to include the entire spectrum of special needs transportation, sheltering and care, of victims of an Incident of Critical Significance. The emergency operations necessary for the performance of this function include but are not limited to:
1. Preparedness
    - a. General.
      - (1) Develop mutual support relationships with professional associations and other private services and volunteer organizations that may assist during an emergency or disaster.
      - (2) Participate in exercises and training to validate this annex and supporting SOPs.
      - (3) Ensure all ESF #8 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #8 agencies will complete ICS 200, 300, and 700 courses.
    - b. Medical Care.
      - (1) Coordinate the provision of medical and dental care.
      - (2) Identify and coordinate the deployment of doctors, nurses, technicians and other medical personnel to disaster areas.
      - (3) Maintain inventory lists of medical supplies, equipment, ambulance services, hospitals, clinics and first aid units.
      - (4) Plan for establishment of staging areas for medical personnel, equipment, and supplies.
      - (5) When emergency facilities are not available, plan for establishment of emergency medical care centers.
      - (6) Plan for requesting medical assistance teams and coordinate for their support while operating in Chatham County.
      - (7) Assure that health care facilities (i.e. hospitals, nursing homes, youth and adult medical care facilities) develop patient reduction, evacuation, and relocation procedures.

- c. Public Health and Sanitation.
  - (1) Develop procedures to protect the public from communicable diseases and contamination of food, water, and drug supplies (including veterinary drugs).
  - (2) Develop procedures to monitor public health information.
  - (3) Develop sanitation inspection procedures and protocols to control unsanitary conditions.
  - (4) Develop procedures for inspection of individual water supplies.
  - (5) Develop procedures for identification of disease, vector, and epidemic control.
  - (6) Develop emergency immunization procedures.
  - (7) Identify laboratory testing facilities.
  
- d. Crisis Counseling.
  - (1) Develop procedures for rapidly providing crisis counseling and mental health/substance abuse assistance to individuals and families, to include organizing and training crisis counseling teams.
  - (2) Develop support relationships with government agencies, professional associations, private services, and volunteer organizations to provide mental health and substance abuse assistance during disasters.
  
- e. Deceased Identification and Mortuary Services.
  - (1) Develop plans for location, identification, removal and disposition of the deceased.
  - (2) Establish a system for collecting and disseminating information regarding victims and have the operational capability to deliver the information in a field environment in coordination with the EOC Public Information Group.
  - (3) Develop protocols and maintain liaison with Disaster Mortuary Operational Readiness Teams (DMORT).
  - (4) Identify agencies, organizations, and individuals capable of providing support services for deceased identification including the Chatham County Coroner.
  - (5) Maintain a description of capabilities and procedures for alert, assembly and deployment of mortuary assistance assets.
  
- 2. Response
  - a. General.
    - (1) Coordinate information releases to the public with the public information officer in the EOC Public Information Group.

- (2) Coordinate with State and Federal agencies as required.
- (3) Maintain records of expenditures and resources used for possible later reimbursement.
- b. Medical Care.
  - (1) Coordinate the delivery of health and medical services.
  - (2) Arrange for the provision of medical personnel, equipment, pharmaceuticals, and supplies.
  - (3) Assist the coordination of patient evacuation and relocation.
  - (4) Assist with hazardous materials response.
- c. Public Health and Sanitation.
  - (1) Manage public health and sanitation services.
  - (2) Determine need for health surveillance programs throughout the County.
  - (3) Issue Public Health notice for clean-up on private property.
  - (4)
- d. Crisis Counseling: Coordinate for the provision of mental health and recovery services to individuals, families, and communities.
- e. Deceased Identification and Mortuary Services.
  - (1) Initiate the notification of deceased identification teams.
  - (2) Retain victim identification records.
  - (3) Coordinate DMORT services.
  - (4) Coordinate County assistance for next-of-kin notification.

### 3. Recovery

- a. General.
  - (1) Anticipate and plan for arrival of, and coordination with, GEMA ESF #8 personnel in the EOC and the Joint Field Office (JFO).
  - (2) Ensure ESF #8 members or their agencies maintain appropriate records of activities and costs incurred during the event.
- b. Medical Care.
  - (1) Assist with restoration of essential health and medical care systems.
  - (2) Assist with restoration of permanent medical facilities to operational status.
  - (3) Assist with restoration of pharmacy services to operational status.
  - (4) Coordinate emergency services staff until local system is self-supporting.

- (5) Assist with emergency pharmacy and laboratory services.
  - c. Public Health and Sanitation.
    - (1) Monitor environmental and epidemiological surveillance.
    - (2) Continue long-term emergency environmental activities.
    - (3) Crisis Counseling: Coordinate the management of continuous mental health and substance abuse assistance to individuals and families.
  - d. Deceased Identification and Mortuary Services.
    - (1) Continue the operations necessary for the identification and disposition of the deceased and their personal effects.
    - (2) Provide a final fatality report.
    - (3) Request reimbursement for expenditures, if authorized.
    - (4) Receive the required death reports.
- 4. Mitigation
  - a. Support and plan for mitigation measures.
  - b. Support requests and directives resulting from the Governor and/or GEMA concerning mitigation and/or re-development activities.
  - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## II. Concept of Operations

- A. ESF #8 will be responsible for the coordination of services, equipment, supplies and personnel to meet the health and medical needs resulting from incidents of critical significance.
- B. ESF #8 will coordinate the needs assessment and will assume the lead in monitoring potential health hazards.
- C. Coordinate requests to the EOC for additional health/medical care personnel, equipment and supplies.
- D. Monitor food/drug safety, radiological/chemical/biological hazards.
- E. Coordinate and monitor potability of water, wastewater disposal, solid waste disposal and vector control monitoring.
- F. Coordinate victim identification/mortuary services with the medical examiner.

- G. Monitor medical command and control.
- H. Coordinate the registration, notification, transportation and sheltering of special needs persons in the community who are unable to respond independently to an emergency.
- I. Determine coordination needed with ESF #6 regarding special needs shelter.
- J. Coordinate the identification of in-hospital care resources.

### **III. Responsibilities**

- A. ESF Primary and Support Agencies shall:
  - 1. Attend at least quarterly meetings to ensure planning functions are carried out to support this ESF.
  - 2. Identify and provide staff representatives to support the ESF and other operational information related to these activities
  - 3. Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
  - 4. Participate in drills and exercises to evaluate local capability.
  - 5. Maintain records of expenditures and document resources utilized during recovery in accordance with ESF #7 policies and procedures and report these records to the Primary Agency.
  
- B. Chatham County Public Health Department shall:
  - 1. Coordinate with each Support Agency through at least quarterly meetings to ensure planning functions are carried out to support this ESF.
  - 2. Provide leadership in directing, coordinating and integrating the overall county efforts to provide medical and public health assistance to the affected area
  - 3. Conduct initial assessment of health and medical needs.
  - 4. Determine need for additional personnel and resources and initiate request mutual aid to EOC.
  - 5. Coordinate and direct the activation and deployment of voluntary resources of health/medical personnel, supplies and equipment.
  - 6. Establish, as needed, active and passive surveillance systems for the protection of public health.
  - 7. Coordinate response for:
    - a. Hazardous materials
    - b. Safety of food and drugs
    - c. Radiological hazards
    - d. Mental health problems victims

- e. Vector control
- f. Potable water/wastewater/solid waste
- g. Victim identification/mortuary services
- h. Continuously acquire and assess information about the situation; continue to identify the nature and extent of health and medical problems and establish appropriate monitoring and surveillance of the situation to obtain valid ongoing information.
- i. Coordinate release of appropriate and timely public health information with ESF #15 to include boil water orders, safety issues, etc. The Chatham County Health Department Director has the authority to warn the public of contaminated water supplies. All informational releases will be through the lead PIO in coordination with the command group.
- j. Establish a protocol for prioritizing response activities.
- k. Coordinate activities with other ESFs.
- l. Maintain records of expenditures and document resources utilized during response and recovery efforts.

C. Chatham Emergency Medical Service Providers shall:

- 1. Coordinate the evacuation of patients from the disaster area as requested.
- 2. Coordinate the transport of victims to medical facilities outside the county in accordance with approved trauma transport protocols.
- 3. Provide the coordination of the following resources:
  - a. Advance Life Support/Basic Life
  - b. Emergency Medical Technicians
  - c. Paramedics
  - d. Emergency medical equipment procurement
  - e. Aircraft (fixed/wing/rotary/medical evacuation)
- 4. Establish mental health crisis counseling centers.
- 5. Coordinate for Critical Incident Stress Debriefing for emergency responders.
- 6. Coordinate medical patient evacuation in the pre-impact phase of the disaster (including special needs patients requiring ambulance transport) as well as continued response to emergency medical calls.
- 7. Coordinate both public and private service field responses.

D. Local Medical Providers shall:

- 1. Coordinate the notification, information, update and evacuation assistance to medical facilities within the county both pre- and post-impact.

2. Develop an emergency and disaster plan that address preparedness and response to hurricane threats for their residents. These plans should include:
  - a. The degree of shutdown operations and evacuation of facilities.
  - b. Process to cancel elective surgery, discharge patients for whom care would not be compromised, transfer patients who could be moved to safer facilities and make special arrangements for those patients whose condition will not allow transfer or evacuation. Psychiatric and mental health facilities will be expected to transfer their patients and staff to safer locations.
3. Develop evacuation and/or care plans for those patients who are receiving home health care through the hospital or its affiliates.

E. Nursing Homes, Assisted Living Facilities and Other Residence Based Assistance Programs shall:

1. Develop an emergency and disaster plan appropriate for hurricane conditions.
2. Design evacuation procedures to relocate their residents, through commercially available transportation resources, to a safer and similar facility if they are located in a mandatory evacuation area. Special care must be given to those transportation needs of patients required horizontal transport. Similar arrangements must also be made by each facility to accommodate the transport of their equipment and supplies.
3. These facilities must be prepared to evacuate immediately following the issuance of a Hurricane Watch or Voluntary evacuation order for their location. Due to the complexities of evacuating these members of our population, additional time will be required and delays may create a shortage of transportation resources as well as increased traffic delays.

## **EMERGENCY SUPPORT FUNCTION (ESF) #9 URBAN SEARCH AND RESCUE**

**Primary Agency:** Savannah Fire Department

**Support Agencies:**

Chatham County Building Safety & Regulatory Services  
Chatham County Coroners Office  
Chatham County Emergency Medical Service Providers  
Chatham County Mosquito Control  
Chatham County Sheriff's Department  
Civil Air Patrol  
Marine Rescue Squadron  
Municipal and Private Fire Departments  
Municipal Police Departments  
US Coast Guard

**Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.**

### **I. Introduction:**

- A. Purpose: Rapidly deploy local search and rescue components to provide specialized life-saving assistance to municipal authorities during an Incident of Critical Significance.
1. CEMA will assist in coordinating county assets and augment agencies having SAR responsibilities.
  2. The Savannah Fire Department will coordinate SAR.
  3. CEMA may request state and Federal SAR assistance.
  4. ESF 9 will interface with ESFs 1 and 8 to assist with medical assistance and the transportation of victims beyond initial collection points.
- B. Scope: Urban SAR activities include, but are not limited to, locating, extricating, and providing immediate medical assistance to victims trapped in collapsed structures. Non-urban SAR activities include, but are not limited to, emergency incidents that involve locating missing persons, boats which are lost at sea, locating downed aircraft, extrication if necessary, and treating any victims upon their rescue.

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

1. Preparedness

- a. Maintain a current inventory of resources, including trained personnel, which could support search and rescue operations. Maintain records reflecting local capability.
  - b. Participate in exercises and training to validate this annex and supporting SOPs.
  - c. Maintain liaison with State urban search and rescue assets and plan for reception of external assets.
  - d. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.
  - e. Assist local governments in training of personnel and rescue organizations for search and rescue operations.
  - f. Ensure all ESF #9 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #9 agencies will complete ICS 200, 300, and 700 courses.
2. Response
- a. Support local agencies with appropriate resources, to include mobilizing and deploying teams and equipment as needed.
  - b. Using the ICS, assume responsibility for coordinating and tracking all resources committed to an incident. This may include placing personnel at a forward command post. Establish staging areas with the requesting group.
  - c. Deploy liaison teams to county EOC or incident base of operations, as needed.
  - d. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
  - e. Coordinate other State and Federal support for search and rescue operations to include planning for reception and deployment to area of operations.
  - f. Coordinate with ESF #1 for use of buses to transport rescue teams or rescued victims or persons evacuated from an emergency area to a safe location or emergency shelter.
3. Recovery
- a. Continue to support local operations and plan for a reduction of operations.
  - b. Inventory any lost or damaged equipment and record any personnel injuries or equipment accidents.
  - c. Anticipate and plan for arrival of, and coordination with, GEMA ESF #9 personnel in the EOC and the Joint Field Office (JFO).
  - d. Require ESF #9 team members and their agencies maintain appropriate records of costs incurred during the event.
4. Mitigation
- a. Support and plan for mitigation measures.

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

## **II. Concept of Operations:**

- A. General: A major or catastrophic disaster may result in a substantial number of persons being in life-threatening situations requiring prompt rescue and medical care. Since the first 72 hours are crucial to lessening the mortality rate, SAR must begin immediately. Depending upon the type and magnitude of the disaster, either urban, non-urban, or both, might be mandated. SAR personnel will potentially have to deal with extensive damage to buildings, roadways, public works, communications, and utilities. Secondary to the precipitous event, effects such as fires, explosions, flooding, and hazardous material releases may compound problems and threaten both survivors and rescue personnel.
  - 1. All available SAR resources will be committed, and additional help is needed from the state.
  - 2. Coordination and direction of efforts, including volunteers, will be required.
  - 3. Damaged areas will have access restrictions and will not be readily accessible except, in some cases, by air or water.
  - 4. Secondary events or disasters will threaten survivors as well as SAR personnel.

## **III. Responsibilities:**

- A. Primary Agency: The Savannah Fire Department is the primary agency for ESF 9. The designated EOC Fire Department Coordinator will coordinate provision of representatives on a 24-hour basis to the EOC, to insure full deployment and utilization of resources identified under ESF 9. Multi-disciplinary teams will consist of team leaders, law enforcement for security problems, fire personnel and paramedics to search and treat victims, bus driver for transport, debris personnel to push back debris for team vehicle movement (debris clearance will follow search and rescue in most instances) power company and gas company personnel for emergency issues, and a building inspector/engineer for structural integrity. It must be noted that this will be the ideal and not practical or feasible in many instances. The composition of each SAR team shall be determined by the Incident Commander/SAR Coordinator
- B. Support Agencies:

1. Agencies participating in SAR will rely on ESF 11 to provide food and water to support operations, just as other critical work force personnel will.
2. The local SAR leaders will coordinate with ESF 3 for assistance in completing any structural shoring required to ensure the safety of the teams.
3. The Marine Rescue Squadron will assist with water related SAR efforts.
4. Coastal Crisis Response Team - May be called upon to provide counseling to SAR team members.
5. Medical Examiner's Office, in conjunction with Chatham County Sheriff's Office is responsible to secure and investigate the deaths.
7. Municipal Police and the Sheriff's Office will provide security for SAR teams.

## **EMERGENCY SUPPORT FUNCTION (ESF) #10 OIL AND HAZARDOUS MATERIALS RESPONSE**

Primary Agency: Savannah Fire Department  
Support Agencies: Chatham County Department of Public Works  
Chatham Emergency Management Agency  
Chatham County Building Safety & Regulatory Services  
Chatham County Emergency Medical Service Providers  
Chatham County Mosquito Control  
Chatham County Police Department  
Chatham County Health Department  
Chatham County Sheriff's Office  
GA Environmental Protection Division  
Emergency Preparedness Committee  
Municipal Police & Fire Departments  
US Coast Guard

**Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.**

### **I. Introduction:**

- A. Purpose: Coordinate County support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials during Incidents of Critical Significance.
1. When ESF #10 is activated for potential or actual Incidents of Critical Significance involving oil or hazardous materials, the Savannah Fire Department (SFD) serves as the primary agency for actions taken in support of the EOP. In certain circumstances, some administrative procedures in the EOP can be streamlined during the immediate response phase. EOP structures and response mechanisms remain in place during an Incident of Critical Significance, but coordinate with mechanisms as described in this annex. The references in this annex to Federal Regulations or Regulatory Authority provisions are intended to change requirements or interpretations. Nothing in the Regulations of Authorities alters or impedes the ability or authorities of designated officials to carry out their duties or to coordinate directly with their agency in execution of these duties.
  2. Relationship to Terrorism Incident Law Enforcement and Investigation: For a terrorist incident involving oil or hazardous materials (such as a Weapons of Mass Destruction (WMD) incident), ESF #10 provides assistance, investigative support, and

intelligence analysis for the oil/hazardous materials response in coordination with the law enforcement and criminal investigation activities. For an Incident of Critical Significance involving oil or hazardous materials and ESF #10 activation that is determined to be an intentional criminal act but not an act of terrorism, the response is carried out in accordance with ESF #10 and applicable laws and regulations. The agency with primary jurisdictional responsibility, as directed by statute and/or existing policy, provides the Senior Law Enforcement Official.

3. Relationship to Biological and Nuclear/Radiological Incident Annexes: Hazardous materials addressed under the National authorities include certain biological and radiological substances. Biological and Radiological Incident Annexes may therefore be activated simultaneously with ESF #10. The Biological and Radiological Incident Annexes describe additional procedures and agency responsibilities for biological and radiological incidents that are not addressed in ESF #10, and are used in conjunction with ESF #10 when applicable.

B. Scope:

1. ESF 10 provides for a coordinated, effective and efficient response to discharges and releases of oil and hazardous materials by placing human, financial and material resources into action in the impacted area. This ESF establishes the lead coordination roles, the division and specification of responsibilities among state agencies that may be brought to bear in response actions. This ESF is applicable to all state departments and agencies with responsibilities and assets to support the response to actual and potential discharges and releases of hazardous materials.
2. ESF #10 includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents. Hazardous materials include chemical, biological, and radiological substances, whether accidentally or intentionally released. These include certain chemical, biological, and radiological substances considered weapons of mass destruction (WMD).
3. ESF #10 describes the lead coordination roles, the division and specification of responsibilities among agencies, and the county and onsite response organizations, personnel, and resources that may be used to support response actions. ESF #10 is applicable to all departments and agencies with responsibilities and assets to support response to actual or potential oil or hazardous materials incidents.

4. Appropriate response and recovery actions can include efforts to detect, identify, contain, clean up, or dispose of released oil and hazardous materials. Specific actions may include stabilizing the release through the use of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or to decontaminate or mitigate its effects; drainage controls; fences, warning signs, or other security or site-control precautions; removal of highly contaminated soils from drainage areas; removal of drums, barrels, tanks, or other bulk containers that contain oil or hazardous materials; and other measures as deemed necessary.
5. In addition, ESF #10 may be used to respond to actual or threatened releases of materials not typically responded to but that, as a result of an Incident of Critical Significance, pose a threat to public health or welfare or to the environment. Appropriate ESF #10 response activities to such incidents include, but are not limited to, household hazardous waste collection, permitting and monitoring of debris disposal, water quality monitoring and protection, air quality sampling and monitoring, and protection of natural resources.
6. The emergency operations necessary for the performance of both radiological and non-radiological components of this function include but are not limited to:
  - a. Preparedness
    - (1) Prepare an inventory of existing threats using SARA Title III, Tier II information.
    - (2) Plan for response to hazardous materials incidents.
    - (3) Develop plans for communications, warning, and public information.
    - (4) Develop procedures for identification, control, and clean-up of hazardous materials.
    - (5) Provide, obtain, or recommend training for response personnel using courses made available by FEMA, Department of Energy (DOE), Nuclear Regulatory Commission (NRC), the GEMA Training Center, EPA, and manufacturers and transporters of hazardous materials, as well as training based on OSHA requirements for each duty position.
    - (6) Maintain a listing of private contractors capable of performing emergency and/or remedial actions associated with a hazardous materials incident.
    - (7) Maintain an inventory of local assets capable of responding to a hazardous materials incident.
    - (8) Develop plans and/or mutual aid agreements regarding hazardous materials incidents with local agencies, other County agencies, contiguous states,

federal agencies, and private organizations as required.

- (9) Collect and utilize licensing, permitting, monitoring, and/or transportation information from the appropriate local, county, state, or federal agencies and/or private organizations to facilitate emergency response.
- (10) Participate in exercises and training to validate this annex and supporting SOPs.
- (11) Ensure all ESF #10 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #10 agencies will complete ICS 200, 300, and 700 courses.

b. Response

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

- (9) Coordinate with appropriate local, state, and federal agencies to ensure the proper disposal of wastes associated with hazardous materials incidents; and assist in monitoring or tracking such shipments to appropriate disposal facilities.
  - (10) Coordinate with ESF #1 for the use of staging areas and air assets, and technical advice and assistance on regulated rail.
  - (11) Coordinate with ESF #3 for technical assistance on water, wastewater, solid waste, and disposal.
  - (12) Coordinate with ESF #12 for technical advice and assistance on intra-County pipelines.
  - (13) Coordinate with GANG for use of National Guard assets.
- c. Recovery
- (1) Terminate operations when the emergency phase is over and when the area has been stabilized by responsible personnel.
  - (2) Request and maintain documented records of all expenditures, money, and physical resources of the various governmental department/agencies involved in emergency operations. Ensure that ESF #10 team members or their agencies maintain appropriate records of costs incurred during the event.
  - (3) Anticipate and plan for arrival of, and coordination with, GEMA ESF #10 personnel in the EOC and the Joint Field Office (JFO).
- d. Mitigation
- (1) Support and plan for mitigation measures.
  - (2) Support requests and directives resulting from the Governor and/or GEMA concerning mitigation and/or re-development activities.
  - (3) Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## II. Concept of Operations

### A. General

- 1. The operational response described in governing authority' procedures and any agency implementing procedures that contribute to response are coordinated through ESF #10. In conjunction with the affected jurisdiction, ESF #10 coordinates the provision of support to and the overall management of the various response sites to ensure actions are taken to mitigate, clean up,

and dispose of oil and hazardous materials and minimize the impact of the incidents. ESF #10 promotes close coordination with appropriate officials, as well as the private sector, to establish priorities for response support.

2. ESF #10 requires documentation of all response activities to support after-action requirements and justify actions taken by primary and support agencies.

B. Incident Related Actions:

1. The primary agency convenes appropriate agency representatives as soon as possible, and within two hours of notification, if possible, to develop a plan for providing the support required. This can be conducted via an emergency conference call or by physically locating at the EOC as appropriate.
2. The headquarters ESF #10 focuses initially on the following actions:
  - a. Confirm that members of the ESF #10 staff are notified;
  - b. Ensure that the EOC is ready to support response activities and to coordinate with the GEMA SOC;
  - c. Establish communications with the affected ESF #10 elements;
  - d. Establish communications with designated backup regions and with other appropriate State elements;
  - e. Coordinate with other ESFs, particularly ESF #5 – Emergency Management;
  - f. Identify extent of oil and hazardous materials incidents;
  - g. Identify initial resource requirements; and
  - h. For terrorism incidents, provide support as required during the response while continuing to carry out response actions.
3. As appropriate, coordinate with ESF #10 elements in non-impacted regions to obtain backup and additional assistance; and
4. Assess the situation, including the nature, amount, and locations of actual or potential releases of oil and hazardous materials; pathways to human and environmental exposure; probable direction and time of travel of the materials; potential impact on human health, welfare, safety, and the environment; types,

availability, and location of response resources, technical support, decontamination and cleanup services; and priorities for protecting human health and welfare and the environment through appropriate prevention and/or response actions.

#### **IV. Responsibilities:**

- A. Primary Agency: The Savannah Fire Department has the lead role in ESF #10. Team membership includes responsibilities from EMS and municipal fire departments.
- B. Support Agencies
  - 1. Chatham County Public Works Department: Utilized on an as needed basis to respond to releases on county maintained roadways and rights of way with absorbents, barricades and signs; and to coordinate public transit and transport services. Transportation will be accessed through ESF #1.
  - 2. Chatham County Health Department: Utilized on an as needed basis to respond to bio-hazardous, radiological and mixed hazardous materials; to be accessed through ESF #8.
  - 3. Chatham County Fire Chiefs Association/Municipal Fire Departments: Utilized on an as needed basis and accessed through ESF #4.

## **EMERGENCY SUPPORT FUNCTION (ESF) 11 AGRICULTURE AND NATURAL RESOURCES**

Primary Agency: Chatham Emergency Management Agency  
Support Agencies: Georgia Department of Agriculture  
Department of Public Health  
American Red Cross  
Savannah Historical Foundation  
Savannah Chatham Animal Control

**Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.**

### **I. Introduction**

#### **A. Purpose:**

This ESF implements Annex 11 to the Emergency Operations Plan. This ESF provides operational guidance to those who are assigned to work this ESF. This ESF has been established to support provision of nutrition assistance, management of diseases, food safety, and protect significant properties.

1. Actions undertaken through ESF #11 are coordinated with and conducted cooperatively with state and local incident management officials and with private entities.
2. Each supporting agency is responsible for managing its respective assets and resources after receiving direction from the primary agency for the incident.
3. Food Safety and Inspections are activated upon notification of the occurrence of a potential or actual Incident of Critical Significance by the Department of Public Health.
4. Actions undertaken are guided by and coordinated with County and local emergency preparedness and response officials and homeland security officials and existing USDA internal policies and procedures.
5. The Historic Savannah Foundation is the initial primary agency for National, Cultural, & Historic (NCH) resources and shall work cooperatively with the Department of Interior during incidents of critical significance.
6. Actions undertaken under ESF #11 to protect, conserve, rehabilitate, recover and restore NCH resources are guided by the existing internal policies and procedures of the primary agency for each incident.

7. The primary agency for each incident coordinates with appropriate ESFs and other annexes including the coordinating agency for the Worker Safety and Health Support Annex, to ensure appropriate use of volunteers and their health and safety and to ensure appropriate measures are in place to protect the health and safety of all workers.
8. Control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective exotic plant disease, or economically devastating plant pest infestation.
9. Assurance of food safety and food security and
10. Protection of natural and cultural resources and historic property resources before, during, and/or after an incident of Critical Significance.

B. Scope:

1. ESF #11 will coordinate the provision of nutrition assistance by the Food and Nutrition Service (FNS) to include determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of supplies and authorizing disaster food stamps.
2. Management of animal and plant disease shall include implementing an integrated response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, an outbreak of a highly infective pest infestation. Ensures, in coordination with ESF #8 – Public Health and Medical Services, that animal/veterinary/wildlife issues in natural disasters are supported.
3. Assurance of the safety and security of the commercial food supply by the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry: laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food-borne disease surveillance; and field investigations.
4. Organize the protection of NCH resources by formalizing appropriate response actions to conserve, rehabilitate, recover and restore NCH resources.
  - a. Preparedness
    - (1) Maintain an accurate roster of personnel assigned to perform ESF #11 duties during a disaster.
    - (2) Identify and schedule disaster response training for ESF #11 personnel.
    - (3) Maintain current food resource directories to include maintaining points of contact.

- (4) Identify likely transportation needs and coordinate with ESF #1.
  - (5) Participate in exercises and training to validate this annex and supporting SOPs.
  - (6) Ensure all ESF #11 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #11 agencies will complete ICS 200, 300, and 700 courses.
- b. Response
- (1) Inventory food supplies and determine availability of food within the disaster area.
  - (2) Coordinate with ESF #6 to identify the number of people in shelters and others in need of food.
  - (3) Coordinate with ESF #6 to identify the locations of all mass feeding and distribution sites.
  - (4) Coordinate with ESF #7 and ESF #11 to acquire food, equipment, and supplies required to support food service operations. Acquisitions include, but are not limited to, donated food, purchase of additional food, and refrigerated trailers.
  - (5) Coordinate with ESF #1 for transportation of food supplies into the disaster area.
  - (6) Assess warehouse space and needs for staging areas.
  - (7) Coordinate flow of request and delivery of food into disaster area to ensure daily requirements are met.
  - (8) Assess need and feasibility of issuing food stamps.
  - (9) In coordination with ESF #6, monitor the number of mass feeding sites, soup kitchens, and pantries providing food to disaster victims.
  - (10) Establish communications with State ESF #11 to coordinate food service assets beyond County capability.
- c. Recovery
- (1) Continue to monitor food requirements.
  - (2) Coordinate for the implementation of the Disaster Food Stamp Program.
  - (3) In coordination with ESF #6, assess special food concerns of impacted residents.
  - (4) Establish logistical links with local organizations involved in long-term congregate meal services.
  - (5) Anticipate and plan for arrival of, and coordination with, GEMA ESF #11 personnel in the EOC and the Joint Field Office (JFO).

(6) Ensure ESF #11 team members or their agencies maintain appropriate records of costs incurred during the event.

d. Mitigation

(1) Support and plan for mitigation measures.

(2) Support requests and directives resulting from the Governor and/or GEMA concerning mitigation and/or re-development activities.

(3) Document matters that may be needed for inclusion in agency, county, or state/federal briefings, situation reports and action plans.

## II. Concept of Operations

A. The Primary Coordinator for ESF #11, organizes the ESF staff and coordinates the capabilities and resources of the County Government to facilitate the delivery of services, technical assistance, expertise, and other support for Incidents of Critical Significance that impact jurisdictions within the county.

B. ESF #11 provides for an integrated response to an outbreak of a highly contagious or economically devastating animal/zoonotic (i.e., transmitted between animals and people) disease, an outbreak of a highly infective exotic plant disease, or and economically devastating plant or animal pest infection in the county.

C. ESF #11 ensures the safety and security of the County's commercial supply of food (e.g., meat, poultry, and egg products) following a potential or actual Incident of Critical Significance and mitigates the effect of the incident on all affected parts of the county population and environment.

D. As a Federal responsibility, the primary agency for NCH resources, DOI organizes and coordinates the capabilities and resources of the Federal Government to facilitate the delivery of services, technical assistance, expertise, and other support for the protection, conservation, rehabilitation, recovery and the restoration of NCH resources in prevention of, preparedness for, response to, and recovery from an Incident of Critical Significance.

E. ESF 11 identifies, secures, and arranges for the transportation of food and/or food stamp benefits to affected areas.

### **III. Responsibilities**

ESF Primary and Each Support Agencies shall:

- A. Attend at least quarterly meetings to ensure planning functions are carried out to support this ESF.
- B. Assess the need for and prioritize the deployment of services based on available resources and critical needs as they relate to your area of responsibility. Also to develop procedures to obtain telecommunications industry support as required.
- C. Assemble a list of assets available to support the recovery and coordinate this information with the EOC.
- D. Request volunteer agencies and industrial resources with communications assets to contribute assets to the response effort.
- E. Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
- F. Participate in drills and exercises to evaluate local communications capability.
- G. Maintain records of expenditures and document resources utilized during recovery in accordance with ESF #7 policies and procedures and report these records to the Primary Agency.

## **EMERGENCY SUPPORT FUNCTION (ESF) 12 ENERGY AND UTILITIES**

Primary Agency: Chatham County Department of Public Works  
Support Agencies: Chatham Emergency Management Agency  
Chatham County Engineering Department  
Chatham County Building Safety & Regulatory Services  
Municipal Public Works (Facilities Maintenance) & Water/Sewer  
Atlanta Gas  
Commercial Fuel Suppliers  
Georgia Power Company  
Bellsouth

**Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.**

### **I. Introduction**

- A. Purpose: This ESF implements Annex 12 to the Emergency Operations Plan. This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to coordinate response activities of energy and utility organizations in responding to and recovering from fuel shortages, power outages, and capacity shortages which impact or threaten to impact Chatham County citizens and visitors during and after a potential of actual Incident of Critical Significance.
1. This ESF will coordinate providing sufficient fuel supplies to emergency response organizations and areas along evacuation routes.
  2. Coordinate the provision of materials, supplies, and personnel for the support of emergency activities being conducted
  3. Maintain communication with utility representatives to determine emergency response and recovery needs
  4. Coordinate with the Board of Education to identify emergency shelter' power generation status/needs; and coordinate with other ESFs with assistance in providing resources for emergency power generation
  5. Maintain lists of energy-centric critical assets and infrastructures, and continuously monitors those resources to identify and correct vulnerabilities to energy facilities.
  6. Addresses significant disruptions in energy supplies for any reason, whether caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, or unusual economic or political events.

B. Scope:

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

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

- a. Preparedness
  - (1) Develop and maintain current directories of suppliers of services and products associated with this function.
  - (2) Establish liaison with support agencies and energy-related organizations.
  - (3) In coordination with public and private utilities, ensure plans for restoring and repairing damaged energy systems are updated.
  - (4) In coordination with public and private utilities, establish priorities to repair damaged energy systems and coordinate the provision of temporary, alternate, or interim sources of natural gas supply, petroleum fuels, and electric power.
  - (5) Promote and assist in developing mutual assistance compacts with the suppliers of all power resources.
  - (6) Develop energy conservation protocols.
  - (7) Ensure all ESF #12 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #12 agencies will complete ICS 200, 300, and 700 courses.
- b. Response
  - (1) Analyze affected areas to determine operational priorities and emergency repair procedures with utility field personnel. Provide status of energy resources to the EOC Operations Group as required and, when possible, provide data by county.
  - (2) In coordination with public and private utilities, prioritize rebuilding processes, if necessary, to restore power to affected areas.
  - (3) Locate fuel for emergency operations.
  - (4) Administer, as needed, statutory authorities for energy priorities and allocations.
  - (5) Apply necessary County resources, to include debris removal, in accordance with established priorities in response to an emergency.

- (6) Provide energy emergency information, education and conservation guidance to the public in coordination with the EOC Public Information Group.
  - (7) Coordinate with ESF #1 for information regarding transport of critical energy supplies.
  - (8) Plan for and coordinate security for vital energy supplies with ESF #13.
  - (9) Maintain continual status of energy systems and the progress of
  - (10) Utility repair and restoration activities to include collecting and providing energy damage assessment data to ESF #3.
  - (11) Recommend energy conservation measures.
- c. Recovery
- (1) Maintain coordination with all supporting agencies and organizations on operational priorities and emergency repair and restoration.
  - (2) Continue to provide energy emergency information, education and conservation guidance to the public in coordination with ESF #15.
  - (3) Anticipate and plan for arrival of, and coordination with, GEMA ESF #12 personnel in the EOC and the Joint Field Office.
  - (4) Continue to conduct restoration operations until all services have been restored.
  - (5) Ensure that ESF #12 team members or their support agencies maintain appropriate records of costs incurred during the event.
- d. Mitigation
- (1) Anticipate and plan for mitigation measures.
  - (2) Support requests and directives resulting from the Governor and/or GEMA concerning mitigation and/or re-development activities.
  - (3) Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## **II. Concept of Operations**

- A. While restoration of normal operations at energy facilities is the primary responsibility of the owners of those facilities, ESF #12 provides the appropriate supplemental assistance and resources to enable restoration in a timely manner.
- B. Serve as the focal point within Government for receipt of information on actual or potential damage to energy supply and distribution systems and

requirements for system design and operations, and on procedures for preparedness, prevention, recovery, and restoration;

- C. Advise authorities on priorities for energy restoration, assistance, and supply
- D. Recommend actions to conserve fuel and electric power; and
- E. Provide energy supply information and guidance on the conservation and efficient use of energy to Federal and State governments and to the public
- F. Participation in pre-incident activities, such as pre-positioning assessment teams and contractors, and deploying advance support elements shall be supported.
- G. ESF 12 will serve as the resident expert in post-incident assessments of energy and utilities to help determine critical needs and potential workloads.
- H. Policies and procedures shall be established to identify structural and nonstructural mitigation measures, including deploying of protective measures, to minimize adverse effects or fully protect resources before an incident.
- I. Execution of emergency contracting support for life-saving and life-sustaining services and other emergency commodities and services.
- J. Providing emergency repair of damaged infrastructure and critical public facilities (temporary power, emergency water, sanitation systems, etc.). As appropriate, this ESF requests technical support to help facilitate efforts to obtain necessary regulatory (cultural and environmental) clearances for infrastructure restoration activities.

### **III. Responsibilities**

- A. ESF Primary and Support Agencies shall:
  - 1. Attend at least quarterly meetings to ensure planning functions are carried out to support this ESF.
  - 2. Assess the need for and prioritize the deployment of services based on available resources and critical needs as they related to your responsibility. Also to develop procedures to obtain additional private sector support as required.
  - 3. Assemble a list of energy and utility related assets available to support recovery and coordinate this information with the EOC.

4. Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
5. Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
6. Participate in drills and exercises to evaluate local capability.
7. Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and procedures and report these records to the Primary Agency.

B. Chatham County's Department of Public Works shall:

1. Coordinate with each Support Agency through at least quarterly meetings to ensure planning functions are carried out to support this ESF.
2. Oversee the coordination management of resources, facilities and equipment.
3. Develop maintenance and protection arrangements for consolidated energy and utility response and recovery.
4. Make contact with electric, gas, telephone, water, utilities and industry coordinating groups serving the emergency area to obtain information about damage and/or assistance needed in their areas of operation.
5. Monitor the procedures followed by the individual utilities during a generating capacity shortage on their systems and the procedures followed by all utilities to ensure coordinated statewide action and communication.
6. Coordinate with industry trade groups and associations to obtain needed fuel supplies.
7. Coordinate the following activities:
  - a. Electric generating capacity;
  - b. Expected electric peak load;
  - c. Geographic areas and number of customers that are expected to be most severely impacted, if available;
  - d. Status of major generating unit outages;
  - e. Expected duration of event;
  - f. Explanations of utilities planned actions; and recommendations of agency actions in support of the utilities.
  - g. Maintain records of expenditures and document resources utilized during response and recovery efforts.

## **EMERGENCY SUPPORT FUNCTION (ESF) 13 PUBLIC SAFETY AND SECURITY**

PRIMARY AGENCY: Savannah-Chatham Metropolitan Police Department  
SUPPORT AGENCIES: Armstrong-Atlantic Campus Police Department  
Bloomingdale Police Department  
Chatham County B.O.E. Police Department  
Chatham County Sheriff's Department  
Garden City Police Department  
Georgia Ports Authority Police Department  
Memorial Health Police Department  
Pooler Police Department  
Port Wentworth Police Department  
Thunderbolt Police Department  
Tybee Island Police Department  
Ga. Department of Public Safety  
Ga. State Patrol  
Ga. Department of Transportation  
Municipal Police Departments  
Other Law Enforcement Agencies

**Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.**

### I. Introduction

#### A. Purpose:

Integrates countywide public safety and security capabilities and resources to support the full range of incident management activities associated with potential or actual Incidents of Critical Significance.

1. Local, private sector, and specific State and Federal authorities have primary responsibility for public safety and security, and typically are the first line of response and support in these functional areas.
2. In most incident situations, local jurisdictions have primary authority and responsibility for law enforcement activities, utilizing the Incident Command System on-scene. In larger-scale incidents, additional resources should first be obtained through the activation of mutual aid agreements with neighboring localities and/or State authorities, with incident operations managed through a Unified Command structure. In this context, State resources could include members of the State National Guard that the Governor calls into

- State service in a law enforcement, security, and/or public safety capacity.
3. Through ESF #13, State and/or Federal resources could supplement County and local resources when requested or required, as appropriate, and are integrated into the incident command structure using National Incident Management System principals and protocols.
  4. ESF #13 primary agencies facilitate coordination among supporting agencies to ensure that communication and coordination processes are consistent with stated incident management missions and objectives.
  5. When activated, ESF #13 coordinates the implementation of authorities that are appropriated for the situation and may provide protection and security resources, planning assistance, technology support, and other technical assistance to support incident operations, consistent with agency authorities and resource availability.

B. Scope:

1. ESF #13 capabilities support incident management requirements including force and critical infrastructure protection, security, planning and technical assistance, technology support, and public safety in both pre-incident and post-incident situations. ESF #13 is generally activated in situations requiring extensive assistance to provide public safety and security and where local government resources are overwhelmed or are inadequate, or in pre-incident or post-incident situations that require protective solutions or capabilities unique to Chatham County.
3. The emergency operations necessary for the performance of this function include but are not limited to:
  - a. Preparedness
    - (1) Identify agencies, organizations, and individuals, capable of providing law enforcement support services and associated resource inventories.
    - (2) Analyze hazards, critical facilities, determine law enforcement requirements, and develop plans to preposition assets.
    - (3) Train regular and support personnel in emergency duties.
    - (4) Develop plans to conduct initial damage assessment.
    - (5) Establish and maintain liaison with federal, state and local agencies.

- (6) Develop and maintain standard operating procedures and plans, to include alerting lists of personnel and agencies.
  - (7) Participate in exercises and training to validate this annex and supporting SOPs.
  - (8) Ensure all ESF #13 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #13 agencies will complete ICS 200, 300, and 700 courses.
- b. Response
    - (1) Provide warning and communications in support of the communications and warning plans.
    - (2) Staff the County EOC as directed.
    - (3) Provide security to the EOC.
    - (4) Secure evacuated areas, including safeguarding critical facilities, and controlling entry and exit points to the disaster area as requested.
    - (5) Conduct initial damage assessment and report results to EOC.
  - c. Recovery
    - (1) Phase down operations as directed by the EOC.
    - (2) Continue those operations necessary to protect people and property.
    - (3) Assist in return of evacuees.
    - (4) Assist with reconstitution of law enforcement agencies as necessary.
    - (5) Require ESF #13 team members or their agencies maintain appropriate records of costs incurred during the event.
  - d. Mitigation
    - (1) Support and plan for mitigation measures.
    - (2) Support requests and directives resulting from the Governor and/or GEMA concerning mitigation and/or re-development activities.
    - (3) Document matters that may be needed for inclusion in agency, county, state/federal briefings, situation reports and action plans.

## II. Concept of Operations

### A. General:

- 2. ESF #13 is activated when public safety and security capabilities and resources are needed to support incident operations. This includes threat or pre-incident as well as post-incident situations.

3. When activated, the primary agencies assess public safety and security needs, and respond to requests for external resources and planning/technical assistance from other agencies, or other ESFs.
4. ESF #13 manages support by coordinating the implementation of all authorities related to public safety and security and protection of property, including critical infrastructure, and mobilizing supplemental security resources and technologies and other assistance to support incident management operations.
5. ESF #13 maintains close coordination with State, County and local officials to determine public safety and security support requirements and to jointly determine resource priorities.
6. The primary agency maintains communications with supporting agencies to determine capabilities, assess the availability of resources and track resources that have been deployed.

B. Incident Management:

While local authorities have primary responsibility for public safety and security, ESF #13 provides County public safety and security assistance to support prevention, preparedness, response, and recovery priorities in circumstances where locally available resources are overwhelmed or are inadequate, or where a unique County capability is required. This may include but is not limited to the following activities, when appropriate:

1. Pre-Incident Coordination: Supporting incident management planning activities and pre-incident actions required to assist in the prevention or mitigation of threats and hazards. This includes the development of operational and tactical public safety and security plans to address potential or actual incidents of critical significance, and the deployment of public safety and security resources to specific threats or potential incidents.
2. Technical Assistance: Providing expertise and coordination for security planning efforts and conducting technical assessments (e.g. vulnerability assessments, risk analyses, surveillance sensor architecture, etc.).
3. Public Safety and Security Assessment: Identifying the need for ESF #13 support and analyzing potential factors that affect resources and actions needed, such as mapping, modeling, and forecasting for crowd size, impact of weather and other conditions on security, etc.
4. Badging and Credentialing: Assisting in the establishment of consistent processes for issuing identification badges to emergency responders and other personnel needing access to places within a controlled area, and verifying emergency responder credentials.
5. Access Control: Providing security forces to support Savannah/Chatham and local efforts (or to secure sites under

- Savannah/Chatham jurisdiction) to control access to the incident site and critical facilities.
6. Site Security: Providing security forces and establishing protective measures around the incident site, critical infrastructure, and/or critical facilities.
  7. Traffic and Crowd Control: Providing emergency protective services to address public safety and security requirements during incidents of critical significance.
  8. Force Protection: Providing for the protection of emergency responders and other workers operating in a high-threat environment.
  9. Security Surveillance: Conducting surveillance to assist in public safety and security efforts, and providing appropriate technology support, as required.
  10. Specialized Security Resources: Providing specialized security assets such as traffic barriers, chemical, biological, radiological, nuclear, and high-yield explosives detection devices, canine units, law enforcement personal protective gear, etc.

## **II. Responsibilities**

- A. Primary Agency: Savannah-Chatham Metropolitan Police Department. Recognizing that local authorities have primary responsibility for public safety and security in their jurisdiction, the primary agency will plan for, prepare, and coordinate law enforcement activities conducted in Chatham County in anticipation of and during incidents of critical significance and provide guidance and direction for those agencies implementing the provisions of ESF #13.
- B. Support agencies: Participate in planning for areas of agency expertise, and provide assistance and expertise as appropriate and in coordination with other ESF departments and agencies.

## **EMERGENCY SUPPORT FUNCTION (ESF) 14 LONG TERM RECOVERY AND MITIGATION**

Primary Agency: Chatham Emergency Management Agency  
Support Agencies: American Red Cross  
Chatham County Building Safety & Regulatory Services  
Department of Family and Children's Services  
Chatham County Board Of Education  
Chatham County Emergency Medical Service Providers  
Chatham County Health Department  
Gateway Mental Health  
Municipal Managers & Elected Officials  
Salvation Army

**Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.**

### **I. Introduction**

- A. Purpose: This ESF implements Annex 14 to the Emergency Operations Plan. This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to provide a framework for County Government support to municipal governments, nongovernmental organizations, and the private sector designed to enable community recovery from the long-term consequences of an Incident of Critical Significance.
1. ESF #14 recognizes the primacy of affected governments and the private sector in defining and addressing risk reduction and long-term community recovery priorities.
  2. Agencies continue to provide recovery assistance under independent authorities to municipal governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance through the ESF #14 coordinator.
  3. Support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of State and Federal resources.
  4. Long-term community recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the economy, with attention to mitigation of future impacts of a similar nature, when feasible.
  5. The Federal Government uses the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts.

6. ESF #14 facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure (e.g., in repairing hospitals or emergency operation centers to mitigate for future tornado risk).
- B. Scope: Structure: This ESF will provide coordination during large-scale or catastrophic incidents that require assistance to address significant long-term impacts in the affected area (e.g., impacts on housing, businesses and employment, community infrastructure, and social services. Activities within the scope of this function include:
1. Preparedness
    - a. Develop systems to use predictive modeling to determine vulnerable critical facilities as a basis for identifying recovery activities.
    - b. Analyze evaluate long-term damage assessment data.
    - c. Ensure all ESF #14 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #14 agencies will complete ICS 200, 300, and 700 courses.
  2. Response: Use predictive modeling to determine vulnerable critical facilities as a basis for identifying recovery activities.
  3. Recovery
    - a. Analyze evaluate long-term damage assessment data.
    - b. In coordination with the State government, assign staff to identify and document economic impact and losses avoided due to previous mitigation and new priorities for mitigation in affected areas.
    - c. Review the County Mitigation Plan for affected areas to identify potential mitigation projects.
  4. Mitigation
    - a. Support requests and directives resulting from the Governor and/or GEMA concerning mitigation and/or re-development activities.
    - b. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## **II. Concept of Operations**

- A. This ESF will assess the social and economic consequences in the impacted area and coordinate efforts to address long-term community recovery issues resulting from an Incident of Critical Significance.

- B. Advise on the long-term recovery implications of response activities and coordinate the transition from response to recovery in field operations.
- C. Work with municipal governments; non-governmental organizations; and private-sector organizations to conduct comprehensive market disruption and loss analysis and develop a comprehensive long-term recovery plan for the community.
- D. Identify appropriate State and Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.
- E. Determine/identify responsibilities for recovery activities, and provide a vehicle to maintain continuity in program delivery among departments and agencies, and with municipal governments and other involved parties, to ensure follow-through of recovery and hazard mitigation efforts.
- F. Develops coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.
- G. Establishes procedures for integration of pre-incident planning and risk assessment with post-incident recovery and mitigation efforts.
- H. Facilitates recovery decision making across ESFs. Also facilitates awareness of post incident digital mapping and pre-incident County and municipal hazard mitigation and recovery planning across ESFs

### **III. Responsibilities**

- A. ESF Primary and Support Agencies shall:
  1. Attend at least quarterly meetings to ensure planning functions are carried out to support this ESF.
  2. Assess the need for and prioritize the deployment of services based on available resources and critical needs as they related to your responsibility. Also to develop procedures to obtain private sector support as required.
  3. Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
  4. Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
  5. Participate in drills and exercises to evaluate local communications capability.

6. Maintain records of expenditures and document resources utilized during recovery in accordance with ESF #7 policies and procedures and report these records to the Primary Agency.

B. Chatham Emergency Management Agency shall:

1. Coordinate with each Support Agency through at least quarterly meetings to ensure planning functions are carried out to support this ESF.
2. Oversee the coordination management of resources, facilities and equipment.
3. Maintain records of expenditures and document resources utilized during response and recovery efforts.

## **EMERGENCY SUPPORT FUNCTION (ESF) 15 EXTERNAL AFFAIRS**

Primary Agency: Chatham County Public Information Office  
Support Agencies: Chatham County Board Of Education  
Chatham County Building Safety & Regulatory Services  
Chatham County Health Department  
Chatham Emergency Management Agency  
Georgia Emergency Management Agency  
Municipal Public Information Officers

**Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.**

### **I. Introduction**

#### **A. Purpose:**

1. Ensures that sufficient County assets are deployed to the field during a potential or actual Incident of Critical Significance to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the populace.
2. The EOP institutes an integrated concept, termed “incident communications,” as the approach used to manage communications with the public during Incidents of Critical Significance. Incident communications incorporates the following processes:
  - a. Control: Identification of incident communications coordinating, primary and supporting departments and agency roles, and authorities for release of information.
  - b. Coordination: Specification of interdepartmental coordination and plans, notification, activation, and supporting protocols.
  - c. Communications: Development of message content such as incident facts, health risk concerns, pre-incident and post-incident preparedness recommendations, warning issues, incident information, messages, audiences, and strategies for when, where, how, and by whom the messages will be delivered.
    - (1) General guidance on the authority to release information is in accordance with existing plans, operational security, law enforcement protocols, designated coordinating and primary agency

assignments, and current procedures. Nothing in this annex limits the authority of authorities from releasing information regarding an incident under their jurisdiction, particularly if it involves immediate health and safety issues. Authorities retain the primary responsibility for communicating health and safety instructions for their citizens.

- (2) Integration and teamwork among County and municipal authorities is essential. Authorities are encouraged to contact CEMA Public Affairs as they release initial or follow-on information. CEMA engages with authorities as soon as possible during an actual or potential incident to synchronize overall incident communications to the public.

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

1. Preparedness

- a. Develop a public information program to educate the public regarding the effects of common, emergency, and disaster situations.
- b. Develop plans to coordinate with international, national, state and local news media for emergency operations, before, during and after emergency situations.
- c. Develop plans to conduct a multi-agency/jurisdiction coordinated public information program during emergencies and disasters; this includes the establishment of a Joint Information Center (JIC).
- d. Develop plans and programs to educate news media that ESF #15 is the primary information center during emergency situations.
- e. Develop procedures to organize and operate a media briefing area and/or a JIC.
- f. Develop and maintain pre-scripted EAS messages, news releases, and public service announcements, for all hazards to include hurricane and coastal storm, rainwater flooding, storm surge and tornado.
- g. Encourage development of disaster plans and kits for the public.
- h. Provide evacuation information to the affected public
- i. Participate in exercises and training to validate this annex and supporting SOPs.
- j. Update public information responder listing, as necessary.
- k. Develop and implement training programs for all ESF members.

- l. Develop and maintain a roster with contact information of all ESF personnel.
  - m. Ensure all ESF #15 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #15 agencies will complete ICS 200, 300, and 700 courses.
2. Response
    - a. Alert agencies whose personnel, equipment, or other resources may be used.
    - b. Provide timely and accurate EAS messages and news releases in common language and terminology to inform the public.
    - c. Provide emergency public information to special needs populations.
    - d. Coordinate with news media regarding emergency operations.
    - e. Provide mass notification to urban and rural populations and provide periodic media updates.
    - f. Execute a multi-agency/jurisdiction coordinated public information program.
    - g. Organize and operate a press briefing area and a JIC, as appropriate.
    - h. Supplement local emergency management public information operations, as necessary, and when resources are available.
  3. Recovery
    - a. Continue public information activities to include updating the public on recovery efforts.
    - b. Anticipate and plan for arrival of, and coordination with, GEMA, ESF #15 personnel in the EOC, and the Joint Field Office (JFO).
    - c. Process and disseminate disaster welfare and family reunification information.
  4. Mitigation
    - a. Support and plan for mitigation measures.
    - b. Support requests and directives resulting from the Governor and/or GEMA concerning mitigation and/or re-development activities.
    - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## **II. Concept of Operations**

- A. County planning for external affairs functions recognizes responsibilities for providing information to their citizens. Nothing in this document should

be construed as diminishing or usurping those responsibilities. In the unlikely event that governments are unable to perform these responsibilities, the County Government may provide vital health and safety information to the affected population.

- B. ESF #15 identifies the procedures to resource the external affairs processes as described in this Plan. External affairs resources are coordinated by the ESF #15 representatives in the Emergency Operations Center (EOC) as directed by the County Public Affairs Officer. ESF #15 provides the County resource and implementation mechanisms to ensure delivery of the messages developed in coordination with the interagency core group (described in the Public Affairs Support Annex). The staff of CEMA coordinates messages with public affairs representatives from all involved departments and agencies. See the Public Affairs Support Annex for more detail.
- C. Response: During an Incident of Critical Significance, ESF #15 activities are implemented in coordination with the CEMA. The ESF #15 coordinator alerts additional supporting departments and agencies to provide representatives to the appropriate ESF #15 location, or to provide representatives who are immediately available via telecommunications (e.g., telephone, fax, conference calls) to provide support. External affairs components collocate with the NIMS Command Staff in accordance with the provisions of this Plan. ESF #15 components provide appropriate representatives available to deploy rapidly to the incident location.

### **III. Responsibilities**

- A. Chatham Public Information: In coordination with CEMA, the Chatham County Public Information Department has overall responsibility for coordination of this ESF and all information released to the media.
- B. Emergency Alert System (EAS): The EAS is a tool for authorities to quickly send important emergency information to a specific area. The EAS is designed to deliver EAS messages and to account for the needs of such special populations as the deaf and those with differing language requirements. (CEMA is the County executive agent for the EAS).
- C. General
  - 1. During an incident, County and municipal authorities share responsibility for communicating information regarding the incident to the public. These actions are a critical component of incident management and must be fully integrated with all other operational actions to ensure the following objectives are met:

2. Delivery of incident preparedness, health, response, and recovery instructions to those directly affected by the incident; and
  3. Dissemination of incident information to the public.
  4. The EOC structure provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the ICS.
  5. County/municipal core groups develop, coordinate, and deliver information and instructions to the public related to:
    6. Assistance to the incident-affected area;
    7. Departmental/agency response;
    8. County/municipal preparations;
    9. Protective measures;
    10. Impact on non affected areas; and
    11. Law enforcement activities.
- E. Assignments to this core group are determined by the CEMA Office of Public Affairs (OPA) in accordance with jurisdictional and statutory responsibilities, operational tasks, areas of expertise and responsibility, and the nature and location of the incident.
- F. The CEMA OPA has primary responsibility for coordinating the County incident communications effort by:
1. Identifying the participants in the core group, and arranging conference calls and other activities necessary for coordination;
  2. Providing a leadership role during domestic incidents when significant interagency coordination is required; and
  3. Coordinating with municipal. Public and private organizations and agencies on matters related to dissemination of incident-related information to the public.
- G. Communications Team: County and municipal public affairs staffs operate as a team to ensure successful incident communications with the public. From initial notifications to final recovery actions, this team must operate and speak with a unified voice and consistent message that is coordinated not only with the different authorities involved in an incident, but also with affected jurisdictions. The organizational approach for public affairs and incident communications with the public relies on the organizations.
- H. Core Group of Agencies: At the County level, incident messages are developed, coordinated, and delivered by an interagency core group of the key departments and agencies involved in the incident.
- I. Emergency Operations Center: The EOC is the central point for coordination of incident information, public affairs activities, and media

access to information regarding the latest developments. In the event of a potential or actual Incident of Critical Significance, the EOC is activated to coordinate County, municipal, and private-sector incident communications with the public. Major announcements, daily briefings, and incident updates from the EOC are coordinated through County Public Affairs, affected leadership, and the interagency core group prior to release. This must be closely assessed and agreed upon in the early stages of an incident by all involved in incident communications with the public. This EOC is the physical location from which public affairs professionals from organizations involved in the response work together to provide critical emergency information, media response, and public affairs functions. The EOC serves as a focal point for the coordination and dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation.

## **EMERGENCY OPERATIONS PLAN SUPPORT ANNEX INTRODUCTION**

### **Purpose**

This section provides an overview of the Support Annexes to the Emergency Operations Plan (EOP).

### **Background**

The Support Annexes describe the framework through which County departments and agencies; municipal entities; the private sector; volunteer organizations; and nongovernmental organizations (NGOs) such as the American Red Cross coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient and effective incident management. During an incident, numerous procedures and administrative functions are required to support incident management. The actions described in the Support Annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several Emergency Support Functions (ESFs).

The following section includes a series of annexes describing the roles and responsibilities, when appropriate, of departments and agencies, NGOs, and the private sector for those common activities that support the majority of incidents. The annexes address the following areas:

- Financial Management
- Private-Sector Coordination
- Worker Safety and Health

## **SUPPORT ANNEX ROLES AND RESPONSIBILITIES**

### **Coordinating Agency**

Coordinating agencies described in the EOP support the CEMA incident management mission by providing the leadership, expertise, and authority to implement critical and specific aspects of the response. In accordance with municipal and county guidelines, CEMA retains responsibility for overall incident management. Those agencies designated as coordinating agencies are responsible for implementation of processes detailed in the annexes.

When the functions of a particular Support Annex are required to assist in the management of an Incident of Critical Significance, the agency serving as the coordinator is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex;

- Providing staff for the operations functions at fixed and field facilities;
- Notifying and sub tasking cooperating agencies;
- Managing any tasks with cooperating agencies, as well as appropriate municipal agencies;
- Working with appropriate private-sector organizations to maximize use of all available resources;
- Supporting and keeping ESFs and other organizational elements informed of ongoing annex activities;
- Planning for short-term and long-term support to incident management and recovery operations; and
- Maintaining trained personnel to execute appropriate support responsibilities.

### **Cooperating Agencies**

When the procedures within a Support Annex are needed to support elements of an incident, the coordinating agency will notify cooperating agencies of the circumstances. Cooperating agencies are responsible for:

- Conducting operations, when requested by CEMA or the coordinating agency, using their own authorities, subject-matter experts, capabilities, or resources;
- Participating in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing first-responder standards;
- Furnishing available personnel, equipment, or other resource support as requested by CEMA or the Support Annex Coordinator;
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities; and
- Nominating new technologies or procedures with the potential to improve performance within or across functional areas to CEMA for review and evaluation.

## **EMERGENCY OPERATIONS PLAN SUPPORT ANNEX A FINANCIAL MANAGEMENT**

Coordinating Agency: Chatham County Finance Department  
Cooperating Agencies: ALL

### **Introduction**

This annex describes the policies, responsibilities, and concept of operations for financial management support during actual or potential Incidents of Critical Significance.

### **Purpose**

This Financial Management Support Annex provides basic financial management guidance for all participants in EOP activities. This includes guidance for all departments and agencies providing assistance in response to major disasters or emergencies declared by the Chairman under the Robert T. Stafford Disaster Relief and Emergency Assistance act and the Emergency Management Ordinance of Chatham County as well as for departments and agencies that request/provide local support in Incidents of Critical Significance that do not involve the Stafford Act. The financial management function is a component of ESF #7 – Resource and Logistics Management.

The processes and procedures described in this annex ensure that funds are provided expeditiously and that financial operations are conducted in accordance with established local and state law, policies, regulations and standards.

### **Scope**

This annex is applicable to all county departments and municipal agencies that participate, provide assistance, and/or respond under the provisions of this EOP to an Incident of Critical Significance.

### **Concept of Operations**

Chapter 4, Article III of the Chatham County Code Book, Emergency Management, provides that the Chairman or the Vice-Chairman may declare an emergency. The declaration of the emergency shall continue until the Chairman or Vice Chairman finds that emergency conditions no longer exist. A declaration of emergency shall automatically activate the Chatham County EOP and shall be authority for the deployment of personnel and the use of any forces to which the EOP 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.

## **Funding and Reimbursement**

Utilize all available resources of the Chatham County government and subordinate agencies over which it has budgetary control as reasonably necessary to cope with the emergency or disaster.

When the available funds are not sufficient for the purpose of paying the expenses incident to carrying out the provisions authorized by the County ordinance and Articles 1 through 3 of the Georgia Emergency Management Act of 1981, the County Commission may transfer from any available fund in the Chatham County treasury such sum as may be necessary to meet the expenses of the emergency or disaster, and the monies so transferred shall be repaid to the fund from which transferred when monies become available for that purpose by the Chatham County Commission, Georgia General Assembly, Federal grant, or otherwise.

## **Responsibilities**

1. The County Finance Officer (CFO) uses proper local financial principles, policies, regulations and management controls to ensure proper accountability of funds and provides financial management support to Incidents of Critical Significance, such as:
  - Providing advice on financial policy issues relative to the Incident of Critical Significance and use of funds;
  - Approving annual overhead rate proposals of local departments, if applicable;
  - Expeditious processing of all documented and requests for reimbursement and review of bills prior to processing payments to ensure that proper documentation supports the expenditures claimed; and
  - Performing periodic reviews of open obligations to ensure accuracy and timelines and providing financial management reports.

The CFO may appoint a Comptroller that is a qualified financial manager to oversee financial operations and advice on financial matters in the EOC.

2. Comptrollers are responsible for acting on behalf of the CFO; their responsibilities include:
  - Overseeing financial staff and actions activated under ESF #7
  - Overseeing contract and acquisition operations, including credit card purchases and grants management responsibilities, and coordinating acquisition management performed by the County to include ESF #7.

- Providing policy guidance and expertise and authority essential for effective fiscal management of expenditures
- Monitoring expenditures, including tracking of funds at both object and sub-object code levels; tracking and reporting commitments, obligations and disbursement; reviewing commitments to ensure proper expenditure of funds.

Comptrollers work with the EOC and ESF #7 to ensure adequate funding levels are maintained to meet anticipated obligations and expenditures.

### **Cooperating Agencies**

Cooperating agencies are responsible for maintaining documentation to support requests for reimbursement, submitting final reimbursement requests within the terms of the missions assignments or reimbursable agreement, and notifying requesting agencies when a task is completed and/or when additional time is required to complete work in advance of the projected completion date.

Cooperating agencies are expected to apply proper financial principles, policies, regulations, and management controls to ensure full accountability for the expenditure of funds.

### **Financial Controls and Guidance**

Because timely financial support of response activities is crucial to achieving the operational objectives of saving lives and protecting property, expeditious means are employed to facilitate proper financing of operations.

Departments must use management controls, policies, and procedures to reasonably ensure that:

- Programs achieve their intended results
- Resources are used consistent with agency missions
- Programs and resources are protected from waste, fraud, and mismanagement
- Laws and regulations are followed
- Reliable and timely information is obtained, maintained, reported and used for decision-making.

Departments are responsible for developing and maintaining cost-effective systems of management controls to ensure that Government-funded activities are managed effectively, economically, and with integrity in order to prevent fraud, waste and mismanagement.

## **Management Controls and Automated systems**

When entrusted with or given statutory responsibility for public funds, Government employees are, in effect, trustees for the taxpayers. These trustees are responsible for proper payment of funds for which they are accountable. They should ensure that all bills are properly documented when recommending approval/disapproval of expenditures.

Each department is responsible for establishing effective administrative control of funds and segregation of duties for proper management controls. A responsible official of each agency should be designated as the Action Officer to ensure that actions taken and costs incurred are consistent and reasonable.

Special care must be taken throughout operations to maintain logs, formal records, and file copies of all expenditures to provide accountability and justification for reimbursement.

## **EMERGENCY OPERATIONS PLAN SUPPORT ANNEX B PRIVATE-SECTOR COORDINATION**

Coordinating Agency: Chatham Emergency Management Agency  
Cooperating Agencies: All

### **Introduction**

#### **Purpose**

This annex describes the policies, responsibilities, and concept of operations for incident management activities involving the private sector during actual or potential Incidents of Critical Significance. In this context, the annex further describes the activities necessary to ensure effective coordination and integration with the private sector, including the County's critical infrastructure, key resources, and other business and industry components.

#### **Scope**

This annex applies to all agencies operating under the Emergency Operations Plan (EOP) in a potential or actual Incident of Critical Significance that involves the private sector in any of the following ways:

- Impacted organization or infrastructure<sup>1</sup>
- Response resource
- Regulated and/or responsible party
- Member of the County or municipal emergency management organization

Because the EOP provides an integrated framework that includes the private sector in incident management activities, this annex addresses only those aspects of incident management regarding the private sector that must be emphasized because of their uniqueness or importance.

This annex does not alter existing private-sector responsibilities for emergency management under the law. Existing contractual or other legal relationships between County agencies and the private sector are not supplanted by this annex.

The roles and interfaces of volunteer and nongovernmental organizations are detailed in ESF #7.

## **Policies**

The Chatham County encourages cooperative relations between private-sector organizations and authorities regarding prevention, preparedness, mitigation, response, and recovery activities related to Incidents of Critical Significance. It works cooperatively on incident planning, communication, and operational execution activities with these entities.

The County Government encourages processes that support informed cooperative decision-making. It takes actions that engage the private sector at the strategic (e.g., chief executive officer, corporate president, or other senior leadership, etc.) and operational levels to ensure:

- Effective and efficient use of private-sector and County and municipal resources;
- Timely exchange of information; and
- Public and market confidence in times of crisis or catastrophe.

The Chatham County encourages extensive two-way sharing between the public and private sectors of operational information and situational awareness relative to potential or actual Incidents of Critical Significance. The Government works cooperatively to develop and apply processes, procedures, and communications protocols that support such sharing at the strategic leadership and operational levels.

County and municipal governments encourage members of the private community to organize coordinating and information-sharing mechanisms suitable for their areas of concern.

County and municipal governments encourage owners and operators of those infrastructure elements whose disruption may have area impact to develop appropriate emergency response plans and information-sharing processes and protocols tailored to the unique requirements of their respective sectors or industries, and mapped clearly to both county and response plans and information-sharing networks.

County and municipal governments encourage private sector organizations to develop and maintain capabilities needed to respond to and manage a complete spectrum of incidents and emergencies, except in cases where the capabilities are inherently governmental in nature.

In certain circumstances, the law requires appropriate authorities to include private-sector representatives in incident management planning and exercises; when not required, it encourages such participation whenever practical.

County and municipal governments may direct private sector response resources in some cases in which contractual relationships exist. The Government also retains its full authorities to oversee and control as appropriate infrastructure involved in an incident.

The Chatham County treats information provided by the private sector, from receipt through destruction, in a manner consistent with applicable statutes and regulations. These handling procedures include Protected Critical Infrastructure Information, providing exemption from disclosure, to protect from unauthorized disclosure appropriately designated proprietary or otherwise sensitive company information.

County and municipal governments avoid actions that disrupt existing relationships between voluntary aid providers at the level when eliciting additional offers of goods and services.

County and municipal governments conduct after-action critiques of the procedures detailed in this annex with private-sector participants when they are exercised in CEMA-sponsored exercises; it shares such critiques appropriately with private-sector participants.

## **Concept of Operations**

### **General**

The operational concept for incident management involving the private sector is specified in the EOP and the National Incident Management System.

The concept of operations in this annex covers the specific organizations and actions that are required to effectively and efficiently integrate incident management operations with the private sector. These are detailed in the sections that follow.

### **Organizations for Operations with the Private Sector**

**General:** Specialized organizations that facilitate coordination with the private sector are designed to provide for critical needs as listed below.

- Processes to determine the impact of an incident on the sector involved, as well as to forecast cascading effects of interdependencies between sectors.
- Procedures for communication that facilitate a shared situational awareness across industry and infrastructure sectors and between the public and private sectors.
- Procedures for coordination and priority-setting for incident management support and response, and the rationing or prioritizing of the delivery of goods and services after an incident.

- Processes to inform decision-makers to help determine appropriate recovery and reconstitution measures, particularly in cases where they may result in indemnity, liability, or business losses for the private sector.

**Chatham Emergency Management Agency:** In the event of a potential or actual Incident of Critical Significance, CEMA coordinates strategic communications with CEOs, senior officials, or individuals specifically designated by these private-sector leaders to engage in such communications on their behalf. Further, CEMA utilizes a private-sector advisory group with representatives from across the spectrum of business and industry, as well as nongovernmental organizations (NGOs), to provide advice on incident management and emergency response issues affecting their constituencies.

CEMA encourages private-sector preparedness for incident management by identifying and promoting private-sector community efforts, including security activities in preparedness, prevention, response, and recovery efforts, promoting educational to prepare for natural disasters or terrorist incidents, and encouraging the identification and sharing of best practices.

**Emergency Operations Center:** The EOC monitors the County's business and industry partners on an ongoing basis, and provides a coordinating mechanism to share and exchange information with the private sector. In a potential or actual Incident of Critical Significance, the EOC is a key component in providing situational and operational information as well as a capability to monitor and share information with other private-sector entities as required.

**Critical Infrastructure Preparedness Planning and Coordination Support:** CEMA facilitates the development, implementation, and exercise of business and industry response plans across industry sectors as appropriate and supports coordination and information-sharing mechanisms.

**Private-Sector Involvement with Incident Management Organizations:** Private-sector involvement with incident management organizations is determined in large measure by the nature, scope, and magnitude of the incident. For most incidents, private-sector involvement is centered on internal, County and municipal organizations. For Incidents of Critical Significance, industry, County, and municipal organizations become more involved; for truly catastrophic incidents, State and Federal organizations have primary responsibilities and provide proactive resource and operational support functions to save lives and contain the incident.

**Private-Sector Incident Management Organizations:** Private entities such as business and industry associations, develop, validate, exercise, and implement security and business continuity plans to ensure their capability to deliver goods and services to customers and as a responsibility to their owners. Assessments of, and contingency plans for the disruption of a private entity's supply chain and other dependencies are usually included in this planning. In many communities, private-sector owners and

operators coordinate their security programs and continuity/contingency programs and plans with government emergency response plans. A number of industry sectors have developed information-sharing arrangements to facilitate coordination necessary to share homeland security information with competitors and with the local government.

**County and Incident Management Organizations:** Many municipalities coordinate across jurisdictional boundaries to support various response activities; their incident management organizations act as conduits for requests for assistance when an incident exceeds private-sector capabilities. The on-scene incident command and management organization is located at the Incident Command Post. It is typically comprised of incident management officials and responders from government, private sector, and nongovernmental organizations when appropriate.

### **Notification and Reporting**

- Private-sector organizations, like County, municipal, and nongovernmental organizations, report threats, incidents, and potential incidents to the EOC using existing jurisdictional incident reporting mechanisms and reporting channels. The EOC receives threat and operational information regarding incidents or potential incidents from these jurisdictions and makes an initial determination to initiate the coordination of incident management activities.
- CEMA manages the daily analysis of incident-related reports and information. This management includes maintaining communications with the private sector for information sharing purposes.

### **Actions Related to Operations with the Private Sector Pre-Incident**

CEMA facilitates the development and presentation of general educational programs for the private sector that increase awareness and understanding of terrorist threats, and encourages the sharing of appropriate information and use of the best practices that contribute to early warning of potential incidents.

CEMA facilitates and encourages the organization of industry to cooperate on information-sharing and other prevention and mitigation activities.

CEMA maintains relationships with business and industry to identify requirements for capabilities and support. CEMA pursues programs and capabilities that continuously improve the two-way exchange of information with the private sector to contribute to more effective alerts, warnings, and advisories.

CEMA maintains situational/operational awareness of business and industry working in conjunction with the information-sharing mechanisms. It assesses the data it receives to identify operational anomalies, working closely with business and industry owners and operators. After assessing information on incidents and threats, it disseminates alerts, warnings, and advisories for both government and private-sector entities.

CEMA, with support from other entities and in conjunction with relevant agencies and organizations, encourages, facilitates, and coordinates with business and industry to develop and implement best practices for preparedness, planning, implementation, and integration of plans.

CEMA supports exercises and provides representation in exercises led by the private sector and governments.

**Emergency Support Functions:** At the EOC, the ESFs establish contact with private sector counterpart organizations and/or industry to assist in assessment of impacts and identification of resources available to support potential or actual incident management efforts. In some circumstances, priorities of incident management actions are developed by a partnership of County, municipal, and private-sector entities.

### **Ongoing Actions**

- For any incident losses, the private sector first seeks reimbursement from insurance and then may seek Federal disaster assistance, primarily in the form of low-interest disaster loans from the US Small Business Administration.
- CEMA maintains situational awareness through the recovery of business and industry and acts as a conduit of information to and from sectors through the EOC. As requested, CEMA assists or facilitates infrastructure owners and operators in restoration of facilities, working under existing authorities, in coordination with private-sector organizations and consortia that may be organized for these purposes.

### **Responsibilities**

#### **Chatham Emergency Management Agency**

- Develops plans, frameworks and relationships, and facilitates coordinated incident response planning with the private sector at the strategic, operational, and tactical levels.
- Shares information, including threats and warnings, before, during, and after an incident.
- Informs and orients the private sector on the contents of the EOP, and encourages and facilitates the development and coordination of private sector planning.
- Coordinates and conducts incident management functions with the private sector and governments.

- Develops, implements, and operates information sharing and communication strategies, processes, and systems with homeland security stakeholders.

### **Sector-Specific Agencies**

- The primary agency for each ESF is responsible for developing and maintaining working relations with its associated private sector counterparts through partnership committees or other means (e.g., ESF #2, Communications – telecommunications industry; ESF #10, Oil and Hazardous Materials Response – oil and hazardous materials industry; etc.).
- Primary and Support Agencies are responsible for exercising their ESF authorities for recovery of business and industry sectors owned and operated by the private sector.

### **Private-Sector Entities**

- Private-sector organizations support the EOP either through voluntary actions to help ensure business continuity or by complying with applicable laws and regulations.
- Private-sector organizations accept an appropriate measure of responsibility for sharing information with the government, identifying risks, performing vulnerability assessments, developing contingency and response plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response and recovery from an incident.
- Certain organizations are required by law and regulation to bear the cost of planning and response to incidents, regardless of cause. In the case of an Incident of Critical Significance, these private-sector organizations are expected to mobilize and employ the resources necessary and available in accordance with their plans to address the consequences of incidents at their own facilities or incidents for which they are otherwise responsible.

## **EMERGENCY OPERATIONS PLAN SUPPORT ANNEX C WORKER SAFETY AND HEALTH**

Coordinating Agency: Chatham County Risk Management  
Cooperating Agencies: All  
Support Agencies: Department of Public Works (Safety Officer)

### **Introduction**

#### **Purpose**

The Worker Safety and Health Support Annex provides guidelines for implementing worker safety and health support functions during potential or actual Incidents of Critical Significance. This annex describes the actions needed to ensure that threats to responder safety and health are anticipated, recognized, evaluated, and controlled consistently so that responders are properly protected during incident management operations.

#### **Scope**

- This annex addresses those functions critical to supporting and facilitating the protection of worker safety and health for all emergency responders and response organizations during potential and actual Incidents of Critical Significance. While this annex addresses coordination and provision of technical assistance for incident safety management activities, it does not address public health and safety.
- Coordination mechanisms and processes used to provide technical assistance for carrying out incident safety management activities include identification and characterization of incident hazards, assessments and analyses of health risks and exposures to responders, medical monitoring, and incident risk management.

#### **Policies**

- Emergency Support Function (ESF) #5 – Emergency Management activates the Chatham County Department of Finance/Risk Management Division (CCDOF/RMD) as the coordinator for worker safety and health technical support. CCDOF/RMD then implements the activities described in this annex.
- CCDOF/RMD assistance and coordination, as described in this annex, also may be requested during the course of an incident if specific needs are identified by other ESFs or individual agencies.
- Private-sector and County employers are responsible for the safety and health of their own employees.

- Municipal governments are responsible for worker health and safety pursuant to State and local statutes, and in some cases 40 CFR 311, Worker Protection. This responsibility includes allocating sufficient resources for safety and health programs, training staff, purchasing protective clothing and equipment as needed, and correcting unsafe or unsanitary conditions.
- This annex does not replace the primary responsibilities of the government and employers; rather, it ensures that in fulfilling these responsibilities, response organizations plan and prepare in a consistent manner and that interoperability is a primary consideration for worker safety and health.
- Several Federal and State agencies have oversight authority for responders and response operations. Private-sector responders prior to and during response operations to ensure the adequate protection of all workers.
- Worker safety and health representatives work with the Emergency Operations Center (EOC) regarding the release of general occupational safety and health information.

## **Concept of Operations**

### **General**

CCDOF/RMD coordinates safety and health assets to provide proactive consideration of all potential hazards; ensures availability and management of all safety resources needed by responders; shares responder safety-related information; and coordinates among Federal State and County agencies, and private-sector organizations involved in incident response.

### **Organization**

#### **Headquarters Level**

- CCDOF/RMD coordinates the activities of agencies that provide the core architecture for worker safety and health technical support during an Incident of Critical Significance or when otherwise directed.
- CCDOF/RMD and cooperating agencies provide staff to support the Joint Field Office (JFO) Safety Coordinator/Incident Command Post (ICP) Safety Officer. CCDOF/RMD and cooperating agencies also may serve as technical specialists in other JFO elements as required.

#### **Regional and Field Level**

Representatives from Federal, State, County and the private sector involved in incident characterization, stabilization, and cleanup meet at least daily to identify and resolve

conflicts, share information, and provide the JFO Safety Coordinator/ICP Safety Officer with the information necessary to manage responder safety and health risks.

## **Pre-Incident Coordination**

### **Coordination through Existing Organizations and Committees**

- CCDOF/RMD supports the National Response Team under the National Oil and Hazardous Substances Pollution Contingency Plan (NCP).
- Pre-incident coordination also involves other existing interagency committees that focus attention on responder health and safety.

## **Worker Safety and Health Support**

### **Coordination Committee**

This committee provides the proactive integration of worker safety and health assets needed for preparedness at all levels of government. The CCDOF/RMD coordinates this group through meetings and interagency exercises.

### **Pre-Incident Planning Guidance Development and Distribution**

The CCDOF/RMD works with organizations to consolidate responder safety- and health-related guidance documents, regulations, and resources in one location. This information is provided to other agencies, responders, and public health departments and emergency management agencies.

CCDOF/RMD works with other County organizations that develop and fund responder training to ensure their curricula are consistent in content and message for each level of responder (skilled support, operations level, etc.) and that they support the preparedness objectives listed in the National Incident Management System (NIMS).

### **Proactive Coordination of Technical Assets and Reach-back Capabilities:**

CCDOF/RMD and cooperating agencies develop and disseminate an inventory of expertise and resources available for response to Incidents of Critical Significance, and coordinate development of a strategy for their deployment.

**Prevention Guidance Development and Distribution:** CCDOF/RMD coordinates with cooperating agencies to develop and disseminate information on the likely hazards associated with potential incidents and the preventive actions that can be taken to reduce or eliminate illnesses and injuries that may result from hazardous exposure.

## **Actions**

The CCDOF/RMD and cooperating agencies support the following actions at the by:

- Providing occupational safety and health technical advice and support to the JFO Safety Officer and Coordination Group, to the ICP Safety Officer(s) involved in incident management and, if appropriate, at all incident sites;
- Undertaking site-specific occupational safety and health plan development and implementation, and ensuring that plans are coordinated and consistent among multiple sites, as appropriate;
- Identifying and assessing health and safety hazards and characterizing the incident environment, to include continued monitoring of incident safety;
- Carrying out responder personal exposure monitoring, including task specific exposure monitoring for:
  - Chemical and biological contaminants; and
  - Physical stressors (e.g., noise, heat/cold, ionizing radiation);
  - Providing responder medical surveillance and medical monitoring and, in conjunction with DPH, evaluating the need for longer term epidemiological medical monitoring and surveillance of responders;
  - Assessing responder safety and health resource needs and identifying sources for those assets;
  - Developing, implementing, and monitoring an incident personal protective equipment (PPE) program, including the selection, use, and decontamination of PPE; implementation of a respiratory protection fit-test program; and distribution of PPE;
  - Collecting and managing data (exposure data, accident/injury documentation, etc.) to facilitate consistent data-formatting and data-sharing among response organizations;
  - Communicating with labor unions, contractors, and other organizations regarding responder safety and health issues.
  - Coordinating and providing incident-specific responder training;
  - Providing psychological first aid during and after incident response and recovery activities; and
  - Identifying, in coordination with DPH, appropriate immunization and prophylaxis for responders and recovery workers. As the coordinator for the Worker Safety, CCDOF/RMD facilitates resolution of any technical or other disputes among cooperating agencies regarding the actions described above. In the case of a

dispute that cannot be resolved, CCDOF/RMD summarizes the disputed areas for presentation to the JFO Safety Coordinator/ICP Safety Officer and, if necessary, the JFO Coordination Group for resolution.

### **After Action**

CCDOF/RMD facilitates a critique of operations to compile “lessons learned” related to responder safety and health issues.

### **Responsibilities**

#### **Coordinating Agency: CCDOF/RMD**

- CCDOF/RMD, as annex coordinator and worker health and safety coordinator, assists the JFO Safety Coordinator/ICP Safety Officer by providing and coordinating technical support for responder safety and health.
- CCDOF/RMD resolves technical, procedural, and risk assessment conflicts, if necessary through formal recourse to the JFO Safety Coordinator/ICP Safety Officer or JFO Coordination Group, before they adversely affect the consistency and accuracy of the advice and information provided to responders, response organizations, and the JFO Coordination Group.
- CCDOF/RMD is responsible for carrying out the policies identified in this annex.

CCDOF/RMD implements a system to capture and manage incident exposure data in a centralized location to enable data sharing among agencies with a responder health and safety focus.