Disaster & Incident Response Framework

2013

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Georgia Association of Fire Chiefs

“A Decision Making Guide for Georgia Fire Chiefs”

Contents Version 2

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GEORGIA ASSOCIATION OF FIRE CHIEFS

PREFACE

Since the Katrina/Rita/Sandy hurricanes and the Indian Ocean/Japan tsunami disasters, the Georgia Association of Fire Chiefs has accelerated support for efforts by the International Association of Fire Chiefs and the U.S. Fire Administration to assure that a far better job of organizing and deploying resources to address disasters is accomplished. The original work of the National Mutual Aid System Task Force and the advent of the IAFC Intrastate Mutual Aid System (IMUS) have led to the development of far better planning on the part of state agencies and state associations devoted to efficiency and effectiveness in responding to and mitigating the effects of disasters.

A majority of incidents requiring refinements in incident command and mutual aid by fire department management have risen in recent years. Reductions in the operating budgets of fire departments and lack of financial support have been barriers to meeting the operational and training needs of fire personnel who must respond to serious incidents.

GAFC has taken responsibility for the mutual aid program in Georgia as well as strengthening incident command activities. To that end, and in cooperation with the Georgia Emergency Management Agency, County management responsible for disaster response planning and EMA Directors, the association has focused its attention on guidelines for incident command personnel involved in both local and statewide incidents. A priority in association efforts has been to identify and build upon those leadership and management skills that are necessary to guarantee efficient and effective use of publicly funded resources to deal with disaster situations.

The purpose of this guide is to provide a framework for all those involved in preparing responses to major incidents. The achievement of effectiveness in the deployment of personnel and equipment in response to major incidents is an objective of this guide. The effective use of mutual aid agreements is another important objective. Overall, the GAFC hope is that this publication will help guide and otherwise support fire chiefs in their efforts to assure quality incident command for both undeclared and declared disasters.

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The training of personnel to handle a variety of problems regarding all hazard incidents remains a top priority with the Georgia Fire Service. Without general and specialized training of personnel who must respond to disasters and disaster mitigation, the public will not be adequately served.

A firm understanding of the complexities of disaster response is a major reason for writing and distributing this framework for Fire Chiefs and other fire officers.

The following pages make distinctions between Fire Chiefs who must address municipal incidents (municipal emergency management operations plans are referenced as MEOPS*), local [county developed] emergency management operations plans are referenced as LEOPS, and disasters declared by the Georgia Governor and the U.S. President that utilize organizational structures required by both state and federal governments emphasize unified command and often utilize LEOP content as submitted to GEMA by Georgia counties. *MEOP is a suggested description, however, a municipality may use any title they deem to be appropriate for their plan.

Declared disasters are considered by the association to be complex and administratively challenging requiring extraordinary understanding of communication activities between all governmental levels and the planning that leads to effective, collaborative efforts under unified command.

Our thanks to all those organizations and individuals who have contributed to this document including, but not limited to, FEMA, the U.S. Fire Administration, the International Association of Fire Chiefs, the Georgia Emergency Management Agency, Georgia state agency personnel involved in supporting the Georgia Fire Service and the fire officer members of the Georgia Association of Fire Chiefs.

Respectfully submitted,

GAFC Executive Committee

Advisors and major contributors to the ideas and content for development of the FRAMEWORK SYSTEM included: Josh Renninger, Chris Alverson, Alan Dozier, Alan Shuman, David Wall, Jackie Gibbs, David Kimbrell, Dwayne Jamison, Danny Bowman, Craig Tully and Glenn Williams. The GAFC-GEMA contract supervision for the FRAME-WORK PROJECT was provided by Bryan Croft and Robert Singletary. Special thanks to Fire Marshal Scott Cagle of Hall County Fire Services for publication work and Ronnie Register (GEMA) for project direction. Materials studied were from: IAFC (IMUS), DHS FEMA U.S Fire Administration, DHS FEMA U.S. National Fire Academy, GMAG State Fire Rescue Plan (2007) and GEMA.

FRAMEWORK was written and produced by Northstar Consulting, Inc.
[Fire Service Division] Washington, DC.

FRAMEWORK – A THREE PART SYSTEM

There are three parts to the framework system:

Part 1 is a document entitled: State Disaster & Incident Response Framework

Part 2 is a set of guides entitled: Disaster and Incident Response Guides

Part 3 is an app(s) entitled Fire Officer Checklists - Disaster and Incident Response

Part 1 explains the differences between Undeclared and Declared disasters, defines functions of Fire Service personnel and the family of supporters involved in disaster response. The work is incident command oriented and directed to Fire Chiefs and their staff members, Simplified management charts are included and samples of mutual aid agreements are included.

Part 2 is a series of easy to understand guides oriented for response to selected types of disasters. The guides do not exceed 10 pages and were designed for new Fire Chiefs and their Fire officers. They are available on the GAFC web page: www.gafc.org and on cd's.

Part 3 is an app(s) to be used by smart phone users. The content is a list of checklists to be used by Fire Officers involved early disaster response.

Most all of the GAFC Framework content is in MS Word (not PDF) and can be easily modified by Fire Chiefs.

The official announcement and release of Version 1 of the Framework products were made on April 14th, 2013. Version 2 was released on July 15th, 2013.

WHAT THIS FRAMEWORK IS:

The objective of this document is to provide a framework for defining and identifying structural considerations for fire department management and resources available to Georgia Fire Chiefs and appointed incident command personnel involved in disaster response and mitigation. The use of mutual aid for municipal, county and statewide disasters is emphasized.

This support document is to be considered as only one of a number of tools to be used by authorized fire officers charged with major responsibilities considered inherent in incident command for disasters. The following pages were developed for State of Georgia Fire Chiefs and their staff members. The type of incidents (see Hazard Profiles) that are and will be the subject of this work are those of a critical nature and range from major fires to tornados, hurricanes, earthquakes, swift water rescues and a myriad of other emergencies including man-made disasters.

Calls for assistance by Fire Chiefs for help beyond their operational support capacities or capabilities are often necessary. In this guide, mutual aid is considered to be a key tool by incident command, especially involving large scale disasters.

Cooperative working arrangements between municipal and county fire departments and government agencies are found in a variety of mutual aid agreements. Application of mutual aid support arrangements are thematic in this document and apply to major incidents. Mutual aid agreements, whether formal or informal, are considered necessary to incident support.

What this framework is not:

This work does not deal with disaster oriented standard operating procedures (SOPS) or standard operating guidelines (SOGS). Training course content both at the U.S. National Fire Academy and the Georgia Fire Academy cover the working components of the Incident Command System (ICS) and the National Incident Management System (NIMS). The NIMS system is carefully depicted in an Incident Command System Field Guide, [Informed Publishing] *ISBN 978-189045-41-1.* The ICS System is best described in the *ICS-402 Overview for Executives/Senior Officials, Feb. 2008* publication by DHS - FEMA. The following pages do not attempt to summarize the content of those or other published documents dealing with incident command or mutual aid.

It is a conclusion of the authors of this framework that Georgia Fire Chiefs are fully knowledgeable about the ICS system and are also NIMS compliant. Nearly all have taken basic and/or advanced courses in the NIMS system. In addition, this work does not attempt to explain well-known standard operating procedures developed in conjunction with incident command and incident mitigation guidelines. Publications are readily available through government and professional association resources as well as approved training courses. The offerings in this publication were not specifically designed for fire department training personnel who specialize in teaching the complexities of incident command involving disasters. However, trainers could profit from the approach taken by GAFC regarding simplified definitions and the suggested management structure charts that have been included in this document.

Definitions & Information References

FIRE CHIEF and FIRE DEPARTMENT AUTHORITY and RELATED:

Applicable Georgia Law

§25-3-1. General Powers of Fire Departments

Any fire department of a county, municipality, or other political subdivision and any chartered fire department shall have the authority to:

(1) Protect life and property against fire, explosions, hazardous materials, or electrical hazards;

(2) Detect and prevent arson;

(3) Administer and enforce the laws of this state; the rules and regulations adopted by the departments, boards, bureaus, commissions, and agencies of this state; and any ordinances, rules, regulations, or codes adopted by the county, municipality, or other political subdivision of this state that are related to the prevention and suppression of fires, explosions, or injuries from hazardous materials and explosions and the protection of life and property from such hazards;

(4) Conduct programs of public education in fire prevention and safety;

(5) Conduct emergency medical services and rescue assistance, subject to Chapter 11 of Title 31 and subject to the approval of the county, municipality, or other political subdivision;

(6) Control and regulate the flow of traffic in areas of existing emergencies, including rail, highway, water, and air traffic; and

(7) Perform all such services of a fire department as may be provided by law or which necessarily appertain thereto.

§ 25-3-2. Powers of fire departments in event of emergencies generally

In the event of any fire, explosion, bomb threat, or similar emergency, the fire department in any county, municipality, or other political subdivision shall be authorized to:

(1) Enter any property, building, structure, vehicle, watercraft, aircraft, railroad car, or other place for the purpose of fighting the fire, explosion, or similar hazardous conditions or searching for a bomb or enter any such place which is, in the opinion of the chief officer of the fire department or his designee, endangered by fire, explosion, bomb threat, or similar hazardous conditions;

(2) Cut any wires, electrical or otherwise, or turn off any utility, as deemed necessary to preserve life or property;

(3) Prevent the blocking of any public or private street, road or alley, way or driveway, or emergency lane during any such emergency and remove any vehicles or other obstructions necessary;

(4) Confiscate supplies, chemicals, or equipment necessary for such emergencies;

(5) Make any necessary tests; and

(6) Evacuate any building or areas as necessary.

§ 25-3-4. Authority of counties, municipalities, or other political subdivisions to enact ordinances, regulations, or codes

The governing body of each county, municipality, or other political subdivision of the state shall have the power to enact such ordinances, regulations, or fire and life safety codes as may be necessary to carry out this article.

§ 25-3-5. Operation of other fire departments within municipalities or counties. Nothing within this article shall be construed so as to permit a county or other fire department to operate within the limits of a municipality except by written or oral contract with the municipality. Nothing within this article shall be construed so as to permit a municipal fire department to operate in the unincorporated area of a county except by written or oral contract with the county.

§ 25-3-6. Effect of article on powers and duties of other officials and Departments.

This article shall not affect the duties, powers, or responsibilities of the Safety Fire Commissioner, the state fire marshal, the sheriff's office, the Department of Public Safety, local law enforcement agencies, the Department of Agriculture, the Department of Natural Resources, the Georgia Forestry Commission, the Department of Transportation, the Department of Defense or the Department of Public Health.

[Reference Code 25-6 *1 through 61* and Code 36-69 *1 through 3*]

Georgia Emergency Management Agency (GEMA)

GEMA is the emergency management agency for the State of Georgia. Its function is similar to that of the federal emergency management agency (FEMA) in preparing for, and responding to, disasters and mitigating potential hazards. GEMA's mission is to provide a comprehensive and aggressive all-hazards approach to homeland security initiatives, mitigation and preparedness, response, recovery and special events in order to protect life and property and prevent and/or reduce negative impacts of terrorism and natural disasters in Georgia.

GEMA houses and manages emergency support functions (ESF) operations, has divided the state into eight (8) GEMA areas, stations field staff in each of the GEMA areas, coordinates statewide work of specialty teams like GSAR and Haz-Mat and causes federal disaster aid to be distributed. GEMA is the official liaison to all federal government agencies involved in disaster response planning and mitigation.

Municipal Emergency Operations Plans (MEOPS)

The GAFC recommends that local fire departments develop an emergency operations plan. These plans are necessary due to the fact that most major incidents are local. Many incidents require minimal mutual aid support. MEOPS templates have been prepared by GAFC and are available to local fire departments. The templates mirror selected features contained in LEOPS. (see LEOPS below)

Local Emergency Operations Plans (LEOPS)

In Georgia, the term "local" is synonymous with "county." LEOP submissions are mandatory for all counties. LEOPS are developed by each county and filed with GEMA. There are also emergency plans developed by municipalities. Those plans are referenced in this document as MEOPS. Content of MEOPS should be reviewed every 6 months.

LEOPS are officially reviewed every five (5) years by GEMA. In general, each plan prepared by a county is to describe the structure and processes used by the county to deal with major incidents (disasters). The plan is management oriented and designed to cause integration of effort by municipal governments, the private sector and nongovernmental organizations involved in incident mitigation. Basic plans include the following: *purpose of the plan, situation assumptions, concepts regarding operations, organization, assignment of responsibilities, administrative processes, logistics planning and operational activities.* References within the plans provide relevant supporting information, usually include: terms and definitions and identify authorities involved in incident mitigation.

Undeclared Emergency (locally oriented)

Response to disasters within municipalities and counties rests upon existing resources of those entities. When local jurisdictions require assistance from others due to their inability to provide all the necessary manpower and equipment to respond to disasters, mutual aid arrangements come into play. Each agency that responds to a disaster does so on a voluntary basis using their own resources. In effect, they are donating their time and talents, equipment and support costs to help their neighbors and hopefully, reciprocity for that support will exist.

It is underscored that highly successful mutual aid arrangements between cooperating jurisdictions have, for the most part, been based on a foundation of pre-planning and solid working relationships between potential respondents. A full understanding of the capacities and capabilities of mutual aid partners regarding the amount of time it takes for those partners to respond is absolutely critical to local incident command. Collection of data regarding personnel and equipment that could be deployed by a given jurisdiction to help a neighbor is a must for local incident command.

Incident command personnel are generally knowledgeable about, and regularly reference the content of applicable MEOPs and/or LEOPs.

Emergency plans are not static. As conditions and demographics in a given locale change, so should the emergency plan.

Declared Emergencies (State of Emergency) (State/Federal Governments)

Government Declaration: GEMA provides information to the Governor's office regarding the enormity of a given incident (disaster) and communication with FEMA is conducted. A disaster declaration is usually made at both federal and state levels and publically announced.

Funding: The Stafford Act (U.S.) is, in effect, a financial and fiscal assistance program designed to bring an orderly and systematic means of federal natural disaster assistance to states and local governments. Funds are allocated to help government entities carry out their responsibilities to aid citizens. The act is utilized when a federal/state disaster declaration is made. The program is administered by FEMA. FEMA is charged with the responsibility for coordinating government-wide relief efforts. Federal funding for reimbursable expenditures made to state or local governments is precise and follows written processes and payment schedules

Planning and Mobilization: For declared disasters in Georgia, GEMA is the responsible state agency. The Emergency Support Function (ESF) comes into play when a disaster is declared. Fire related matters within the ESF system are coordinated through the ESF 4 designation.

EMA Directors: (EMA Directors are appointed through County and GEMA auspices). Counties experiencing disasters rely on their EMA Directors to activate and coordinate components of disaster response systems pre-determined through the planning process. Processes and procedures each county uses in their disaster coordination are activated when a disaster is declared. Solid working relationships between public officials, EMA Directors and incident command are critical to efficient and effective disaster response.

LEOPs: It is noted that LEOPS come into play mainly for declared emergencies. If a LEOP has not been filed by a county and approved in line with GEMA procedures, federal funds for disaster relief will cause the violating party to lose eligibility for those funds.

ESF SYSTEM: The Emergency Support Function (ESF) comes into play mainly for declared emergencies. ESF personnel are available for undeclared emergencies and can be helpful to local incident command. The ESF principals are housed by GEMA and cover a full spectrum of disciplines. Components within the ESF system most applicable to Fire Service work are: ESF 4 (Fire), ESF 6 (Mass Care), ESF 7,(Operations), ESF 8 (EMS), ESF 9 (Search & Rescue), & ESF 10 (Haz-Mat). ESF 4 is managed by the Georgia Forestry Commission.

Communication Networks

Effective communication by Fire Chiefs falls into two main categories:

1.) Internal communications with immediate staff;

2.) External communication with mutual aid partners, management teams, supporting agencies and private contractors.

The working relationships that exist between a Fire Chief and all potential support personnel are keys to the successful management of incident command and mitigation. Pre-planning for how and what public safety personnel are to communicate to each other is critical.

Master files of agency phone numbers, personnel cell phone numbers, e-mail addresses, office locations and other vital information is necessary to effective incident command communication. MEOPS and LEOPS contain such references.

Compatibility of technical devices from telephones, radios, computers and smart phones are to be tested and retested at regular intervals assuring that all parties can reach critical personnel to address each given incident.

Georgia Association of Fire Chiefs (GAFC):

GAFC is a professional association that enrolls a majority of the state's Fire Chiefs. GAFC is devoted to strengthening public safety in Georgia and supporting all fire officers in their roles as leader/managers of fire departments. The GEMA contracts with GAFC to manage the mutual aid program. GAFC often partners with the Georgia State Firefighters Association and regional associations of fire officers. GAFC has working agreements with the following: Georgia Fire Academy, Georgia Insurance and Fire Safety Commissioner (Fire Marshal's Office), Georgia Firefighter's Standards and Training Council, The Emergency Managers Association of Georgia, 911 Director's Association, Investigators Association, Inspectors Association, the Georgia Mutual Aid Group, the Georgia Firefighters Burn Foundation, Georgia Public Safety Educators Association and a number of state agencies have written agreements with GAFC. Parties to written agreements with GAFC are referred to as Unification Partners.

Georgia Mutual Aid Group: (GMAG):

GMAG is a nonprofit organization specializing in mutual aid support. Historically, GMAG has provided administrative support for both undeclared and declared emergencies where mutual aid has been necessary. GMAG has had responsibilities for ascertaining availability of fire department personnel and equipment and deploying resources necessary to fulfill mutual aid requests. GMAG has been responsible for providing backfill (substitutions for fire department personnel responding to incidents) for agencies involved in incident response.

EMA Director:

Selected through a qualification system involving GEMA and each county, EMA directors are specially trained to coordinate activities supportive of incident command and agency response to disasters. EMA directors are called upon to assist in both undeclared and declared disasters. EMA directors knowledge and skills have been recognized and found extremely useful especially for declared incidents.

Incident Command:

In the broadest sense, incident command is a highly responsible activity involving leadership and application of skills that are used by professional managers (fire officers) to effectively utilize resources to resolve problems connected with disastrous events.

Incident Command System (ICS):

The ICS system is a standardized on scene all-hazards incident management concept. The system allows its users to adopt an integrated organizational structure to match the complexities and demands of both single and multiple incidents.

Incident Management Teams (IMTs):

After initial assessment of problems resulting from a given disaster and immediate deployment of emergency personnel, fire chiefs utilize incident management teams. IMTs are logical extensions of a chief's authority and are often necessary to cover many of the responsibilities of incident command. The following four functions are often associated with IMTs for both undeclared and declared disasters. Included are: planning, operations, logistics & finance-administrative functions.

NIMS System:

Initiated in 2003 by the Federal government, the national incident management system is a template designed to cause both the public and private sectors to work together efficiently and effectively in the following areas: incident pre-planning, incident prevention, response to incidents, recovery, mitigation of incidents and after-action reporting. The system requires in-depth study and is required to be taken by fire officers. Basic and advanced training courses are offered.

Agreements (Mutual Aid) [for examples, see References]

Mutual Aid Agreement (General) City of Warner Robins
General mutual aid agreement between cooperating fire departments or agency

Mutual Aid Agreements – (City to County) City of Perry
General mutual aid agreement between cooperating counties

Mutual Aid Agreements – Automatic (Used by a Number of Fire Depts.) Forsyth County

Mutual Aid Pacts – parties involving pre-deployment agreements and utilizing 911 centers to automatically deploy personnel and equipment

Statewide Mutual Aid & Assistance Agreement – GEMA/Homeland Security – County – GEMA agreement gives counties the authority to make agreements for mutual aid assistance in emergencies with the objective of ensuring timely reimbursement of costs *[reference O.C.G.A 38-3-29]*

Deployments - Initial:

In recent years, GAFC has contracted with GMAG for 24/7 duty officer and deployment activity. A call to a GMAG duty officer by a potential end-user explaining needs for personnel and equipment and providing vital information for deployment is required. Staging areas as required are specified. Information about incident command contacts are also relayed.

Deployments - Additional:

Initial deployments may not meet the needs of incident command once the full scope of an incident or disaster has been ascertained. A second request may be necessary for manpower and/or equipment. Specifics are important and especially regarding incident command changes and/or staging areas.

Specialty Teams - Request:

Examples: Haz-Mat, GSAR

1-800 TRYGEMA (or)

GEMA Fire Service Program Coordinator – (404) 326-5701

Record Keeping:

Whether an incident is declared or not, the development and maintenance of gap-analysis, deployment information and financial records are absolutely necessary. This is especially true for incident command work involving mutual aid and private contractors.

Finance:

Finance, as defined in this document, includes a full understanding by incident command regarding pre-incident budgeting for emergencies, authorization procedures to spend unbudgeted funds for incident mitigation, contracting procedures for commercial assistance, payment schedules to be used for declared disasters and a master bookkeeping system designed to produce financial reports on income and expenditures. The process is necessary to apply for, receive, and distribute federal or state funds.

After-Action Reporting:

Improving the strength of the Fire Service in Georgia rests in large part on the development and analyses of after-action reports. Gaps in service and communications resulting from efforts to respond to and mitigate disasters need to be recognized by incident command and those involved in the work of fire departments in addressing incidents.

Gap analysis is absolutely necessary to improve standard operating guidelines, standard operating procedures, protocols, policies, or, in some cases, to recommend changes in local or state laws.

Emergency Operation Planning

MEOPS

The Georgia Association of Fire Chiefs has recommended that each fire department prepare a basic emergency plan that contains management and administration guidelines and includes a mutual aid program. Each plan can be patterned after local emergency operations plans (LEOPS) developed by each county and submitted to GEMA.

A MEOP (local not county-wide) should include a structure chart indicating the players to be involved in the management and administration of a major incident. The chart should also indicate the connection between the local fire department and one or more potential mutual aid partners.

Simple descriptions of the functions to be provided by a local incident management team should be included along with necessary communication information including, but not limited to, cooperating department phone numbers, cell phone numbers, e-mail addresses, etc. Third parties including commercial contractors should be included.

Training Workshops and Plan Maintenance

MEOPS and LEOPS - At least two workshops per year should be held by a local fire chief. Those workshops should include a review of the names and functions of persons selected for the local incident management team including a review of contact numbers and available resources. Plan revisions should be sent to parties with a need to know if substantial changes have been made to initial plans.

At least annually, the content of the LEOP should be reviewed and suggestions for change sent to the EMA director. In addition, the content of the LEOP should be reviewed and suggestions for changes sent to management and the EMA director.

Suggestions for content of SOGS to be used with mutual aid partners are, and should be, attached to MEOPS and LEOPS.

They are as follows:

- Designated Local Fire Chief or IM Team Member to Request Aid
- Recording of Names and Titles of Mutual Aid Partner(s)
- Recording of Request for Services from Mutual Aid Partner(s)
- Recording of Instructions to Mutual Aid Partners on When and Where to send aid (staging)
- Listing of Person or Team Responsible for IC Plan at Site of Incident
- Follow-up and After-Action Report with Partners and EMA Director

* * * * * *

Management Structure Charts

Delegation of Authority Charts (templates included in Mutual Aid sections titled: Undeclared and Declared)

Easily modified charts for planning [undeclared incidents] by local fire departments.

Easily modified charts in abbreviated form useful in planning for [declared] disasters by unified command.

See displays following page 21.

Fire Service Mutual Aid
Applicable to Undeclared and Declared Disasters

Fire service mutual aid arrangements as practiced by fire departments in Georgia include plans for a systematic mobilization of human and operational resources (apparatus, equipment and supplies) necessary to respond to all hazard incidents. Usually, planning involving mutual aid is based upon the premise that no local community has the resources to sufficiently handle all potential emergencies. Local needs that cannot be met are resolved through development of reciprocal agreements or compacts with fire jurisdictions.

What Constitutes a Mutual Aid Program?

There are five major components to mutual aid programs:

Component 1 - Deals with oral or written agreements between jurisdictions to provide voluntary services.

Component 2 - Deals with information held by each potential user of mutual aid services regarding the capacity and capabilities of potential mutual aid partners.

Component 3 - Deals with an operational plan by a given fire department to request and manage the resources provided by mutual aid partners. This includes a communication plan to assure that requests for services are accurately communicated.

Component 4 - Deals with incident command to assure that all parties involved in incident response and mitigation receive direction regarding their roles and responsibilities.

Component 5 - Deals with a thorough assessment of all activities regarding the response to the incident and includes (GIFERS/NIFERS) reports and after-action reports.

The major responsibilities for the use of mutual aid between fire jurisdictions, whether department to department, municipality to municipality, county to county or entire regions of the state rest with local fire chiefs. Historically, Fire Chiefs have sought and received assistance from third parties. Third parties are defined as agencies willing to provide assistance of one kind or another without cost to the fire department. Examples of third parties include members of the public safety family (law enforcement, EMS, specialty teams, the Georgia Mutual Aid Group, EMA Directors and GEMA). Unless specifically stated in written agreements between a given fire department and one or more of the third parties listed above, there are no guarantees of voluntary services to address local incidents were mutual aid is required.

Examples of Mutual Aid Agreements

Samples of mutual aid agreements are contained in the References section. These agreements are provided to guide Fire Chiefs who may wish to develop written mutual aid agreements.

FLOW CHARTS:

Chart-Municipal LOCAL-UNDECLARED DISASTER

Chart-Municipal LOCAL-UNDECLARED DISASTER REQUIRING MUTUAL AID

Chart-Municipal LOCAL-UNDECLARED DISASTER USING AUTOMATIC MUTUAL AID

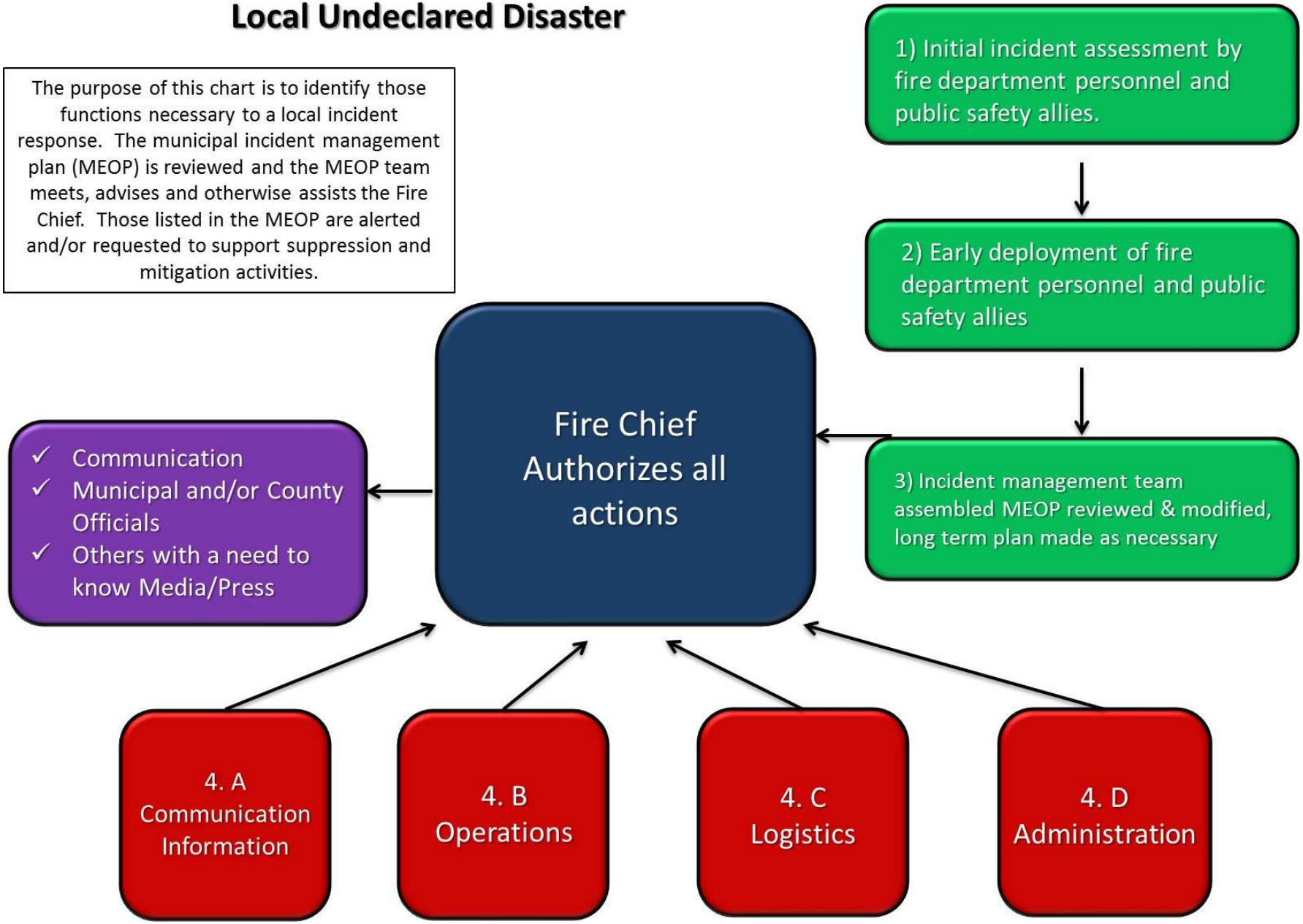
FUNCTIONAL DESCRIPTION STATEWIDE DECLARED DISASTER

Chart-STATEWIDE DECLARED DISASTER

Chart- DECLARED DISASTER DEPICTS UNIFIED COMMAND FUNCTIONS

Disaster & Incident Response Framework Template
Local Undeclared Disaster

The purpose of this chart is to identify those functions necessary to a local incident response. The municipal incident management plan (MEOP) is reviewed and the MEOP team meets, advises and otherwise assists the Fire Chief. Those listed in the MEOP are alerted and/or requested to support suppression and mitigation activities.



Disaster & Incident Response Framework Template
Local Undeclared Disaster W/ Mutual Aid

The purpose of this chart is to identify those functions necessary to a local incident response requiring mutual aid. A local incident management team is recommended. The team is to meet, advise, and otherwise assist the Fire Chief. The mutual aid duty officer or other coordinator is alerted regarding needs and requests for support are made.

1) Initial incident assessment by fire department personnel and public safety allies.

↓

2) Early deployment of fire department personnel and public safety allies

↓

3) Incident management team assembled MEOP reviewed & modified, long term plan made as necessary

Fire Chief Authorizes all actions

- ✓ Communication
- ✓ Municipal and/or County Officials
- ✓ Others with a need to know Media/Press
- ✓ Alerts to Mutual Aid Partners

4. A Communication Information

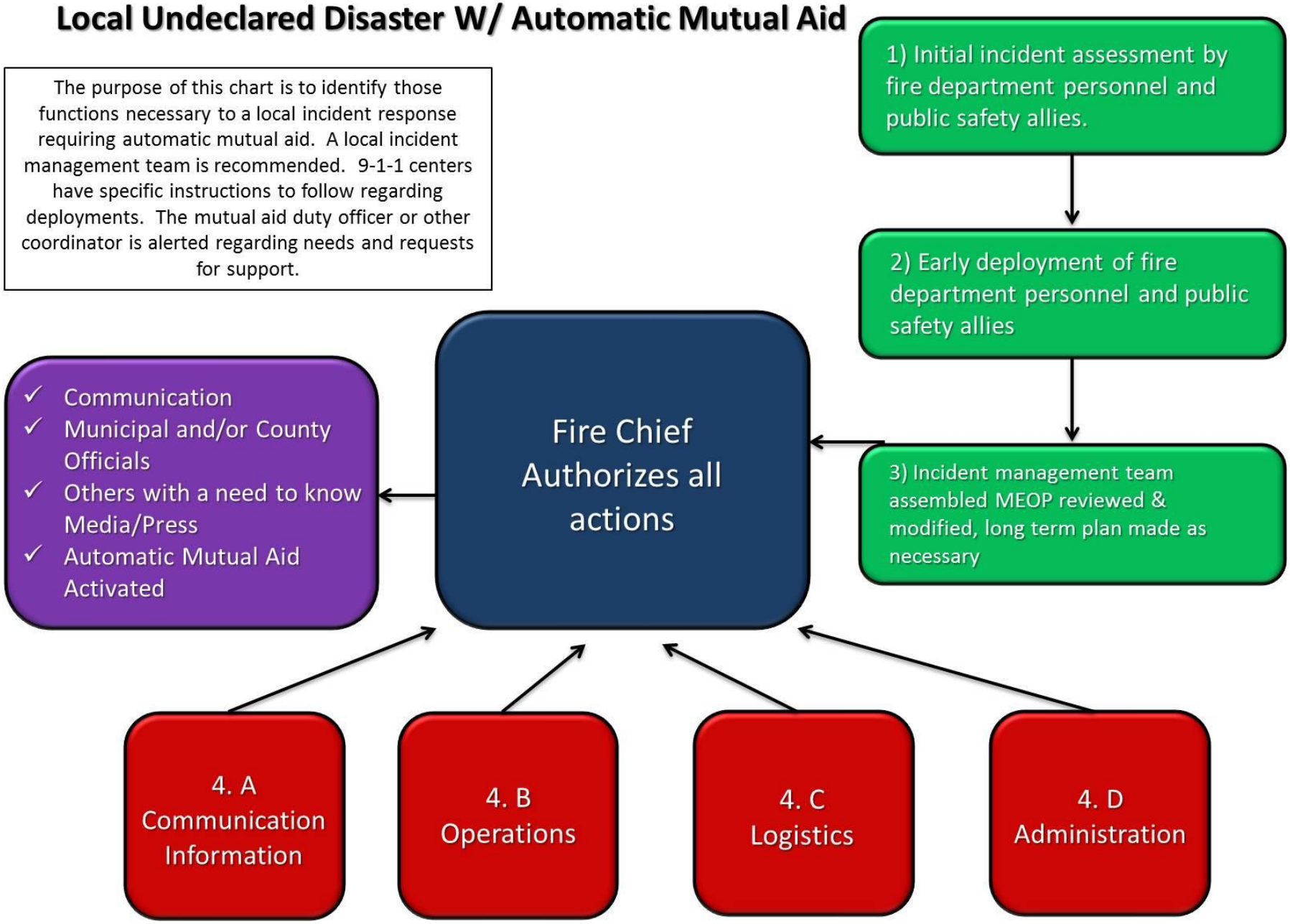
4. B Operations

4. C Logistics

4. D Administration

Disaster & Incident Response Framework Template
Local Undeclared Disaster W/ Automatic Mutual Aid

The purpose of this chart is to identify those functions necessary to a local incident response requiring automatic mutual aid. A local incident management team is recommended. 9-1-1 centers have specific instructions to follow regarding deployments. The mutual aid duty officer or other coordinator is alerted regarding needs and requests for support.



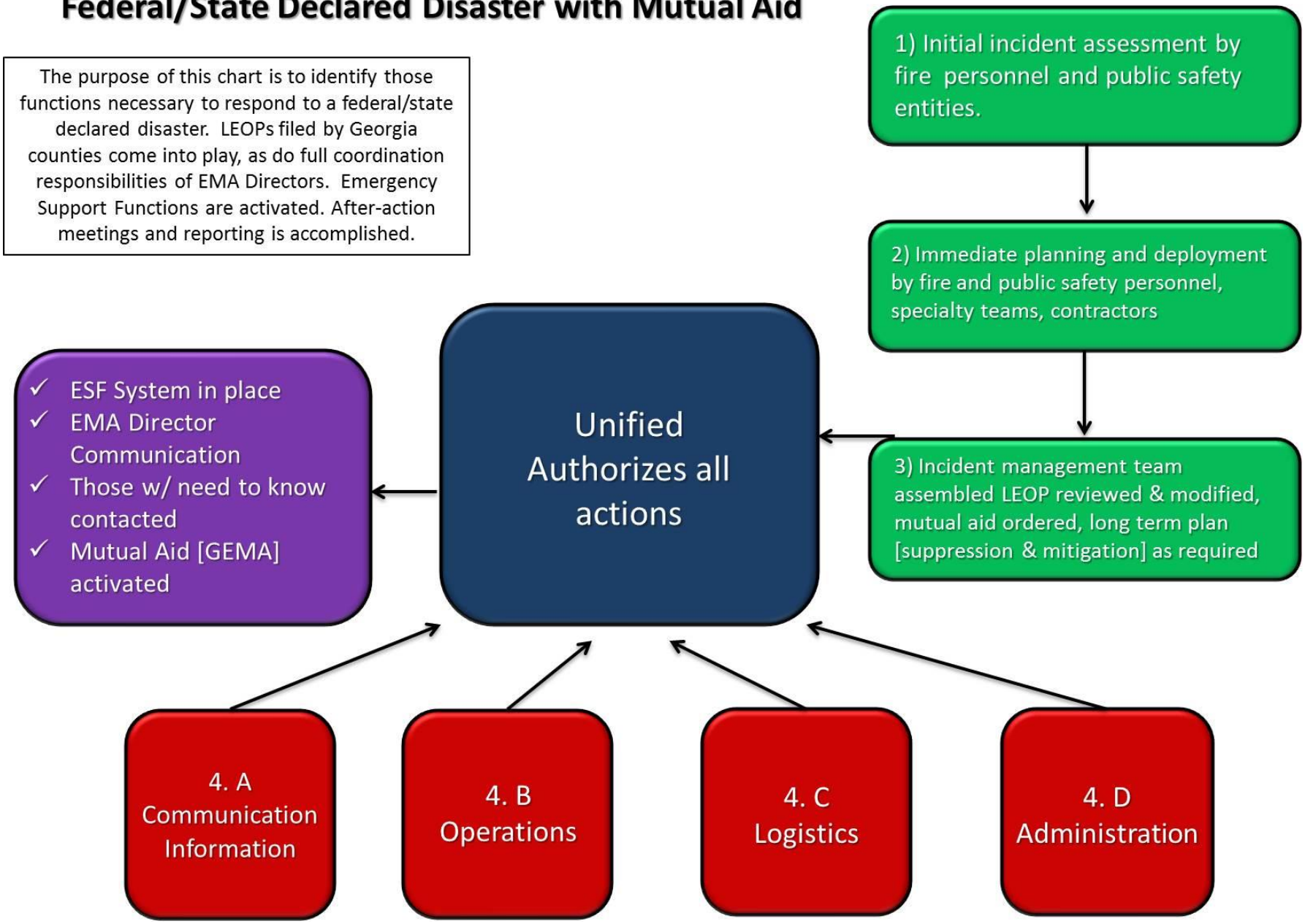
Fire Service Mutual Aid for Declared Disasters

Coordinated mutual aid for declared disasters requires a highly sophisticated approach to deployment and management of life and property saving resources. If Katrina taught public safety officials anything, it was the following: planning, risk assessment, technical training, command training, communications of every type, leader collaboration and professional management top the list of disciplines to be practiced by those who continually strive for success in disaster response and mitigation. Either all the aforementioned ingredients are in place to handle a statewide disaster or they are not.

Presidential/Governor declared emergencies require unified command and use of all the management tools that have been taught to and used by the country's Fire Officers; Leadership Skills & Practices, ICS, NIMS, ESF Systems, State Sponsored Mutual Aid Agreements (includes all public safety entities) and a host of other frameworks including templates, descriptions of functions for IC teams, checklists and admonitions by leaders to continually improve skills including classroom oriented simulated problems that mirror probable events.

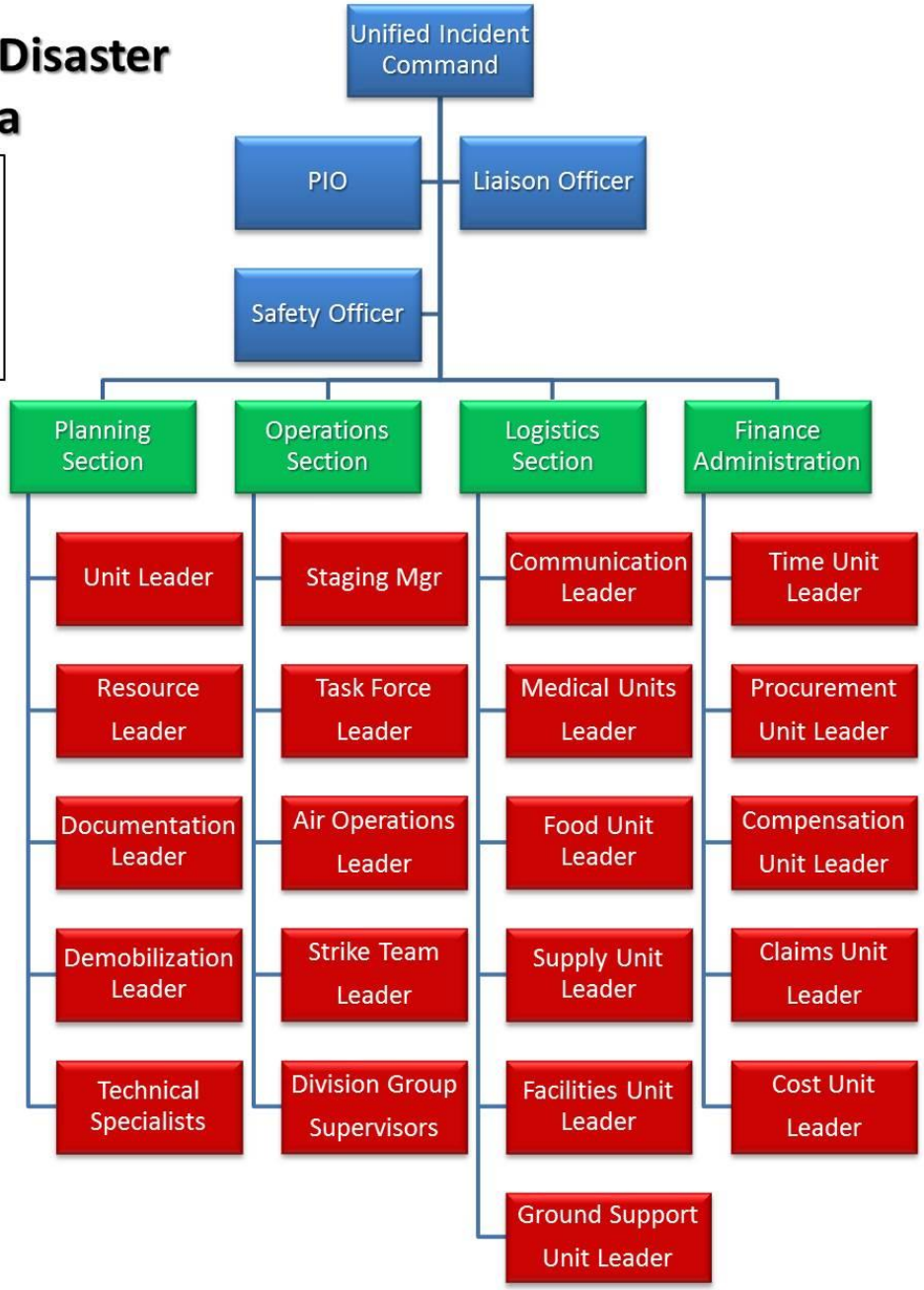
Disaster & Incident Response Framework Template
Federal/State Declared Disaster with Mutual Aid

The purpose of this chart is to identify those functions necessary to respond to a federal/state declared disaster. LEOPs filed by Georgia counties come into play, as do full coordination responsibilities of EMA Directors. Emergency Support Functions are activated. After-action meetings and reporting is accomplished.



Presidential Declared Disaster
State of Georgia

Prototype Chart
Amend this chart based upon master plan developed by Unified Incident Command Team



Hazard Profiles

Civil Disturbance
A public crisis may occur with or without warning resulting in adverse impacts on the population. Civil disturbances may require law enforcement agencies to maintain intelligence on areas prone to uprisings in order to mitigate the hazard. Crowd control, riot, gang, and security training may be considered preparedness. Traffic control, security, and emergency medical assistance may be necessary to respond. Recovery includes the process of returning to normal, while continuing operations necessary to protect people and property.

Dam Failure
The potential failure of a dam may result in people living downstream and being in imminent danger of flooding. Weathering, mechanical changes, and chemical agents can impact a dam. Reservoir sedimentation can significantly reduce flood control capability. Protective construction techniques of dams may assist in mitigating such a hazard. Planning and training to ensure adequate warning communication, identification of evacuation routes, and movement to high ground is considered preparedness. Coordinated reaction by community agencies to evacuate, shelter, and rescue injured persons is part of response and recovery. (Copies of Emergency Action Plans for Dam Development with notification procedures and inundation maps for High Hazards [Category l] should be maintained by the EMA. A list of Category I Dams may be obtained from the Georgia Department of Natural Resources-Safe Dams Program.)

Drought
A drought is a prolonged period without rain, particularly during the planting and growing season in agricultural areas. It can range from two weeks to six months or more and affects water availability and quality. In Georgia, droughts affect municipal and industrial water supplies, stream-water quality, recreation at reservoirs, hydropower generation, navigation, agricultural and forest resources.
Farmland irrigation is a means of mitigation and preparedness' Additional sources of water may be identified to assist with individual and family consumption during the time of response and recovery.

Earthquake

A sudden, violent shaking or movement of the earth's surface caused by the abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface is considered an earthquake. Shaking and vibration of the ground are the most far reaching effects and cause the most damage to people, buildings, and other structures, In Georgia, shaking is the most common phenomenon. Surface faulting, ground failures, landslides, and tectonic uplifts are other causes of earthquake damage. Consequences of an earthquake may include fire, hazardous materials release, and/ or dam failure. Mitigation and preparedness may encompass a vulnerability assessment to determine potential damage to critical facilities, loss of utilities, and medical needs. During response and recovery, urban search and rescue, debris removal, restoration of utilities and lifeline repairs, condemnation, and demolition of buildings must take place before community rebuilding.

Fire

A fire that burns in a community is primarily considered urban in nature. This hazard will affect people living in the structure or nearby in the neighborhood. Mitigation of urban fires may include enforcement of building codes, such as fire resistant materials for construction or renovation, smoke detectors, {fire walls in multi-unit dwellings, and sprinkler systems. Response is the responsibility of the fire services and assistance to victims by community organizations. The period of recovery may vary in scope depending on the devastation of the fire. Wildfires impact timber and forest land. These fires are generally the result of dry conditions combined with lightning or carelessness and spread unconstrained through the environment. Public awareness helps to mitigate such fires. Preparedness may include banning outdoor burning during the dry season. Local fire departments may be required to respond along with forestry services. Recovery may include debris removal and replanting of trees.

Flood

Overflow of rivers and streams due to severe storms or torrential rains may result as a secondary effect to a tropical storm or hurricane. Different variables impact flooding: topography, ground saturation, previous rainfall, soil types, drainage, basin size, drainage patterns of streams, and vegetative cover. Georgia’s red clay contributes to the problem in the Piedmont area of the state. Flooding may occur slowly or become a flash flood, such as in the case of a dam failure. Mitigation of this hazard includes mapping floodplain

areas. Preparedness is the process of identifying warning systems, evacuation routes, and shelters outside the floodplain. Response and recovery may encompass evacuation, search and rescue, sheltering, food, clothing, health and medical services, damage assessment, debris removal, dam repair, and temporary housing.

Hazardous Materials

A major source of hazardous material accidents are spills along roadways, railways, pipelines, rivers, and port areas. Hazardous materials are substances which are harmful to the health and safety of people and property. Jurisdictions with facilities that produce, process or store hazardous materials are at risk, as are facilities that treat, store or dispose of hazardous wastes. Mitigation of this hazard may be accomplished by adherence to federal, state, and manufacture safety standards. Proper packaging, storage, and handling will assist in elimination of hazardous materials incidents. Preparation of specialized equipment and training of personnel may be considered preparedness. Response may include a coordinated reaction to fires, injuries, environmental impacts, nuclear, biological, and chemical incidents. The rescue of injured or endangered persons, prevention of container failure, neutralization of the hazard, extinguishing an ignited material, and protection of exposure are considered responses. Salvage of materials, debris removal, and returning evacuees are part of recovery.

Heat

High temperatures sustained over an extended period of time may cause heat-related injuries or deaths, especially to infants and young children, elderly persons with disabilities, and migrant and/or seasonal farm workers. Mitigation may include initiating community awareness and public education, working with the media to develop warning systems and requesting that utility companies reduce shut off during a severe heat wave to prevent injury, illness or death.

Preparedness involves identification of resources, such as fans, water, and ice. Response and recovery includes the protection or people from a severe heat index through the distribution of resources and care of individuals.

Hurricane

A tropical cyclone above 74 miles per hour is considered a hurricane and poses threats such as storm surge, high winds, and rainfall. A cyclone that develops over tropical waters, generally far removed from land areas and usually moves westward under the influence of easterly winds. Over the Atlantic, Caribbean, and Gulf of Mexico, a storm may move westward until it strikes, moving under the influence of westerly winds or middle latitude and recurring northeastward. Most storms in Georgia approach from the southeast or southwest. Secondary effects, such as tornadoes and flooding, can result from a hurricane and greatly impact inland communities. The period of vulnerability extends from June through November. Mitigation includes activities to lessen the damage from such storms, including identification of flood plains for preservation of lives and property. The development of a plan to evacuate and shelter people ahead of the storm is a component of preparedness. Response and recovery involves assisting with damage assessment, debris removal, securing the perimeter, search and rescue, and providing health-related services, along with re-entry into the community. (Refer to the Hurricane Plan for the State of Georgia prepared by the Georgia Emergency Management Agency.

Nuclear Power Plant Accident

The ingestion exposure pathway is within a 50-mile Emergency Planning Zone (EPZ) of the Nuclear Power Plant. The EPZ defines the area for which emergency plans are specifically needed to outline and describe actions necessary to protect the health and safety of the population, in case of a facility accident. Radioactive materials are produced in the operation of nuclear reactors. Transportation of radiological materials and substances is critical to ensure the safety and protection of the local population. In order to mitigate or eliminate the effects of such an accident, protective measures are necessary. Planning, training, and coordination of local, state, federal, and utility responsibilities are described in existing plans and SOPs. (These plans include the 10 EPZ as a part of the State Base Radiological Emergency Preparedness Plan (REP) and the 50-mile Ingestion pathway EPZ as well as; transportation of radioactive materials.) Response may include monitoring for contaminated water, food, livestock, and environmental monitoring and/or decontamination of people living in the area. Duration may range from hours to months. The recovery phase ensures that the environment and community are safe to resume normal living. In Georgia, three commercial nuclear power plants affect the state. Six Georgia counties contain a 10-mile EPZ which surrounds these plants.

Radiological Incidents

The ingestion exposure pathway is within a 50-mile Emergency Planning Zone (EPZ) of the Nuclear Power Plant. The EPZ defines the area for which emergency plans are specifically needed to outline and describe actions necessary to protect the health and safety of the population, in case of a facility accident. Radioactive materials are produced in the operation of nuclear reactors. Transportation of radiological materials and substances is critical to ensure the safety and protection of the local population. In order to mitigate or eliminate the effects of such an accident, protective measures are necessary. Planning, training, and coordination of local, state, federal, and utility responsibilities are described in existing plans and SOPs. (These plans include the 10-mile EPZ as a part of the State Base Radiological Emergency Preparedness Plan (REP) and the 50-mile Ingestion pathway EPZ as well as a transportation of radioactive materials.) Response may include monitoring for contaminated water, food, livestock, and environmental monitoring and/or decontamination of people living in the area. Duration may range from hours to months. The recovery phase ensures that the environment and community are safe to resume normal living. In Georgia, three commercial nuclear power plants affect the state. Six Georgia counties contain a 10-mile EPZ which surrounds these Plants.

Terrorism

Often, a terrorist attack is based on a political agenda or national cause. Terrorism is the use of violence to elicit fear and effect change. Terrorists take innocent civilians hostage at gun point, plot to assassinate prominent figures, detonate bombs or utilize chemical and/or biological agents in populated areas. Through intelligence, surveillance, and sharing of terrorist activities, law enforcement agencies can mitigate such plans. Specialized training in the areas of surveillance, disaster medicine, bomb disposal, decontamination, stress management, and grief assistance are included in preparedness. Response must be immediate, coordinated and comprehensive at all levels to include bomb and explosive ordinance disposal, intelligence, security, aviation, transit, traffic, emergency medical and mental health services. The process of recovery may take an extended period of time for the healing of people affected and the recovery of the community.

Tornado

Violent whirling wind accompanied by a funnel-shaped cloud is classified as a tornado. Severe weather conditions, such as a thunderstorm or hurricane, can produce a tornado. The extension may be up to 50 miles and move at speeds of 10 to 50 miles per hour. Through combined action of strong rotary winds and the impact of wind-born debris, destruction occurs. The official tornado season begins in March and continues through August, but may occur throughout the year. Weather band radios, tie-downs for mobile homes and warning systems are mitigating activities. Search and rescue damage assessment, and public information training are preparedness areas. Safe shelter-in-place is a key to response as well as assistance to persons injured, fires, and looting.

After the tornado strikes, search and rescue, sheltering, provision of food and clothing to victims, and damage assessment are essential. Recovery may require total support to clear debris, repair utilities, rebuild, and return to a life of normalcy.

Transportation Accident

A passenger accident involving an airplane, train, bus, or other vehicle is transportation-related. Mitigation is accomplished by proper maintenance of roads, railroad tracks, traffic control devices, training of operators, inspection of vehicles to eliminate safety deficiencies, and by careful routing on the safest highways. In such an accident, outlining responsibilities and developing operational plans are encompassed in preparedness. A coordinated approach is critical to response. The recovery phase includes debris removal, repairs to transportation facilities and vehicles, and determination of the cause of the accident to prevent reoccurrence. In the case of an airline accident on non-military property, the Aviation Disaster Family Assistance Act of 1996 places primarily responsibility for identification and recovery of fatalities with the National Transportation Safety Board and coordination for family assistance with the American Red Cross. A cargo accident involving chemicals or radiological materials may also be considered as transportation-related.

Tropical Storm
A well-organized counterclockwise circulation of clouds and winds below 74 miles per hour constitutes a tropical storm. Severe flooding often accompanies a tropical storm. Mitigation includes identification of critical facilities and mapping of floodplains to protect people and property. Identification of shelters and other critical facilities outside the floodplain in order to move people to protective areas is considered preparation. Response is the evacuation and protection of people and property from the path of a severe storm. Re-entry into the affected disaster area may include water testing, dam repair, housing relocation, and business reconstruction as a part of the recovery process.

Winter Storm
A freezing rain or ice storm occurs when the surface temperature falls below freezing. High winds accompanied by freezing rain are more likely to become an ice storm. Liquid that falls and freezes on impact results in a coat of ice glazed on exposed objects. An ice storm may range from a thin glaze to a heavy coating.

A heavy accumulation of ice, especially when accompanied by high winds, devastates trees and power lines. Sheets and highways become extremely hazardous to motorists and pedestrians, trees fall, and power outages occur. Mitigation of winter storm damage is best accomplished by using protective construction techniques, such as installation of power lines underground. Plans for large scale power outages, emergency transportation, and delivery of necessities for homebound persons are among preparations required for this hazard. Response and recovery includes deicing roads, clearing debris, repairing power lines, and transporting stranded victims out of harm's way. Usually, this hazard is short-term in nature.

Georgia Hazard Risk Assessment

GEMA-OHS completed the latest Hazard Risk Assessment in January 2012 in consultation with local and federal planning partners and subject matter experts in the fields of terrorism preparedness, meteorology, law enforcement, maritime operations and urban and wild land firefighting. The completion of risk assessment included typical planning considerations such as potential impacts to life, property and the environment, but also factored in potential impacts to Georgia's economy and the continuity of local and state government. Georgia's vastly contrasting climates from the saltwater marshes in the southeast to the mountains in the north and the proximity to other states considered as risk states, make it susceptible to a wide range of natural, manmade and technological hazards. This hazard risk assessment allows emergency managers to prioritize planning requirements in a verifiable order and apply human and financial resources appropriately during the preparedness phase of the emergency management process.

During the hazard risk assessment, potential hazards were rated on their;

- Frequency of Occurrence
- Required State Assistance to Local Government should they occur

Secondly, the hazards were assigned a numerical value based on the individual hazard;

- Potential Impact on Human Life
- Potential Impact on Private and Public Property
- Potential Impact on the Environment
- Potential Impact on Government Continuity
- Potential Impact on Georgia Economy

The potential hazards were grouped into categories of hazards that share like causes, affects and response requirements. The results of this assessment are explained further on the following pages.

Hazard Analysis

This portion of the Georgia Emergency Operations Plan [GEOP] provides further details and descriptions of the hazards identified above. This information should be used to prioritize planning and preparedness activities for all agencies listed in the plan. Georgia faces a number of natural hazards including floods, hurricanes, tornadoes, wild fires, winter storms, drought, and earthquakes. These natural disasters can impact areas ranging in size from a local neighborhood to the entire slate.

Tropical Systems

Tropical systems can impact the entire state of Georgia depending on a storm's track; and its forward motion. Even the weakest of systems can produce tornadoes and major flooding. Georgia is vulnerable to tropical systems coming from both the Gulf of Mexico and the Atlantic coast. Hurricanes bring the greatest threats to Georgia's six coastal counties and immediate adjacent seven inland risk counties. The threats from a major hurricane include storm surge, high winds, flooding, and tornadoes. Although coastal Georgia has not experienced a landfall from a major hurricane (category 3 or stronger) since 1900, many major tropical systems have impacted the state.

Tornadoes

Georgia usually ranks in the top 15 states in relation to the number of tornadoes reported each year. Between 1960 and 1994 Georgia reported 888 tornadoes, ranking the state 13th in the U.S. with an average of 20 per year. Although tornadoes have been reported in every month, most occur in the March to May timeframe. There are also a greater number of tornadoes reported in the fall from October to November caused by late tall cold fronts. Although Georgia rarely experiences the most devastating EF-4 and EF-5 tornadoes experienced in the Midwest, some have occurred in the past. On May 11th 2008, Georgia experienced twenty tornadoes in one day. These storms ranged from EF-2 to EF-4. Two months earlier, an EF2 Tornado struck downtown Atlanta, killed one resident and caused millions of dollars in damage. The disaster occurred while several large events were going on with thousands of people in attendance.

Floods

Georgia's greatest natural disaster in modern history occurred when freshwater flooding from Tropical Storm Alberto passed over the state in 1994. Some areas received more than 20 inches of rain from Alberto. An estimated 1700 roads and 600 bridges were forced out of service, and several towns were largely under water. Over 40,000 people were evacuated due to the rising waters, and about 12,000 homes and businesses were destroyed or severely damaged by the Hooding. Thirty people were killed— many of these vehicle-related. Approximately 11,500 Georgians applied to federal disaster assistance, as55 counties in Georgia were declared disaster areas. In the spring of 2009, Georgia experienced severe flooding over a ten day period that resulted in 46 counties being declared a Presidential Disaster. At the time of publishing of this document, the state is still recovering from devastating floods that impacted over 21 counties in North, Central and Western pans of the state, this event may conclude as the most costly natural disaster in stale history.

Wildfires

Wildfires in Georgia are impacted by long-term drought conditions. A wildfire threat can increase after a hard freeze, when tender vegetation dies and becomes additional fuel for fires. Wildfire risks also increase in the fall when the combination of low humidity, freezes, and freshly fallen leaves provide the greatest amount of fire material. Wildfires can become disastrous when they threaten and damage residential and business areas. In some, major evacuations may be required to protect citizens. Careless burning of debris such as leaves and household garbage, farm machine usage, and lightning strikes causes most wildfires in Georgia. In 2007, Georgia experienced its worst wildfire in recorded history. The Georgia Forestry Commission led the battle to control this massive wildfire. The Georgia Bay Complex burned 441,705 acres in Georgia and destroyed 9 homes. An additional 21,000 acres burned in the twenty one county Governor declared Emergency area. More than 3,300 people from 44 states worked to control the wildfires.

Winter Storms
Although w inter weather is a greater probability in North Georgia's higher elevations, snow and ice storms have threatened south and central Georgia. Ice storms pose some of the greatest risks of long-term damage to the state. A major ice storm, caused by a long period of freezing rain, can devastate the impacted areas with widespread power outages and fallen trees. As recently as March, 2009, Georgia experienced a significant winter storm event in which several counties across the north central portion of the state saw snowfall amounts in excess of five inches. This event caused many school districts to close, disrupted electrical power to thousands of residents and caused widespread areas of damage from fallen trees.

Droughts
Long-term lack of rainfall can cause major concerns for Georgia's agricultural industry and water supply. When dry conditions persist for more than 1 to 2 years, soil moisture levels decrease dramatically and impact agriculture, trees, and drinking water reservoirs. As previously discussed, long-term drought also increases the threat for wildfires in Georgia.

Earthquakes
Earthquakes in Georgia are rare, particularly when compared to the long history of damaging earthquakes associated with California's active San Andreas Fault zone. Georgia, like all the other states east of the Rocky Mountains, does not have active faults, and is not on a tectonic plate boundary. However, damaging earthquakes do occur in the interior of tectonic plates and these interpolate earthquakes can be an important consideration for emergency managers. Damages from the great eastern United States earthquakes are largely forgotten because the last great earthquake was over 100 years ago. Although large earthquakes are less frequent; some seismologists argue that earthquakes cause damage over much larger areas in the eastern United States than earthquakes of similar size in the western United States. Hence, in Georgia, as in most of the eastern United States, calculations of seismic hazard indicate that large distant earthquakes are likely to cause as much damage in Georgia as earthquakes of any size with epicenters within the slate. No area is immune from the earthquake threat, but northern Georgia has experienced the most earthquakes in recent history. Earthquakes large enough to cause damage could be felt in most if not all of Georgia's counties. If a damaging earthquake occurs, it will affect an area covering many surrounding counties.

Terrorism

The State of Georgia is not immune from acts of terrorism, whether by domestic, international or transnational terror groups. In 1997 Georgia earned the distinction of becoming the first U.S. State to experience a terrorist incident in which a secondary explosive device was employed against first responders. Within the state lie hundreds of facilities structures or businesses that could, at any given time, be considered as a high value targets for terrorist organizations.

Technological and Man-made Disasters and Events

In addition to natural hazards, Georgia has historically been faced with unique types of technological and Man-made disasters as well as significant events that have required a substantial local, state and federal planning and response effort. Between 1994 and 2008, Georgia hosted numerous events which are classified as National Special Security Events. These include a National Football League Championship (Super Bowl), Major League Baseball Championships {World Series), the 1996 Summer Olympics and the2004 G8 Summit. In 2002 local, state and federal agencies were integrated into response efforts after nearly three hundred sets of human remains were discovered in a private business in North Georgia that was charged with conducting cremations of the ruminants but failed to do so.

Evacuee Support

The State of Georgia has historically provided assistance and services to residents of neighboring states evacuating coastal areas for major hurricanes. In moderate size evacuations the majority of these citizens obtain shelter and feeding support from the private sector via hotels, motels and restaurants. In most events, these citizens will stay within Georgia for less than a week before returning home. In some instances, because of the catastrophic impact of the event or the volume of the evacuating population the private sector cannot support these individuals and local and state government must coordinate operations to provide basic support to a large numbers of citizens from other states. In 1999 an estimated1.7 million Residents of Florida and South Carolina evacuated to Georgia in addition to over 250,000 residents from Coastal Georgia, due to Hurricane Floyd. In 2005 an estimated 100,000 residents of Louisiana and Mississippi evacuated to Georgia. Approximately 10.000 of these citizens were transported by federal response agencies, hi addition to receiving thousands of evacuees from other states because of natural or man-made disasters, Georgia may receive citizens being evacuated from a foreign country for various reasons through repatriation.

Evacuee Support, Con't

In 2006 (Georgia was a host to several thousand Americans being evacuated from Lebanon when armed conflicts broke out between Lebanese and Israeli forces.

Impact Analysis

Not only must hazards be identified in Georgia, but their potential impact upon many elements must be examined to include: the health and safety of persons in the affected area at the time of the incident; the health and safety of personnel responding to the incident: continuity of governmental operations; effect on property, facilities, and infrastructure: the deliver) of essential services, affect upon the environment; economic and financial condition of the affected region; regulator) and contractual obligations of the state and the public's confidence in the state. The information for these potential impacts were drawn from several agencies that maintain records of natural and technological events that have created hazardous incidents in Georgia, and the record of those hazards (such as those contained in the Slate of Georgia Enhanced Hazard Mitigation Plan). Additionally, impact assessments were gathered from subject matter experts and reliable intelligence sources in those areas where the hazard has not yet occurred (such as terrorist attack) to include GEMA-OHS staff, academic institutions and state and federal agencies.

The potential impact factors, as mentioned above, were rated as High, Medium or Low, for each of the potential impacts. These impact factors are used to help influence the planning process and prioritization for GEMA-OHS.

Potential Impact

- Evacuation of Coastal Georgia and portions of bordering states into Georgia
- Evacuation of hospitals, nursing homes and other facilities with vulnerable populations
- Evacuation of animals
- Requirement to shelter thousands of coastal residents and animals in shelters inland
- Significant loss of life
- Damage or destruction of infrastructure (roads, bridges, energy systems)
- Personal property loss
- Destruction of irreplaceable historical structures and objects
- Mass care and feeding operations
- Requests for ground transportation assistance
- Temporary and interim housing
- Civil unrest increased security demands
- Increased demand on health care systems
- Increased demand on social services
- Overcrowding in schools

Example of
Mutual Aid Agreement
City to Agency

DEPARTMENT OF THE AIR FORCE
78th Air Base Wing (AFMC)
Robins Air Force Base Georgia

MEMORANDUM FOR OF CITY OF WARNER ROBINS FIRE DEPARTMENT

FROM: 778 CES/CEF
677 Warner Robins Parkway
Robins AFB GA 31098

SUBJECT: Agreement for Mutual Aid in Fire Protection and Hazardous Materials Incident Response (US)

This agreement, entered into this 1st day of March 2008, between the Secretary of the Air Force acting pursuant to the authority of 42 U.S.C. 1856a and City of Warner Robins Fire Department is securing to each the benefits of mutual aid in fire prevention, hazardous materials incident response and training sessions, in the protection of life and property from fire, hazardous materials incident and in firefighting. This agreement becomes effective upon signature by both parties, and supersedes all prior versions. Each party will review the agreement at least tri-annually, and either party may propose revisions when it deems appropriate. This agreement will remain in effect until superseded by a new agreement approved by both parties or the agreement is otherwise terminated. It is agreed that:

a. On request to a representative of the Robins Air Force Base Fire Emergency Services Division by a representative of the City of Warner Robins Fire Department, firefighting equipment and personnel of the Robins Air Force Base Fire Emergency Services Division will be dispatched to any point within the area for which the City of Warner Robins Fire Department normally provides fire protection or hazardous materials incident response as designated by the representatives of the City of Warner Robins Fire Department.

b. On request to a representative of the City of Warner Robins Fire Department by a representative of the Robins Air Force Base Fire Emergency Services Division, firefighting equipment or hazardous materials incident response and personnel of the City of Warner Robins Fire Department will be dispatched to any point within the firefighting or hazardous materials incident response jurisdiction of the Robins Air Force Base Fire Emergency Services Division as designated by the representative of the Robins Air Force Base Fire Emergency Services Division.

c. Air Force Fire Chiefs will be provided with an annual survey and copies of civilian Fire Department emergency response plans for high hazard areas where they may be requested to provide assistance to ensure a full understanding of potential hazards. Ref: Air Force Instruction 82-2001 The Fire Protection Operations and Fire Prevention Program, para 3.1.7.2. Off-base Surveys.

d. Any dispatch of equipment and personnel pursuant to this agreement is subject to the following conditions:

(1) Any request for aid hereunder shall include a statement of the amount and type of equipment and personnel requested and shall specify the location to which the equipment and personnel are to be dispatched, but the amount and type of equipment and the number of personnel to be furnished shall be determined by a representative of the responding organization.

(2) The responding organizations shall report to the officer in charge of the requesting organization at the location to which the equipment is dispatched and shall be subject to the orders of that official.

(3) When responding to off-base emergencies, including mutual aid emergencies, where local agencies routinely do not assign a safety officer, the Air Force senior fire official will dispatch an Air Force firefighter to act as the safety officer to observe Air Force firefighters, the Air Force Fire Department safety officer will mitigate the condition and inform the incident commander. The Air Force Fire Department safety officer is responsible for ensuring that Air Force Firefighters are withdrawn from unsafe fire ground operations or operations violating OSHA or JFPA 1500 safety standards. The Air Force Fire Department safety officer may act as the safety officer for the entire incident, if requested by the incident commander. Ref: Air Force Instruction 32-2001 The Fire Protection Operations and Fire Prevention Program, para 3.3.9. Safety During Off-Base Responses.

(4) A responding organization shall be released by the requesting organization when the services of the responding organization are no longer required or when the responding organization is needed within the area for which it normally provides fire protection.

(5) In the event of a crash of an aircraft owned or operated by the United States or military aircraft of any foreign nation within the area for which the City of Warner Robins Fire Department normally provides fire protection, the chief of the Robins Air Force Base Fire Emergency Serves Division or his or her representative may assume full command on arrival at the scene of the crash.

e. City of Warner Robins Fire Department may claim reimbursement for the direct expenses and losses that are additional firefighting or hazardous materials incident costs above the normal operating costs incurred while fighting a fire or hazardous materials incident response under this agreement as provided in 44 CFR Part 151, Reimbursement for Costs of Firefighting on Federal Property.

f. Both parties agree to implement the National Incident Management System during all emergency responses on and off the installation IAW NFPA 1500 and 1561. Ref: Air Force Instruction 32-2001 The Fire Protection Operations and Fire Prevention Program, para 3.1.7.1. Use of the Incident Management System.

g. Each party waives all claims against every other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this agreement. This provision does not waive any right of reimbursement pursuant to paragraph e above.

h. All equipment used by City of Warner Robins Fire Department in carrying out this……all personnel acting for City of Warner Robins Fire Department under this agreement will, at the time of such action, be an employee or volunteer member of City of Warner Robins Fire Department.

1. Each party will have the option to terminate the agreement upon 30 days of written notice to the other party.

Example of
Mutual Aid Agreement
City to County

STATE OF GEORGIA
COUNTY OF HOUSTON

AGREEMENT FOR MUTUAL AID IN FIRE AND POLICE PROTECTION

THIS AGREEMENT, entered into the 2nd day of December, 2003, between the City of Perry, Georgia, referred to hereinafter as "Perry" and the Houston County Board of Commissioners, referred to hereinafter as "Houston County", is for the purpose of securing to each the benefits of a mutual aid in fire protection and police protection of life and commercial or industrial property from fire and firefighting and from violations of the law and in police protection.

IT IS AGREED THAT

(1) Upon the request to the Mayor, City Manager or Police Chief of the City of Perry, by the Chairman or the sheriff of Houston County, for assistance in a local emergency, as defined in Official Code of Georgia Annotated § 36-69-2. In the prevention of detection of violations of any law, in the apprehension or arrest of any person who violates a criminal law of Georgia or in any criminal case, law enforcement equipment and personnel of the Perry Police Department will be dispatched to any point within the area for which the Houston County Sheriff's Department normally provides protection as designed by a representative of Houston County Sheriff's Department.

(2) Upon the request to the request to the Chairman or Sheriff of Houston County, by the Mayor, City Manager or Police Chief of the City of Perry, for assistance in a local emergency, as defined in Official Code of Georgia Annotated § 36-69-2, in the prevention or detection of violations of any law, in the apprehension or arrest of any person who violates a criminal law of Georgia or in any criminal case, law enforcement equipment and personnel of Houston County Sheriff's Department will be dispatched to any point within the area for which the Perry Police Department normally provides police protection as designated by a representative of the Perry Police Department.

(3) Upon request to the Mayor, City Manager or Fire Chief of the City of Perry, by the Chairman or the Fire Chief of Houston County, for assistance in a local emergency, as defined in Official Code of Georgia Annotated § 36-69-2, in preventing or suppressing a fire, or protecting life and property, firefighting equipment and personnel of the Perry Fire Department will be dispatched to any point within the area for which the Houston County Fire Department normally provides fire protection as designated by a representative of the Houston County Fire Department.

(4) Upon request to the Mayor, City Manager or Fire Chief of Houston County, by the Chairman or the Fire Chief of Houston City of Perry, for assistance in a local emergency, as defined in Official Code of Georgia Annotated § 36-69-2, in preventing or suppressing a fire, or protecting life and property, firefighting equipment and personnel of the Houston County Fire Department will be dispatched to any point within the area for which the City of Perry Fire Department normally provides fire protection as designated by a representative of the Perry Fire Department Fire Department.

(5) Any dispatch of equipment and personnel pursuant to this agreement is subject to the following conditions:

(a) Any request for aid hereunder shall include a statement of the amount of the amount and type of equipment and number of personnel requested and it shall specify the location to which the equipment and personnel are to be dispatched, but the amount and type of equipment and number of personnel to be furnished shall be determined by a representative of the responding organization.

(b) The responding organization shall report to the officer in charge of the requesting organization that the location to which the equipment is dispatched and shall be subject to the orders of that official.

(c) The responding organization shall be released by the responding organization when the services of the responding organization are no longer required or when the responding organization is needed within the area for which it normally provides fire or police protection.

(d) Neither party herein shall place their equipment or personnel in jeopardy, but shall only send the equipment or personnel which the responding organization considers expendable and necessary.

(6) Each party waives all claims against every other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this agreement.

(7) No party shall be reimbursed by any party for any cost incurred pursuant to this agreement.

(8) All equipment used by responding organization in carrying out this agreement, will, at the time of action hereunder, be owned by it; and all personnel acting for the responding organization, under this agreement, will, at the time of such action, be an employee or volunteer member of the responding organization.

(9) This agreement shall be effective for a period of ten (10) years from date with the right of either party to terminate the agreement by thirty (30) days written notice to the other party.

(10) Nothing contained herein to the contrary withstanding, the parties shall at all times comply with the provisions of Chapter 69 of Title 36 of the Official Code of Georgia Annotated in carrying out the terms of this agreement.

(11) This Agreement shall not be construed as creating a duty on the part of either party to respond to a request from the other party as authorized by this agreement or by Section 3 of Chapter 69 of Title 36 of the Official Code of Georgia Annotated.

(12) This agreement shall not be construed as creating a duty on the part of either party to stay at the scene of assistance for any length of time when such party is rendering assistance extraterritorially.

(13) This agreement shall not be construed as limiting the right of a party rendering assistance extraterritorially to depart the scene of assistance at any time at the discretion of the officer in command of such scene.

Example of
Mutual Aid Agreement
Automatic

Agreement of Mutual Aid and Automatic Response

This Agreement is made and entered into this _____ day of _____, 20___, by and between Forsyth County, Georgia, a political subdivision of the State of Georgia, acting by and through its duly elected Board of Commissioners, and _____, Georgia, organized and existing under the laws of the State of Georgia, acting by and through its duly elected governing body.

WITNESSETH

WHEREAS, Forsyth County, Georgia and _____ are contiguous; and

WHEREAS, Forsyth County, Georgia and _____ each maintain and staff a fire department for the purpose of fire suppression, protection, prevention, emergency medical, and other emergency services; and

WHEREAS, Forsyth County, Georgia and _____ have determined that it is to mutual advantage and benefit of each of the parties hereto that they render supplemental fire suppression, protection, prevention, and emergency medical services to the other party in the event of fire or other local emergency, and take part in joint training exercises; and

WHEREAS, it is the desire of the signatories hereto to enter into this Agreement for mutual and first response pursuant to the 1983 Constitution of the State of Georgia, Article IX, Section II, Paragraph 3.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the parties hereunto agree as follows:

ARTICLE – RESPONSE DISTRICT

1.0 The parties hereby establish a mutually beneficial response district within and up to certain feasible boundary limits as designated and agreed upon in Addendum "A", attached hereto and incorporated herein by reference, by Forsyth County, Georgia's Fire Chief and _____ Fire Chief, and hereinafter referred to as the "response district."

1.1 In the event any fire, rescue, disturbance, or other fire related local emergency occurs in the response district, Forsyth County, Georgia and _____ shall furnish such fire suppression, prevention, protection, and rescue services as may be reasonably required to cope with such emergency, 24 hours a day, 365 days a year, subject to the limitations hereinafter set forth in this Agreement.

ARTICLE – AUTOMATIC AND MUTUAL AID

2.0 The level of first response automatic aid and secondary mutual aid provided in the response district shall be as agreed upon by Forsyth County, Georgia's Fire Chief and _____ Fire Chief as described in Addendum "B", attached hereto and by this reference incorporated herein. The party furnishing aid to the other party (the "Furnishing Party") shall determine the actual amount of equipment and staff it will extend in each instance of emergency based on its available personnel and equipment and on local conditions at the time of the emergency.

2.1 It is expressly understood that the aid actually furnished may be recalled at the sole discretion of the Fire Chief of the Furnishing Party if circumstance warrant.

2.2 It is further agreed that the parties will participate in joint training exercises in order to insure basic standardization of operations and philosophy to the extent necessary as determined and agreed upon by the Fire Chiefs for the parties.

ARTICLE III – SUPERVISION

3.0 The Furnishing Party shall not furnish a Battalion Chief or Assistant Chief unless the jurisdiction receiving the aid (the "Receiving Party") does not have a Battalion Chief or Assistant Chief available and a specific request for a Battalion Chief or Assistant Chief is made by the Receiving Party at the time that the request for aid is made.

3.1 If a Battalion Chief or Assistant Chief is requested, then that officer is expected to coordinate and give the general directions as to the work to be done at the scene of the event for which aid is being provided. This officer is expected to be in command until properly relieved by the Receiving Party.

3.2 Personnel who are furnished will work as far as possible under their own supervisors and with their own equipment except as provided in Paragraph 3.1.

3.3 All general direction relative to the work will be given by the appropriate officers of the jurisdiction receiving the aid except as provided in Paragraph 3.1.

ARTICLE IV – LIABILITY

4.0 There shall be no liability imposed on either party or its personnel for failure to respond to a request for aid or, in the event of a response, for the level of aid provided in response to any request for aid.

4.1 Every employee shall be deemed to be the employee and agent of his/her regular employer, and under no circumstance shall any employee be deemed to be an employee or agent of any entity other than his/her regular employer.

4.2 All repairs of damages to any equipment or apparatus shall be the responsibility of the party that owns said equipment or apparatus.

ARTICLE V – COMPENSATION

5.0 No party under this Agreement will be required to pay any compensation to the other party under this Agreement for services rendered pursuant to this Agreement.

5.1 The mutual advantage and protection afforded by this Agreement to each party is considered adequate compensation to both parties.

5.2 Each party to this Agreement shall comply with workers compensation laws of the State of Georgia without any cost to the other party.

5.3 Each party shall pay its own personnel without cost to the other party.

ARTICLE VI – RELEASE OF CLAIMS

6.0 Each of the parties agrees to release the other party from any and all liabilities, claims, judgments, costs, or demands for damage to that party's property whether directly existing or indirectly arising out of the use of any vehicle, equipment, or apparatus being used by the other party during the provisions of services pursuant to this Agreement.

ARTICLE VII – INJURIES TO PERSONNEL

7.0 Any damage or other compensation which is required to be paid to any employee of either party by reason of their injury occurring while their services are being utilized pursuant to this Agreement shall be the sole liability and responsibility of the party regularly employing that employee.

ARTICLE VII – THIRD PARTIES

8.0 This Agreement shall not be construed as, or deemed to be, an Agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action hereunder for any cause whatsoever.

ARTICLE IX – TERM OF AGREEMENT

9.0 This Agreement shall commence on the date of its execution and shall terminate on December 31 of the year of execution and on December 31 of each year of renewal thereafter. This Agreement shall automatically be renewed by the parties on January 1st of the year following execution, and each year thereafter on January 1st, unless and until such time as either party provides the other party a written notice of termination at least ninety (90) days prior to the expiration of the then current term of this Agreement on December 31st of the then current year.

9.1 Nothing in this Article shall preclude termination pursuant to Article XIV

ARTICLE X – FIRE SCENE COMMUNICATIONS

10.0 The officer in charge of the Receiving Party shall provide specific instructions verbally and in person to the officer in charge of the Furnishing Party arriving on the emergency scene unless and until a more sophisticated fire scene communications system can be provided.

10.1 Whenever possible, the officer in charge of the Receiving Party should provide the officer in charge of the Furnishing Party with a portable radio for use during the emergency.

10.2 Upon arriving on the scene of an emergency at which aid will be provided pursuant to this Agreement, the officer in charge of the Furnishing Party shall keep his department informed of his status. If it appears that the Furnishing Party's equipment will be needed on the scene for an extended period of time, the officer in charge of the Furnishing Party should so advise his dispatcher. This will allow the Furnishing Party to better prepare for covering its own territory while furnishing aid to the Receiving Party.

ARTICLE XI – MOVE UP OF EQUIPMENT

11.0 Each party agrees and acknowledges that it will be the responsibility of each party to provide the backup coverage necessary for its own respective department.

ARTICLE XII – ADMINISTRATION

12.0 It is agreed by each of the parties that for the purpose of liaison and administration, Forsyth County's Fire Chief and _____ Fire chief shall be jointly responsible.

ARTICLE XIII – ENTIRE AGREEMENT

13.0 This Agreement shall constitute the entire Agreement between the parties and no modification shall be binding upon the parties unless evidenced by a subsequent written agreement signed by Forsyth County, acting through its Board of Commissioners and _____, acting by and through its governing body.

13.1 This Agreement shall be the sole instrument for the provision of emergency services between the parties hereto.

ARTICLE XIV – TERMINATION

14.0 Either party to this Agreement may terminate the Agreement by giving not less than ninety (90) days prior written notice to the other party and upon the running of ninety (90) days from such written notice, this Agreement shall be terminated.

ARTICLE XV – SEVERABILITY OF TERMS

15.0 In the event any part or provision of this Agreement is held to be invalid, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect.

ARTICLE XVI – GOVERNING LAW

16.0 This Agreement shall be governed in all respects as to its validity, construction, capacity, or otherwise by the laws of the State of Georgia, including but not limited to the Georgia Mutual Aid Act.

ARTICLE XVII – ASSIGNMENT

17.0 Neither party shall, without written consent of the other party, assign or transfer this Agreement or any rights or obligations hereunder.

ARTICLE XVIII – COUNTERPARTS

18.0 This Agreement may be executed in one or more counterparts, each of which shall constitute an original. It shall not be necessary that each signatory sign the same counterpart as long as each has signed an identical counterpart.

ARTICLE XIX – AUTHORITY TO ENTER AGREEMENT

19.0 Each of the individuals who executes this Agreement agrees and represents that he/she is authorized to execute this Agreement on behalf of the respective government and further agrees and represents that this Agreement has been duly passed upon by his/her respective government and spread upon the Minutes. Accordingly, each party waives and releases any right to contest the enforceability of this Agreement based upon the execution and/or approval thereof.

IN WITNESS WHEREOF, the parties hereof and hereto set their hands and seals.

FORSYTH COUNTY, GEORGIA	_____, GEORGIA
_____	_____
Chairman	Chairman/Mayor
_____	_____
County Manager, Forsyth County	Manager_____
_____	_____
Fire Chief, Forsyth County	Fire Chief _____

Georgia Statewide
Mutual Aid Agreement

GEORGIA EMERGENCY MANAGEMENT AGENCY-HOMELAND SECURITY STATEWIDE MUTUAL AID AND ASSISTANCE AGREEMENT

The State of Georgia is vulnerable to a wide range of natural or man-made disaster/emergencies. The Georgia Emergency Management Act, as amended (The Act) gives the local governments of the State the authority to make agreements for mutual aid assistance in emergencies, and through such agreements to ensure the timely reimbursement of costs incurred by the local governments which render such assistance. Under the Act the Agency has authority to coordinate assistance between local governments during emergencies and to provide available resources where needed.

This mutual aid agreement is entered pursuant to authorities contained in Articles I through III, Chapter 3, Title 38, Official Code of Georgia Annotated, including O.C.G.A. § 38-3-29, specifically.

ARTICLE I
STATEMENT OF AGREEMENT, DEFINITIONS AND AUTHORITIES

This Agreement is made and entered into between the participating political subdivisions, which approve and execute this agreement, hereinafter called "Participating Parties" and the Georgia Emergency Management Agency-Homeland Security (GEMA-Homeland Security). For purposes of this agreement, the following terms and expressions shall apply:

(1) "Agreement" means this agreement, sometimes called the "Statewide Mutual Aid Agreement" (SWMAA).
(2) "Assistance" includes personnel, equipment, facilities, services, supplies and other resources furnished to a Requesting Party pursuant to this agreement during an emergency or disaster.
(3) "Assisting Party" means a Participating Party that provides assistance pursuant to this agreement during a disaster or emergency.
(4) "Authorized Representative" means a Participating Party's elected or appointed official or employee who has been authorized in writing by that party to request, to offer, or otherwise to provide assistance or an employee of GEMA-Homeland Security designated by its Director under the terms of this agreement.
(5) "Participating Parties" means the several counties and municipalities of the State of Georgia or combinations thereof that have become parties to this agreement by their approval and execution of this agreement.
(6) "Requesting Party" means a Participating Party that requests assistance pursuant to this agreement during a disaster or emergency.

Any term or expression not defined in this agreement shall have the meaning specified in the Georgia Emergency Management Act, (the Act) as amended and rules promulgated thereunder, unless used in a context that clearly suggests a different meaning.

ARTICLE II
GENERAL PURPOSE

The purpose of this agreement is to provide for mutual assistance between the Participating Parties in managing any emergency or disaster that is duly declared by the governing authority of any political subdivision that is a Participating Party, whether arising from natural disaster, technological hazard, human caused disaster, civil emergency aspects of resource shortages, community disorders, insurgency, enemy attack, acts of terrorism, other significant events or a national security activity.

ARTICLE III
ACKNOWLEDGEMENT OF PRINCIPLES

The prompt, full and effective utilization of resources of the Participating Parties, including any resources on hand or available from the State or Federal Government or any other source, that are essential to the safety, care and welfare of the people in the event of any locally declared emergency or emergency declared by the Governor shall be the underlying principle on which all articles of this agreement shall be understood.

In the event a conflict between any provision of this agreement and any existing intrastate mutual aid agreement affecting a Participating Party, the provisions of this agreement shall be controlling.

On behalf of the governing authority of each political subdivision of this State participating in the agreement, the Director of emergency management of such political subdivision will be responsible for formulation of the appropriate mutual aid plans and procedures necessary to implement this agreement.

ARTICLE IV
PARTICIPATING PARTY RESPONSIBILITIES

(a) It shall be the responsibility of each Participating Party to formulate procedures and programs for intergovernmental cooperation in the performance of the responsibilities listed in this article. In formulating such plans, and in carrying them out, each Participating Party, insofar as practical, shall:
(1) Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material.
(2) Inventory and set procedures for the loan and delivery of human and material resources, together with procedures for reimbursement.

(b) Whenever a Participating Party declares a local emergency and such disaster or emergency is too great to be dealt with unassisted, for which a state of emergency has been declared, the authorized representative of the Requesting Party for such
Participating Party or his/her authorized representative may request assistance from another Participating Party by contacting the Director of the GEMA-Homeland Security. The provisions of this agreement shall only apply to requests for assistance made by and

to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

(1) A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, damage assessment, volunteer and donated goods and search and rescue.
(2) The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed.
(3) The specific place and time for staging of the assisting party's response and a point of contact at that location.
The Assisting Party will (a) maintain daily personnel time records, material records and a log of equipment hours (or miles, if appropriate) and (b) report work progress to the Requesting Party at mutually agreed upon intervals.

ARTICLE V
LIMITATIONS

Any Participating Party requested to render mutual aid shall take such action as is necessary to provide and make available the resources covered by this agreement in accordance with the terms hereof; provided that it is understood that the Participating Party rendering aid may withhold resources to the extent necessary to provide reasonable protection for such political subdivision.

Emergency forces will continue under the command and control of their supervisors, but the organizational units will come under the operational control of the emergency services authorities of the Requesting Party unless the Director of GEMA-Homeland Security or his/her authorized representative approves an alternative. These conditions may be activated, as needed, in any disaster or emergency for which a state of emergency has been declared and shall continue so long as the state of emergency or disaster remains in effect or loaned resources remain in the Requesting Party's jurisdiction(s), whichever is longer.

ARTICLE VI
LIABILITY AND IMMUNITY

(a) In accordance with O.C.G.A. § 38-3-35(a), no political subdivision of the state, nor the agents or representatives of the state or any political subdivision thereof, shall be liable for personal injury or property damage sustained by any person appointed or acting as a volunteer emergency management worker or member of any agency engaged in emergency management activity. The foregoing shall not affect the right of any person to receive benefits or compensation to which he might otherwise be entitled under Chapter 9 of Title 34, Code Section 38-3-30, any pension law, or any act of Congress.

(b) In accordance with O.C.G.A. § 38-3-35(b), no political subdivision of the state nor, except in cases of willful misconduct, gross negligence, or bad faith, the employees, agents, or representatives of the state or any political subdivision thereof, nor any volunteer or auxiliary emergency management worker or member of any agency engaged in any emergency management activity complying with or reasonably attempting to comply with Articles 1 through 3, Chapter 3, Title 38, Official Code of Georgia Annotated; or any order, rule, or regulation promulgated pursuant to Articles 1 through 3 of title, or pursuant to any ordinance relating to precautionary measures enacted by any political provisions of Articles 1 through 3 of said chapter and title, or pursuant to any ordinance relating to precautionary measures enacted by any political subdivision of the state shall be liable for the death of or the injury to person or for damage to property as a result of any such activity.

(c) It is the express intent of the parties that the immunities specified above shall be construed in accordance with O.C.G.A. § 38-3-35 and shall apply in addition to any other immunities provided by statutory or case law.

ARTICLE VII
RIGHTS AND PRIVILEGES

In accordance with O.C.G.A. § 38-3-30(a), whenever the employees of any Assisting Party or political subdivision are rendering outside aid pursuant to this agreement and the authority contained in Code Section 38-3-27, the employees shall have the same powers, duties, rights, privileges and immunities as if they were performing their duties in the political subdivisions in which they are normally employed.

ARTICLE VIII
REIMBURSEMENT

In accordance with O.C.G.A. § 38-3-30(b), the Requesting Party shall be liable for any loss of or damage to equipment used or placed within the jurisdiction of the Requesting Party and shall pay any expense incurred in the operation and maintenance thereof. No claim for the loss, damage or expense shall be allowed unless, within 60 days after the same is sustained or incurred, an itemized notice of the claim under oath is served by mail or otherwise upon the chief fiscal officer of the Requesting Party. The Requesting Party shall also pay and reimburse the Assisting Party for the compensation paid to employees furnished by the Assisting Party during the time of the rendition of the aid and shall defray the actual traveling and maintenance expenses of such employees while they are rendering the aid. The reimbursement shall include any amounts paid or due for compensation due to personal injury or death while the employees are engaged in rendering the aid. The term "employee," as used herein, shall mean, and this provision shall apply with equal effect to, paid, volunteer and auxiliary employees and emergency management workers. Expenses that are to be reimbursed by the Requesting Party shall include the following:

(1) Labor costs, which shall include all usual wages, salaries, compensation for hours worked, mobilization and demobilization, the Assisting Party's portion of payroll taxes (as employer), insurance, accrued paid leave and other fringe benefits, but not those

amounts paid or due as a benefit to the Assisting Parties personnel under the terms of the Georgia Workers Compensation Act.
(2) Equipment costs, which shall include the fair rental value, the cost of fuel and other consumable supplies, service and repairs. If the equipment is damaged while in use under this agreement and the Assisting Party receives payment for such damage under any contract for insurance, the Requesting Party may deduct such payment from any item or items invoiced.
(3) Material costs, which shall include the total reasonable cost for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the benefit of the Requesting Party.
(4) Meals, lodging and other related expenses, which shall include charges for meals, lodging and other expenses relating to the provision of assistance pursuant to this agreement shall be the actual and reasonable costs incurred by the Assisting Party.

The Assisting Party shall maintain records and submit invoices within 60 days for reimbursement as specified hereinabove and the Requesting Party shall pay the invoice no later than 30 days following the invoice date.

ARTICLE IX
IMPLEMENTATION

(a) This agreement shall become operative immediately upon its approval and execution by the GEMA-Homeland Security and any two political subdivisions of this State; thereafter, this agreement shall become effective as to any other political subdivision of this State upon its approval and execution by such political subdivision.

(b) Any Participating Party may withdraw from this agreement by mailing notice of withdrawal, approved by the governing authority of such political subdivision, but no such withdrawal shall take effect until 30 days after the governing authority of the withdrawing political subdivision has given notice in writing of such withdrawal to the governing authorities of all other Participating Parties. Such action shall not relieve the withdrawing political subdivision from obligations assumed hereunder prior to the effective date of withdrawal.
(c) Copies of this agreement shall, at the time of their approval, be deposited with each of the Participating Parties and with the GEMA-Homeland Security.

ARTICLE X
GEORGIA EMERGENCY MANAGEMENT AGENCY-HOMELAND SECURITY

GEMA-Homeland Security shall act as the coordinating entity under this agreement. Nothing herein shall limit any authority of the Governor or the Director of the GEMA-Homeland Security under articles, I, II, or III of Chapter 3, Title 38, Official Code of Georgia Annotated. In the event the Governor should declare a State of Emergency, any and all provisions of this agreement which may conflict with actions taken pursuant to such declaration shall be superseded by any such act or actions.

ARTICLE XI
TERM OF AGREEMENT

This agreement shall expire on March 1, 2016. Agreement of the Participating Parties to extend the term of this agreement at any time during the last year of its original term or the last year of any subsequent four-year term shall extend the term of this agreement for four years. Each four-year extension shall constitute a separate agreement.

ARTICLE XII
VALIDITY

This agreement shall be construed to effectuate the purposes stated in Articles II and III hereof. If any provision of this agreement is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this agreement and the applicability thereof to other persons and circumstances shall not be affected thereby.

Agreed:

_____

County/Municipality Authorized Representative

_____

Date

_____

Director of GEMA-Homeland Security or
Authorized Representative

_____

Date

Local Disaster
Planning Template

(Template-Modify as Necessary)
Local F.D. or County F.D. Disaster Operations Plan
FOR UNDECLARED OR DECLARED
FD Name: _____

It is the intent of this plan to provide operational response guidelines for the department in the event of a natural or man-made disaster that overwhelms the department's day to day resources. This plan shall serve as a guide for administrators and supervisors. The plan is designed to work in conjunction with Automatic Aid Agreements and Mutual Aid plans already in place. This shall be a dynamic document that will require annual review and updating. The framework shall be scalable and adjustable as dictated by the size and complexity of the incident.

In order for this plan, or any other plan to be effective, the plan must be trained on regularly, exercised, reviewed, and updated as needed. All emergency incidents should be managed by utilizing the Incident Command System.

In times of disaster, cooperation and coordination with all local agencies is critical. Disasters may or may not be declared, require outside agency assistance, or state and federal support. Whenever possible, events should be handled at the lowest jurisdiction possible. However, additional resources shall be requested as needed.

1. Purpose

- The purpose of this plan is to provide operational guidelines to assist Fire Department administrators and officers with preparing, mitigating, responding and recovering from a natural or man-made disaster.

2. Scope

- This document is to be utilized in the event that an incident exceeds the capabilities of the day to day staffing and automatic aid utilized by the Fire Department.
- The plan is to be activated by the Fire Chief or designated personnel in the absence of the Chief.
- Activation of the plan should be requested by the on-duty Battalion Chief. In the event that a Captain is acting Battalion Chief for the shift, a Chief Officer shall be notified as soon as possible to request activation of the plan.
- All off-duty Chief Officers shall be notified immediately, briefed on the incident, and report to their designated positions.

3. Procedures

l. Size up the incident [reports from the field]
2. NOTIFY FIRE CHIEF
3. Establish ICS.
4. Ensure Personnel Accountability.
5. Activate Disaster Response Plan.
6. Notify off-duty Chief Officers.
7. Fire Chief or designee is to report to EOC if it is activated and serve as Department Incident Commander.
8. Fire Department Liaison is to report to 9l l Center.
9. Designated Chief Officer shall assume Fire Department Operations Section Chief at Headquarters.
10. Fire Department Operations Section Chief shall call in off-duty personnel and request additional resources as needed.
11. Preliminary Damage Assessment shall be performed and reported to the Fire Chief.

Position Responsibilities

Fire Chief - The Fire Chief shall be responsible for reviewing and updating the plan as needed. In the event of a disaster, the Fire Chief or their designee should report to the EOC when activated, and serve as Incident Commander for the Fire Department and shall be responsible for activating the Disaster Response Plan. The IC will be responsible for overall Incident Management, formulating an Incident Action Plan, and appointing other Command and General Staff Positions as needed. When the Command & General Staff positions are not assigned by the IC, the IC will have responsibility for those roles.

Safety officer - The Safety Officer is responsible for formulating an incident safety plan, preparing the safety message & ICS 2l5, and for conducting the incident safety briefing. The Safety Officer will mitigate all known safety hazards and report to the IC and operations. The Safety Officer will ensure that injury reports are completed and investigate all injuries and accidents that occur as a result of the incident.

Fire Department Liaison - The Fire Chief will designate a Fire Department Liaison Officer to report to the 9l l Center. It shall be the Liaison Officer's responsibility to assist the 9l I dispatchers with triaging calls to be dispatched to fire department companies, assist with coordinating other agency requests to support response efforts, and update the Fire Chief and Operations Section Chief as needed.

Public Information Officer - It will be the duty of the PIO to communicate with the media, stakeholders, and other interested parties, any information concerning the incident. The PIO will establish media areas, give media briefings, and prepare press releases. The PIO will work with IC, plans, and Operations to see that accurate and relevant information is released concerning the incident in a timely manner.

Operations Section - It shall be the responsibility of the Fire Department Operations Section Chief to oversee the operations of the Bartow County Fire Department in the event of a disaster, to oversee response and recovery efforts, and to execute the IAP. The Operations Section Chief shall be staffed by a Chief Officer designated by the Fire Chief. The Operations Sec. Chief shall report to Fire Department Headquarters unless otherwise directed. The Fire Department Operations Sec. Chief shall be responsible for directing overall Operations in a disaster. They shall be responsible for calling in off-duty personnel, advising them of the situation, and giving them their initial assignments. They will also be responsible for requesting additional resources as needed.

Planning Section - The Planning Section Chief will be responsible for assisting with the formulation of the IAP, collecting and processing information regarding the incident, keeping records on the incident, determining the need for specialized resources and technical specialists, predicting incident outcomes, and briefing the IC, Ops, and PIO.

Logistics Section - The Logistics Section Chief will be responsible for keeping records & receipts concerning the incident, identifying and securing service and support requirements for the incident, providing communications, medical & transport plans, coordinating requests for additional resources, and planning for additional resources for upcoming operational periods if needed.

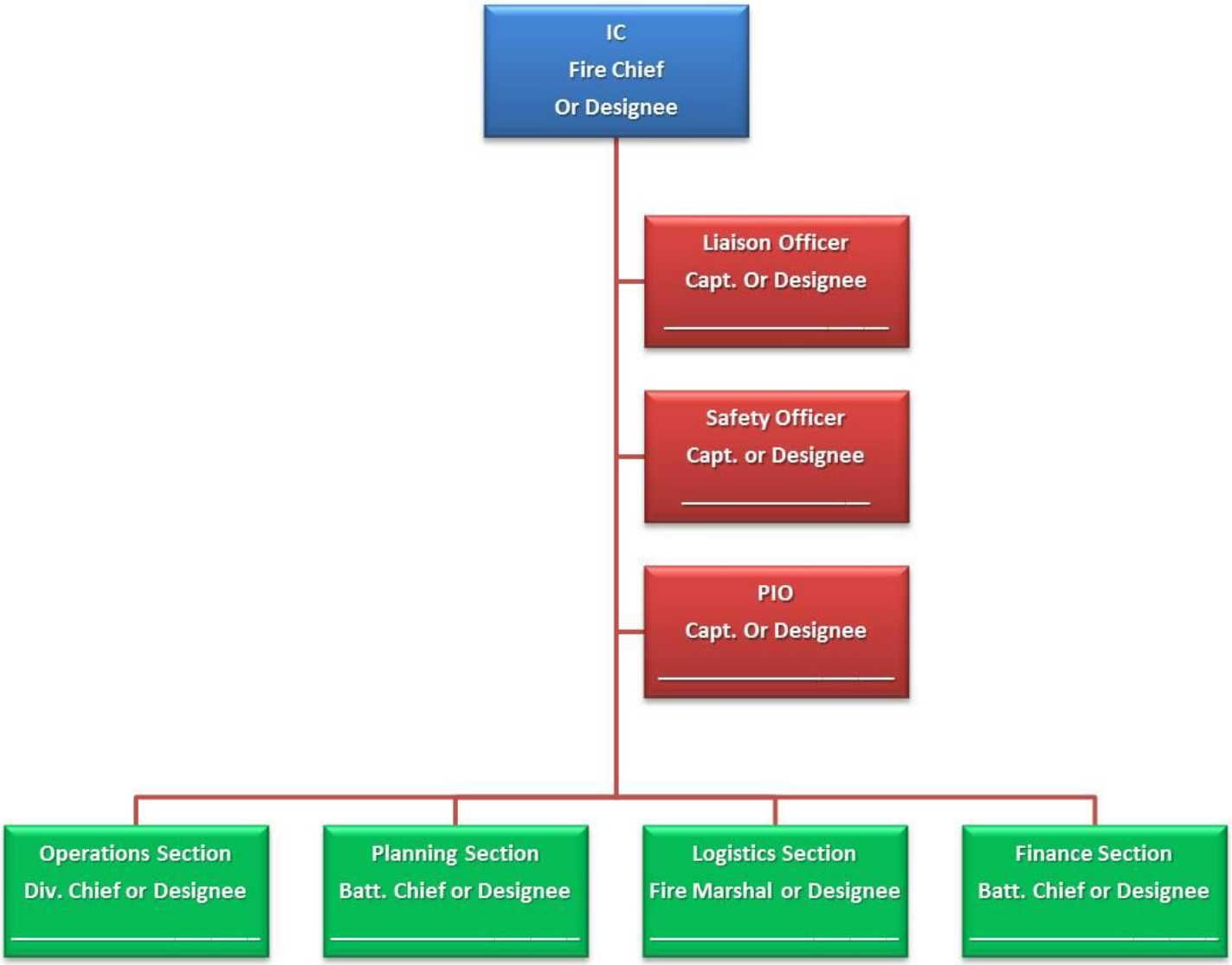
Finance Section - The Finance Section Chief shall attend planning meetings, provide input on financial matters concerning the incident, keep records & receipts, maintain time sheets for the incident, record all cost data for the incident, and prepare cost estimates and reports as needed.

Special Operations Division Chief - It is the responsibility of the Special Operations Division Chief to oversee all Special Operations teams (Haz-Mat, Technical Rescue, Wildland Fire Crew, etc.). The Special operations Chief shall designate which officer is to assume this responsibility in their absence. The Special Operations Chief may assume other roles as assigned by the Fire Chief.

Division Commanders - Chief Officers or Captains will be assigned to designated geographical response districts to oversee field operations and command units in their respective divisions. These divisions may be pre-designated or may be assigned as needed based on the incident. Division Commanders will report to the Department Operations Section Chief.

On-Duty Battalion Chief - The on-duty Battalion Chief (or acting Battalion Chief) will be responsible for notifying the Fire Chief or their designee. In the event that a Captain is acting Battalion Chief during a disaster, another Chief Officer shall be notified as soon as possible to request activation of the Disaster Response Plan. The on scene Battalion Chief shall size up the incident, implement the Incident Command System, insure accountability and safety of personnel, and request additional resources as needed.

Responders - The safety of all personnel shall be paramount. All responding personnel will adhere to the department Standard Operating Procedures; participate in the department's accountability system, and work within the established incident command system. All off duty personnel called in to duty shall report to their assigned stations unless informed otherwise. All off-duty personnel called in to duty shall be assigned to the incident whenever possible and on-duty companies should be relieved and made available to cover "normal" calls with the district when practical. All crews and personnel shall maintain an ICS 214 Unit Log and see that it is turned in to their supervisors at the end of their shifts.



This organizatinal structure is scable. Those positions and functions not filled will be handled by the Incident Commander. The IC may assign pre-designated personnel to other positions in the department as needed and fill their positions with other qualified personnel.

Emergency Support Functions
Contacts

1. Transportation

- _____ Transit #_____
- _____School System #_____

2. Communications

- _____County 911 #_____

3. Public Works

- _____Public Works #_____
- _____GA DOT #_____

4. Fire

- _____Fire Department #_____

5. Emergency Management

- _____County EMA #_____
- GEMA #1-800-879-4362

6. Mas Care Housing & Human Services

- Red Cross #_____

7. Public Health

- _____Health Department #_____
- _____Medical Center #_____
- _____EMS Captain #_____

8. Search & Rescue

- _____Fire Department #_____
- _____Div. Chief #_____
- _____GSAR TF_____ #_____

9. Hazardous Materials

- _____Fire Department #_____
- _____Regional Haz-Mat Team #_____
- _____GMAG #_____

10. Agriculture & Natural Resources

- _____Animal Control #_____
- _____Dept. of Agriculture #_____

11. Energy

- Georgia Power #_____
- _____Power Co. #_____
- _____Power Co. #_____
- _____Power Co. #_____

12. Public Safety & Security

- _____Sheriff s Dept. #_____
- _____Police Dept. #_____
- _____Police Dept. #_____

13. Public Information

- _____PIO Capt._____ #_____
- _____Fire Chief_____ #_____
- _____EMA Director_____ #_____

The Georgia Association of Fire Chiefs acknowledges the work of Dwayne Jamison and the Bartow County Fire Department for their contributions to the design of this template.

Glossary

Georgia Emergency Operations Plan

Glossary of Terms

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency or private organization that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Annexes: See Emergency Support Function Annexes, Incident Annexes, and Support Annexes.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged. An agency administrator/executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignment: A task given to a resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Business Executives for National Security (BENS): Business Executives for National Security, a nationwide, non-partisan public interest group, is the primary channel through which senior business executives help enhance the Georgia and the Nation's security. BENS members use their business experience to assist state emergency management officials in all phases of the emergency management process. Members of BENS established and operate the Business Operations Center within the SOC when it is activated.

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, national morale, and/or government functions.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Chief Elected Official: A mayor, city manager, or county manager.

Citizen Corps: A community-level program, administered by the Georgia Emergency Management Agency/Homeland Security, that brings

government and private-sector groups together and coordinates the emergency preparedness and response activities of community members. Through its network of community, State, and tribal councils, Citizen Corps increases community preparedness and response capabilities through public education, outreach, training, and volunteer service.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: An incident command component that consists of a Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander.

Common Operating Picture: A continuously updated overview of an incident compiled throughout an incident's life cycle from data shared between integrated systems for communication, information management, and intelligence and information sharing. The common operating picture allows incident managers at all levels to make effective, consistent, and timely decisions. The common operating picture also helps ensure consistency at all levels of incident management across jurisdictions, as well as between various governmental jurisdictions and private-sector and nongovernmental entities that are engaged.

Comprehensive Preparedness Guide (CPG) 101: Producing Emergency Plans-A Guide for All Hazard Emergency Operations Planning for State, Territorial, Local, and Tribal Governments: Guide that describes the intersection of the Federal and State, tribal, and local plans and planning. Replaces State and Local Guide (SLG) 101.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Corrective Actions: Implementing procedures that are based on lessons learned from actual incidents or from training and exercises.

Critical Infrastructure: Systems, assets, and networks, whether physical or virtual, so vital to the United States that the incapacity or destruction of such

systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Defense Coordinating Officer (DCO): Individual who serves as the Department of Defense (DOD)'s single point of contact at the Joint Field Office (JFO) for requesting assistance from DOD. With few exceptions, requests for Defense Support of Civil Authorities originating at the JFO are coordinated with and processed through the DCO. The DCO may have a Defense Coordinating Element consisting of a staff and military liaison officers to facilitate coordination and support to activated Emergency Support Functions.

Defense Support of Civil Authorities (DSCA): Support provided by U.S. military forces (Regular, Reserve, and National Guard), Department of Defense (DOD) civilians, DOD contract personnel, and DOD agency and component assets, in response to requests for assistance from civilian Federal, State, local, and tribal authorities for domestic emergencies, designated law enforcement support, and other domestic activities.

Demobilization: The orderly, safe, and efficient return of a resource to its original location and status.

DHS: The United States Department of Homeland Security.

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

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A Division is located within the Incident Command System organization between the Branch and resources in the Operations Section.

Domestic Readiness Group (DRG): An interagency body convened on a regular basis to develop and coordinate preparedness, response, and incident management policy. This group evaluates various policy issues of

interagency importance regarding domestic preparedness and incident management and makes recommendations to senior levels of the policymaking structure for decision. During an incident, the DRG may be convened by the Department of Homeland Security to evaluate relevant interagency policy issues regarding response and develop recommendations as may be required.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means 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 Management: As subset of incident management, the coordination and integration of all activities necessary to build, sustain, and improve the capability to prepare for, protect against, respond to, recover from, or mitigate against threatened or actual natural disasters, acts of terrorism, or other manmade disasters.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Manager: The person who has the day-to-day responsibility for emergency management programs and activities. The role is one of coordinating all aspects of a jurisdiction's mitigation, preparedness, response, and recovery capabilities.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) 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, tribal, city, county), or some combination thereof.

Emergency Plan: The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Support Function (ESF) Annexes: Present the missions, policies, structures, and responsibilities of Federal agencies for coordinating resource and programmatic support to States, tribes, and other Federal agencies or other jurisdictions and entities when activated to provide coordinated Federal support during an incident.

Emergency Support Function (ESF) Coordinator: The entity with management oversight for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response, and recovery phases of incident management.

Emergency Support Function (ESF) Primary Agency: An agency with significant authorities, roles, resources, or capabilities for a particular function within an ESF. A Federal agency designated as an ESF primary agency serves as a Federal executive agent under the Federal Coordinating Officer (or Federal Resource Coordinator for non-Stafford Act incidents) to accomplish the ESF mission.

Emergency Support Function (ESF) Support Agency: An entity with specific capabilities or resources that support the primary agencies in executing the mission of the ESF.

Emergency Support Functions (ESFs): Used by the Federal Government and many State governments as the primary mechanism at the operational level to organize and provide assistance. ESFs align categories of resources and provide strategic objectives for their use. ESFs utilize standardized

resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

External Affairs: Organizational element that provides accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the local populace.

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.

Event: An occurrence which may require public safety and or emergency planning and response activities. Events are usually planned for in advance and can include any situations which cause an increased public response or preparedness activity.

Federal: Of or pertaining to the Federal Government of the United States of America.

Federal Coordinating Officer (FCO): The official appointed by the President to execute Stafford Act authorities, including the commitment of Federal Emergency Management Agency (FEMA) resources and mission assignment of other Federal departments or agencies. In all cases, the FCO represents the FEMA Administrator in the field to discharge all FEMA responsibilities for the response and recovery efforts underway. For Stafford Act events, the FCO is the primary Federal representative with whom the State Coordinating Officer and other State, tribal, and local response officials interface to determine the most urgent needs and set objectives for an effective response in collaboration with the Unified Coordination Group.

Federal-to-Federal Support: Support that may occur when a Federal department or agency responding to an incident under its own jurisdictional authorities requests Department of Homeland Security coordination to obtain additional Federal assistance. As part of Federal-to-Federal support, Federal departments and agencies execute interagency or intra-agency reimbursable agreements, in accordance with the Economy Act or other applicable authorities.

Federal Resource Coordinator (FRC): Official who may be designated by the Department of Homeland Security in non-Stafford Act situations when a Federal department or agency acting under its own authority has requested the assistance of the Secretary of Homeland Security to obtain support from other Federal departments and agencies. In these situations, the FRC coordinates support through interagency agreements and memorandums of understanding. The FRC is responsible for coordinating timely delivery of resources to the requesting agency.

FEMA: Federal Emergency Management Agency.

FEMA Regional Offices: FEMA has 10 regional offices, each headed by a Regional Administrator. The regional field structures are FEMA's permanent presence for communities and States across America.

Finance/Administration Section: (1) Incident Command: Section responsible for all administrative and financial considerations surrounding an incident. (2) Joint Field Office (JFO): Section responsible for the financial management, monitoring, and tracking of all Federal costs relating to the incident and the functioning of the JFO while adhering to all Federal laws and regulations.

Function: One of the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved (e.g., the planning function). A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs.

Functional Needs Populations: Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children. Most emergency practitioners in Georgia recognize for disaster response purposes, those citizens with medical assistance needs that are above the services available in general population shelters, or those because of their medical

conditions, require transportation assistance, especially during evacuation and re-entry operations.

Fusion Center: Facility that brings together into one central location law enforcement, intelligence, emergency management, public health, and other agencies, as well as private-sector and nongovernmental organizations when appropriate, and that has the capabilities to evaluate and act appropriately on all available information. In Georgia, the Georgia Information Sharing and Analysis Center fills this role.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Georgia Disaster Housing Task Force (GDHTF): A group of representatives from State and Local Agencies, Volunteer Organizations and the Private Sector, that collectively examine and plan for the potential housing needs in Georgia following a catastrophic disaster occurring within Georgia or in the event that the state is asked to host displaced residents from another state due to similar circumstances.

Georgia Search and Rescue (GSAR): Specially trained and equipped teams, strategically located across the Georgia that can locate, rescue (extricate), and provide initial medical stabilization of victims trapped in confined spaces.

Georgia Voluntary Organizations Active in Disaster (GAVOAD): A consortium of more than 30 recognized state and national organizations active in disaster relief. Their organizations provide capabilities to incident management and response efforts at all levels. Agencies within the GAVOAD often times are able to assist local emergency management programs with such things as debris removal, direct assistance to private property owners and counseling services.

Governor's Authorized Representative: An individual empowered by a Governor to: (1) execute all necessary documents for disaster assistance on behalf of the State, including certification of applications for public assistance; (2) represent the Governor of the impacted State in the Unified Coordination Group, when required; (3) coordinate and supervise the State disaster assistance program to include serving as its grant administrator; and (4) identify, in coordination with the State Coordinating Officer, the State's critical information needs for incorporation into a list of Essential Elements of Information.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between Branches and resources in the Operations Section. See Division.

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

Hazard Identification and Risk Assessment (HIRA): A process to identify hazards and associated risk to persons, property, and structures and to improve protection from natural and human-caused hazards. HIRA serves as a foundation for planning, resource management, capability development, public education, and training and exercises.

Homeland Security Exercise and Evaluation Program (HSEEP): A capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning.

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

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Annexes: Describe the concept of operations to address specific contingency or hazard situations or an element of an incident requiring specialized application of the *National Response Framework*.

Incident Command: Entity responsible for overall management of the incident. Consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS): 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 a management system designed to enable effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It 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, to organize 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 the release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management: Refers to how incidents are managed across all homeland security activities, including prevention, protection, and response and recovery.

Incident Management Assistance Team (IMAT): An interagency national-or regional-based team composed of subject-matter experts and incident management professionals from multiple Federal departments and agencies.

Incident Management Team (IMT): An incident command organization made up of the Command and General Staff members and appropriate functional units of an Incident Command System organization. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining the "type," or level, of IMT. IMTs are generally grouped in five types. Types I and II are national teams, Type III are State or regional, Type IV are discipline-or large jurisdiction-specific, and Type V are ad hoc incident command organizations typically used by smaller jurisdictions.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Infrastructure Liaison: Individual assigned by the Department of Homeland Security Office of Infrastructure Protection who advises the Unified Coordination Group on regionally or nationally significant infrastructure and key resources issues.

Interoperability: The ability of emergency management/response personnel to interact and work well together. In the context of technology, interoperability also refers to having an emergency communications system that is the same or is linked to the same system that a jurisdiction uses for non-emergency procedures, and that effectively interfaces with national standards as they are developed. The system should allow the sharing of data

with other jurisdictions and levels of government during planning and deployment.

Job Aid: A checklist or other visual aid intended to ensure that specific steps for completing a task or assignment are accomplished.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with *National Incident Management System* principles and is led by the Unified Coordination Group. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC): An interagency entity established to coordinate and disseminate information for the public and media concerning an incident. JICs may be established locally, regionally, or nationally depending on the size and magnitude of the incident.

Joint Information System (JIS): Mechanism that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Joint Operations Center (JOC): An interagency command post established by the Federal Bureau of Investigation to manage terrorist threats or incidents and investigative and intelligence activities. The JOC coordinates

the necessary local, State, and Federal assets required to support the investigation, and to prepare for, respond to, and resolve the threat or incident.

Joint Task Force (JTF): Based on the complexity and type of incident, and the anticipated level of Department of Defense (DOD) resource involvement, DOD may elect to designate a JTF to command Federal (Title 10) military activities in support of the incident objectives. If a JTF is established, consistent with operational requirements, its command and control element will be co-located with the senior on-scene leadership at the Joint Field Office (JFO) to ensure coordination and unity of effort. The co-location of the JTF command and control element does not replace the requirement for a Defense Coordinating Officer (DCO)/Defense Coordinating Element as part of the JFO Unified Coordination Staff. The DCO remains the DOD single point of contact in the JFO for requesting assistance from DOD.

Joint Task Force (JTF) Commander: Individual who exercises operational control of Federal military personnel and most defense resources in a Federal response. Some Department of Defense (DOD) entities, such as the U.S. Army Corps of Engineers, may respond under separate established authorities and do not provide support under the operational control of a JTF Commander. Unless federalized, National Guard forces remain under the control of a State Governor. Close coordination between Federal military, other DOD entities, and National Guard forces in a response is critical.

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

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Key Resources: Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

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

Local Government: A county, municipality, city, local public authority, school district, special district or intrastate district.

Logistics Section: (1) Incident Command: Section responsible for providing facilities, services, and material support for the incident. (2) Joint Field Office (JFO): Section that coordinates logistics support to include control of and accountability for Federal supplies and equipment; resource ordering; delivery of equipment, supplies, and services to the JFO and other field locations; facility location, setup, space management, building services, and general facility operations; transportation coordination and fleet management services; information and technology systems services; administrative services such as mail management and reproduction; and customer assistance.

Logistics Staging Area: a pre-designated location at which state or mutual aid personnel, supplies, and equipment are to be received within Georgia during disasters, and then deployed to impacted counties.

Long-Term Recovery: A process of recovery that may continue for a number of months or years, depending on the severity and extent of the damage sustained. For example, long-term recovery may include the complete redevelopment of damaged areas.

Major Disaster: Under the Robert T. Stafford Disaster Relief and Emergency Assistance 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 that, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford 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.

Mission Assignment: The mechanism used to support Federal operations in a Stafford Act major disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable State or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work. See also Pre-Scripted Mission Assignment.

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mobilization: The process and procedures used by all organizations—Federal, State, tribal, and local—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-agency Coordination (MAC) Group: Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the system. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination System(s) (MACS): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are emergency operations centers and MAC Groups. These systems assist agencies and organizations responding to an incident.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of the incident. In the Incident Command System, these incidents will be managed under Unified Command.

Mutual Aid and Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

National: Of a nationwide character, including the Federal, State, tribal, and local aspects of governance and policy.

National Disaster Medical System (NDMS): A federally coordinated system that augments the Nation's medical response capability. The overall purpose of the NDMS is to establish a single, integrated national medical response capability for assisting State and local authorities in dealing with the medical impacts of major peacetime disasters. NDMS, under Emergency Support Function #8 – Public Health and Medical Services, supports Federal agencies in the management and coordination of the Federal medical response to major emergencies and federally declared disasters.

National Exercise Program: A Department of Homeland Security-coordinated exercise program based upon the National Planning Scenarios contained which are the *National Preparedness Guidelines*. This program coordinates and, where appropriate, integrates a 5-year homeland security exercise schedule across Federal agencies and incorporates exercises at the State and local levels.

National Incident Management System (NIMS): System that provides a proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Infrastructure Coordinating Center (NICC): As part of the National Operations Center, monitors the Nation's critical infrastructure and key resources on an ongoing basis. During an incident, the NICC provides a coordinating forum to share information across infrastructure and key resources sectors through appropriate information-sharing entities.

National Infrastructure Protection Plan (NIPP): Plan that provides a coordinated approach to critical infrastructure and key resources protection roles and responsibilities for Federal, State, tribal, local, and private-sector security partners. The *NIPP* sets national priorities, goals, and requirements for effective distribution of funding and resources that will help ensure that our government, economy, and public services continue in the event of a terrorist attack or other disaster.

National Operations Center (NOC): Serves as the primary national hub for situational awareness and operations coordination across the Federal Government for incident management. The NOC provides the Secretary of Homeland Security and other principals with information necessary to make critical national-level incident management decisions.

National Planning Scenarios: Planning tools that represent a minimum number of credible scenarios depicting the range of potential terrorist attacks and natural disasters and related impacts facing our Nation. They form a basis for coordinated Federal planning, training, and exercises.

National Preparedness Guidelines: Guidance that establishes a vision for national preparedness and provides a systematic approach for prioritizing preparedness efforts across the Nation. These *Guidelines* focus policy, planning, and investments at all levels of government and the private sector. The *Guidelines* replace the Interim National Preparedness Goal and integrate recent lessons learned.

National Response Coordination Center (NRCC): As a component of the National Operations Center, serves as the Department of Homeland Security/Federal Emergency Management Agency primary operations center responsible for national incident response and recovery as well as national resource coordination. As a 24/7 operations center, the NRCC monitors

potential or developing incidents and supports the efforts of regional and field components.

National Response Framework (NRF): Guides how the Nation conducts all-hazards response. The *Framework* documents the key response principles, roles, and structures that organize national response. It describes how communities, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It allows first responders, decision-makers, and supporting entities to provide a unified national response.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it 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. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Operations Section: (1) Incident Command: Responsible for all tactical incident operations and implementation of the Incident Action Plan. In the Incident Command System, it normally includes subordinate Branches, Divisions, and/or Groups. (2) Joint Field Office: Coordinates operational support with on-scene incident management efforts. Branches, divisions, and groups may be added or deleted as required, depending on the nature of the incident. The Operations Section is also responsible for coordinating with other Federal facilities that may be established to support incident management activities.

Planning Section: (1) Incident Command: Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident. (2) Joint Field Office: Section that collects, evaluates, disseminates, and uses information regarding the threat or incident and the status of Federal resources. The Planning Section prepares and documents Federal support actions and develops unified action, contingency, long-term, and other plans.

Preparedness: Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

Pre-Positioned Resources: Resources moved to an area near the expected incident site in response to anticipated resource needs.

Pre-Scripted Mission Assignment: A mechanism used often times in Georgia within the Georgia Department of Defense or ESF 7 (Resources) Planning area. Pre-scripted mission assignments identify resources or capabilities that state agencies, through the Emergency Support Functions (ESFs), are commonly called upon to provide during incident response. Pre-scripted mission assignments allow primary and supporting ESF agencies to organize resources that will be deployed during incident response.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions 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.

Primary Agency: See Emergency Support Function (ESF) Primary Agency.

Principal Federal Official (PFO): May be appointed to serve as the Secretary of Homeland Security's primary representative to ensure consistency of Federal support as well as the overall effectiveness of the Federal incident management for catastrophic or unusually complex incidents that require extraordinary coordination.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocol: A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both affected and indirectly affected).

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

Recovery: The development, coordination, and execution of service-and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management includes mutual aid and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

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. Under the *National Incident Management System*, resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

Response: Immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.

Section: The organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)).

Senior Federal Law Enforcement Official (SFLEO): An official appointed by the Attorney General during an incident requiring a coordinated Federal response to coordinate all law enforcement, public safety, and security operations with intelligence or investigative law enforcement operations directly related to the incident. The SFLEO is a member of the Unified Coordination Group and, as such, is responsible to ensure that allocation of law enforcement requirements and resource allocations are coordinated as appropriate with all other members of the Group. In the event of a terrorist incident, the SFLEO will normally be a senior Federal Bureau of Investigation official who has coordinating authority over all law enforcement activities related to the incident, both those falling within the Attorney General's explicit authority as recognized in Homeland Security Presidential Directive 5 and those otherwise directly related to the incident itself.

Short-Term Recovery: A process of recovery that is immediate and overlaps with response. It includes such actions as providing essential public health and safety services, restoring interrupted utility and other essential services, reestablishing transportation routes, and providing food and shelter for those displaced by a disaster. Although called "short term," some of these activities may last for weeks.

Situation Report: Document that contains confirmed or verified information and explicit details (who, what, where, and how) relating to an incident.

Situational Awareness: The ability to identify, process, and comprehend the critical elements of information about an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the *National Incident Management System*, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.)

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended. This Act describes the programs and processes by which the Federal Government provides disaster and emergency assistance to State and local governments, tribal nations, eligible private nonprofit organizations, and individuals affected by a declared major disaster or emergency. The Stafford Act covers all hazards, including natural disasters and terrorist events.

Staging Area: Any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State Coordinating Officer (SCO): The individual appointed by the Governor to coordinate State disaster assistance efforts with those of the Federal Government. The SCO plays a critical role in managing the State

response and recovery operations following Stafford Act declarations. The Governor of the affected State appoints the SCO, and lines of authority flow from the Governor to the SCO, following the State's policies and laws.

State Operations Center (SOC): The physical location at which the coordination of information and resources to support those incidents and or events that warrant a significant state response. The current Georgia SOC is co-located with GEMA Headquarters in Atlanta, GA. Alternate SOCs are identified and may be activated when necessary.

Status Report: Relays information specifically related to the status of resources (e.g., the availability or assignment of resources).

Support Annexes: Describe how Federal departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations coordinate and execute the common support processes and administrative tasks required during an incident. 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.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Terrorism: As defined under the Homeland Security Act of 2002, any activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, P.L. 107−296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Unified Area Command: Command system established when incidents under an Area Command are multi-jurisdictional. See Area Command.

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unity of Command: Principle of management stating that each individual involved in incident operations will be assigned to only one supervisor.

Urban Search and Rescue (US&R) Task Forces: A framework for structuring local emergency services personnel into integrated disaster response task forces. The 28 National US&R Task Forces complete with the necessary tools, equipment, skills, and techniques, can be deployed by the Federal Emergency Management Agency to assist State and local governments in rescuing victims of structural collapse incidents or to assist in other search and rescue missions.

Volunteer: Any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed.

Examples of MEOPS

City of Marietta – Career Department
Bartow County – Combination Department
City of Flovilla – Volunteer Department

City of Marietta/BLW

MEOP

Municipal Emergency Operations Plan

In the wake of recent events, many municipalities have recognized the need for developing Emergency Operations Plans that are applied at the municipal level and managed by the Fire Chief. The City of Marietta M.E.O.P is a livable and scalable framework developed to assist the City of Marietta with mitigation, preparation, response and recovery from natural and man-made disasters.

In the City of Marietta, the City Manager appoints the Fire Chief to act on his behalf and to assume the role of Emergency Management Director. The Fire Chief is the **primary authority** and **responsible party** in most incidents, and not all disasters are declared or require the assistance of the state and federal agencies. Undeclared disasters are best handled at the **lowest jurisdiction possible**. This framework is intended to help the City of Marietta prepare for disaster by bridging the gaps between federal, state, county, and municipal emergency operations plans.

Effective use of the framework requires training, education, and experience with the Incident Command System (ICS) and applying it at the local level. The first step is to create an incident command organizational chart utilizing an Incident Commander and the four section chiefs, operations, planning, logistics, and finance. These positions are appointed by the Fire Chief and should be staffed in an emergency with only qualified personnel. All personnel involved should be familiar with the **essential Emergency Support Functions** vital to the community. An Emergency Operation plan is considered a work in progress and must be practiced, updated, and trained on regularly.

City of Marietta/BLW

M.E.O.P.

1 Purpose

- The purpose of this document is to provide guidelines and information to assist the City of Marietta with mitigation, preparation, response and recovery from local natural and man-made disasters.

2 Responsibilities (Scope)

- This document is to be utilized in the event that an incident escalates in length or severity beyond the capabilities or resources of the on duty shift.
- This plan is to be activated by Chief of the department at the request of the on duty Assistant Chief.

3 Procedures

1. Assess the scene.
2. Report Incident to the Chief of the Department.
3. M.E.O.P. activated.
4. Activate the Incident Command in the Crisis management Center (CMC).
5. Appropriate personnel are contacted using recall or on call procedures.
6. Fill in names and titles on the M.E.O.P. organizational chart.
7. Staff shall read through their sections check lists regarding their functions.
8. If necessary, notify appropriate local Emergency Support functions.

Training and Links

1. The **Homeland Security Lieutenant** shall coordinate two table top exercises, request funding, and coordinate one live disaster drill on an annual basis utilizing input from the Emergency Support Functions and mutual aid partners.

2. All MFD personnel are to be familiar with the M.E.O.P.by conducting periodic surveys utilizing (gemnet.mariettaga.gov).

3. All personnel in the M.E.O.P. organizational hierarchy are to utilize the latest NIMS compliant version of Incident Command System (ICS).

Federal Emergency Management Agency (FEMA)

Website: fema.gov

Address: 500 C Street SW, Washington, DC 20472
Phone: 1-800-621-3362

Georgia Emergency Management Agency (GEMA)

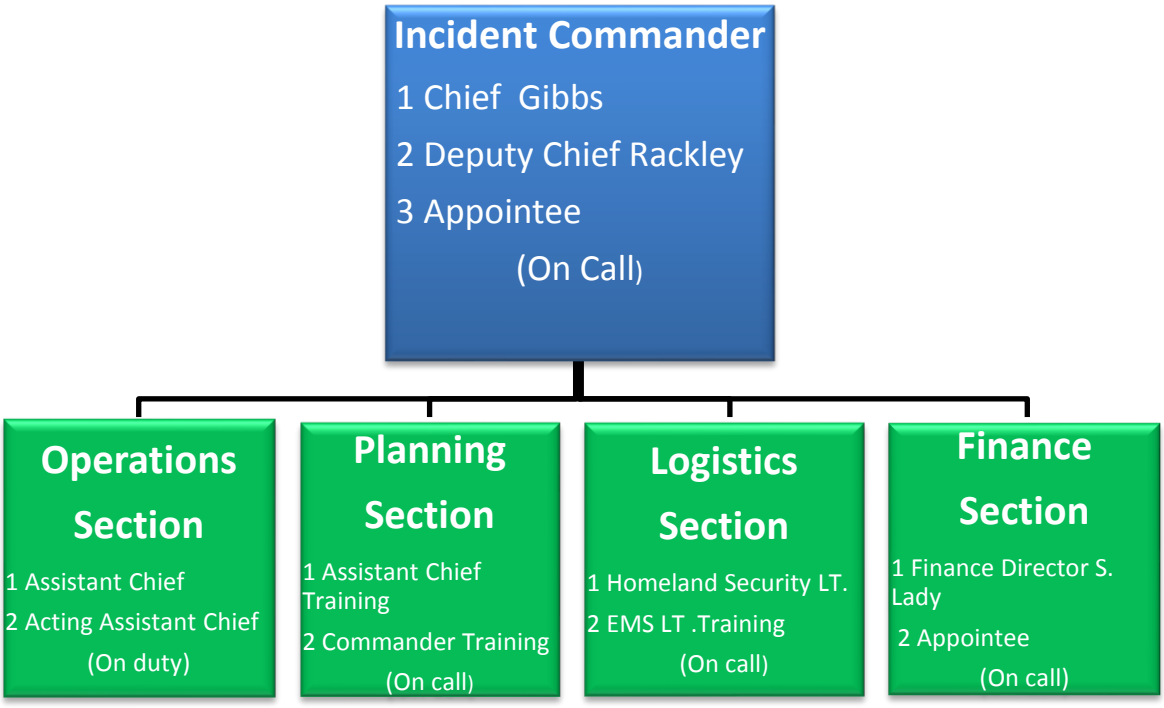
Website: gema.ga.gov
Address: P.O. BOX 18055 Atlanta, GA 30316
Phone: 1-800-TRY-GEMA

Georgia Public Safety Training Center (GPSTC)
Website: gpstc.org
Address: 1000 Indian Springs Drive, Forsyth, GA
Phone: 478-993-4670

United States Fire Administration
Website: usfa.fema.gov
Address: 16825 South Seton Avenue, Emmitsburg, MD
Phone: 1-800-238-3358

Marietta/BLW City of

M.E.O.P ORGANIZATIONAL STRUCTURE



Positions are to be staffed with only trained personnel.

- Positions are to appointed by the Fire Chief.
- Staff shall be trained to a minimum of **two deep** in each position.
- Staff for each position shall be available on shift or on call.
- Each position shall utilize the applicable section checklist.
- The organizational chart is intended to be scalable in size and scope
- The chart shall be updated **regularly**.

Incident Commander Responsibilities and Checklist

The incident commander (IC) is responsible for command at all times. As the identity of the IC changes through transfers of command, this responsibility shifts with title.

Primary Responsibilities:

- Get briefing from previous IC
- Establish the Incident Command Post (ICP). Crisis Management Center.
- Name the Incident
- Keep records and receipts from the beginning.

Secondary Responsibilities:

- Establish the appropriate ICS structure and staff positions as needed.
- Establish incident Objectives (strategy).
- Ensure adequate safety measures and message is in place and communicated.
- Brief all staff, and give initial assignments and delegate appropriate authority.
- Set the time for the first planning meeting.

Tertiary Responsibilities:

- Coordinate activity of all command and general staff.
- Direct staff to develop plans and staffing requirements.
- Approve requests for additional resources and funding.
- Prepare and participate in planning meetings.
- Assist in developing and approving the incident action plan.
- Approve the release of information from the Public Information Officer.
- Ensure that incident objectives are being met and evaluate the objectives.

Operations Section Responsibilities and Checklist

In the City of Marietta the Operations Section will always be staffed with shift personnel. The operations section is responsible for tactical operations at the incident site to reduce immediate hazards, save lives and property, establish situation control, and to restore normal conditions. As the identity of the Operations Section changes through transfers of command, this responsibility shifts with title.

Primary Responsibilities:

- Receive assignment, briefing, and reporting location from Incident command.
- Recon the scene visually and gather intelligence.
- Use clear text and ICS terminology.
- Develop an Incident Action Plan (IAP).
- Organize, assign, and brief personnel in accordance with the Incident Action Plan.
- Keep records and receipts from the beginning.

Secondary Responsibilities:

- Supervise execution of Incident Action Plan for operations.
- Request resources needed to implement Operation's tactics.
- Ensure safe tactical operations.
- Make or approve changes to the Incident Action Plan.

Tertiary Responsibilities:

- Assemble and disassemble crews assigned to the operations section.
- Maintain a unit activity log.

Planning Section Responsibilities and Checklist

The planning section is responsible for collecting, evaluating, disseminating information about the incident. This information is used to understand the current situation, predict the course of events, and to prepare alternative strategies.

Primary Responsibilities:

- Receive assignment, reporting location, and reporting.
- Check in upon arrival.
- Use clear text and ICS terminology.
- Receive a briefing from immediate supervisor.
- Organize, brief and assign assistants.
- Recon the incident visually or get a situational status report from the IC.
- Be involved in the formulation of the Incident Action Plan.
- Collect and process information about the incident.
- Keep records and receipts from the beginning.

Secondary Responsibilities:

- Determine the need for specialized resources.
- Acquire and assign technical specialists as needed.
- Formulate information on alternative strategies. (Best to worst case scenario).
- Provide periodic predictions on incident potential.
- Provide status reports to Public Information Officer (PIO).

Logistics Section Responsibilities and Checklist

The logistics section is responsible for providing facilities, services, and materials in support of the incident response. The Emergency Support Functions are vital to the logistics section.

Primary Responsibilities:

- Receive assignment, reporting location, and reporting.
- Check in upon arrival.
- Use clear text and ICS terminology.
- Receive a briefing from immediate supervisor.
- Organize, brief and assign assistants.
- Recon the incident visually or get a situational status report from the IC.
- Be involved in the formulation of the Incident Action Plan.
- Keep records and receipts from the beginning.

Secondary Responsibilities:

- Identify service and support requirements for planned and expected operations.
- Provide input to communications, medical, and transportation plans.
- Coordinate and process requests for additional resources.
- Review Incident Action Plan and needs for the next operational period.
- Advise on current service and support capabilities.

Finance section Responsibilities and Checklist

The finance/administration section is responsible for tracking and approving all incident expenses. Monitors and coordinates funding from multiple sources. The finance section ensures that all local, state, and federal rules are complied with in regard to spending.

Primary Responsibilities:

- Attend planning meetings to gather information on overall strategy.
- Determine resources needed.
- Develop an operating plan for the finance/ administration function of an incident.
- Brief staff, make assignments, and prepare work objectives for subordinates.
- Inform command when finance section is fully operational.
- Meet with cooperating agencies and companies in regard to finance.
- Provide input at planning meetings on financial matters.
- Ensure that all personnel time records are kept according to city policy.
- Keep records and receipts from the beginning.

Secondary Responsibilities:

- Obtain and record all cost data.
- Prepare incident cost summaries.
- Prepare resource use cost for planning.
- Maintain cumulative incidents cost records.
- Ensure that all cost documents are accurately prepared.

Emergency Management Director/ Fire Chief Responsibilities

Primary Responsibilities

- Assist and advise all departments, agencies and/or organizations in development and coordination of ESFs to ensure necessary planning;
- Brief and train CMC personnel, as well as conduct periodic exercises, to evaluate support function responsibilities;
- Manage the CMC for operational readiness;
- Coordinate with other emergency management agencies, CEMA, GEMA, and other emergency response organizations;
- Maintain a list of appropriate department, agency and organization contacts;
- Obtain copies of SOPs, SOGs, and AUCs for all ESFs;
- Update, maintain, and distribute the plan and all major revisions to departments, agencies and organizations contained on the distribution list;
- Advise other local government officials and agencies with ESF responsibilities on the nature, magnitude, and effects of an emergency; and
- Coordinate with public information officials to provide emergency information to the public.
- Maintain SOPs, SOGs and AUCs in conjunction with the Fire Chief.

ESSENTIAL EMERGENCY SUPPORT FUNCTIONS AND CONTACTS

1. **Transportation**(Used for guidance and services in and after an emergency)
    - **a.** Primary-Cobb County DOT-Transit Division: **770-419-6201**
    - **b.** Support-Cobb County School District-Transit Division: **770-594-8000**
    - **c.** Support-Marietta City Schools Transportation: **770-429-3110**
2. **Communications**(Used for warning services during and after an emergency)
    - **a.** Primary-Cobb County E911: **770-499-3911**
    - **b.** Support-City of Marietta MIS Division: **770-794-5452**
    - **c.** Support-Cobb County Emergency Management : **770-499-4567**
3. **Public Works and Engineering**(Provides protection and temporary repair)
    - **a.** Primary-Marietta Public Works-BLW: **770-794-5650**
    - **b.** Support-Cobb County DOT**: 770-528-1600**
    - **c.** Support-Cobb County-Marietta Water Authority- **770-514-5300**
4. **Firefighting**
    - **a.** Primary- Marietta Fire Department- **770-794-5451**(Chief Gibbs)
    - **b.** Support- Cobb County Fire Department- **770-528-8000**
    - **c.** Support-Dobbins Fire and Emergency Services- **678-655-3117**
    - **d.** Support- Lockheed Fire Department- **770-494-3244**
5. **Emergency Management Services**
    - **a.** Primary- Cobb County EMA **-770-499-4567**
    - **b.** Support-Georgia Emergency Management Agency- **1-800-879-4362**
6. **Mass Care Housing and Human Services**
    - **a.** Primary-American Red Cross- **404-876-3302**
    - **b.** Support- Cobb County Department of Family Services- **770-528-5000**

7. **Public Health and Medical Services**

- **a.** Primary- Cobb Douglas Public Health- **770-514-2300**
- **b.** Support- Kennestone Hospital- **770-793-5000**
- **c.** Support- Metro Ambulance Service- **770-693-8484 or 770-693-8480**

8. **Search and Rescue**

- **A.** Primary- Marietta Fire Department-**770-794-5451**
- B. Primary-Marietta Police Department-**770-794-5305**
- **C.** Support- Cobb County Fire Department- **770-528-8000**
- **D.** Support- Cobb County Police Department-**770-499-3900**
- **E.** Support- Cobb County Sherriff's Office-**770-499-4633**
- F. Support-Dobbins Fire and Emergency Services- **678-655-4840**
- **G.** Support- Lockheed Fire Department- **770-494-2647**

9. **Hazardous Materials**

- **a.** Primary-Marietta Fire Department-**770-794-5451**
- **b.** Support-Cobb County Fire Department-**770-528-8000**
- **c.** Support-Dobbins Fire and Emergency Services-**678-655-4840**
- **d.** Support-Environmental Protection Agency-**404-562-8700**(emergency)
- **e.** Support-Georgia Mutual Aid Group-**404-320-1505**

*10.***Agricultural and Natural Resources**

- **a.** Primary-Cobb County Animal Control-**770-499-4136**
- **b.** Support-Cobb County Extension Service-**770-528-4070**
- **c.** Support-Cobb Veterinary Society-**770-424-9157**
- **d.** Support-Humane Society of Cobb County-**770-428-9882**

*11.***Energy**

- **a.** Primary-Marietta BLW-**770-794-5233**
- **b.** Support-Cobb EMC-770-**429-2100**
- **c.** Support-Georgia Power-**404-506-6526**

12. **Public Safety and Security Services**

- **a.** Primary-Marietta Police-**770-794-5305**
- **b.** Support- Cobb County Police Department-**770-499-3900**
- **c.** Support- Cobb County Sherriff's Office-**770-499-4633**
- **d.** Support- Cobb County Medical Examiner's Office-**770-528-2200**
- **e.** Powder Springs Police Department-**770-943-1616**
- **f.** Support-Smyrna Police Department-**770-434-9481**
- **g.** Support-Southern Polytechnic State University Police-**678-915-5555**

13. **Public Information**

Primary- City of Marietta Public Information-**770-794-5509**

M.E.O.P. Annual Calendar

January- March

- The M.E.O.P. is to be reviewed for gap analysis, accuracy, and revised by the by the Homeland Security Lieutenant with input from the Chief of the Department.
- The Homeland Security lieutenant shall request and acquire funding for training, table top exercises, and the live disaster drill.
- Schedule dates for exercises and drill at the earliest date possible.
- The organizational structure chart shall be updated and revised to accommodate promotions and retirements of staff.
- All section heads shall keep up to date with the latest NIMS compliant (ICS) training.
- The Homeland Security Lieutenant shall coordinate the planning meeting with all Emergency Support Functions and mutual aid partners vital to the City of Marietta.

April-June

- Plan the first table top exercise and perform by the end of May.
- Start preparations for the live disaster drill to be held before the middle of November.

July-September

- Plan the second table top exercise and perform before the end of September.
- Continue preparations for the live disaster drill.

October- December

- Perform the live disaster drill and schedule an after action review.

Bartow County Fire Department

Disaster Operations Plan

It is the intent of this plan to provide operational response guidelines for the department in the event of a natural or man-made disaster that overwhelms the department's day to day resources. This plan shall serve as a guide for administrators and supervisors. The plan is designed to work in conjunction with Automatic Aid Agreements and Mutual Aid plans already in place. This shall be a dynamic document that will require annual review and updating. The framework shall be scalable and adjustable as dictated by the size and complexity of the incident.

In order for this plan, or any other plan to be effective, the plan must be trained on regularly, exercised, reviewed, and updated as needed. All emergency incidents should be managed by utilizing the Incident Command System.

In times of disaster, cooperation and coordination with **all** local agencies is critical. Disasters may or may not be declared, require outside agency assistance, or state and federal support. Whenever possible, events should be handled at the lowest jurisdiction possible. However, additional resources shall be requested as needed.

1. Purpose

- The purpose of this plan is to provide operational guidelines to assist Bartow County Fire Department administrators and officers with preparing, mitigating, responding and recovering from a natural or man-made disaster.

2. Scope

- This document is to be utilized in the event that an incident exceeds the capabilities of the day to day staffing and automatic aid utilized by the Bartow County Fire Department.
- The plan is to be activated by the Fire Chief or their designee in their absence.
- Activation of the plan should be requested by the on-duty Battalion Chief. In the event that a Captain is acting Battalion Chief for the shift, a Chief Officer shall be notified as soon as possible to request activation of the plan.
- All off-duty Chief Officers shall be notified immediately, briefed on the incident, and report to their designated positions.

3. Procedures

1. Size up the incident.
2. Establish ICS.
3. Ensure Personnel Accountability.
4. Notify Fire Chief.
5. Activate Disaster Response Plan.
6. Notify off-duty Chief Officers.
7. Fire Chief or designee is to report to EOC if it is activated and serve as Department Incident Commander.
8. Fire Department Liaison is to report to 911 center.
9. Designated Chief Officer shall assume Fire Department Operations Section Chief at Headquarters.
10. Fire Department Operations Section Chief shall call in off-duty personnel and request additional resources as needed.
11. Preliminary Damage Assessment shall be performed and reported to the Fire Chief.

Position Responsibilities

Fire Chief – The Fire Chief shall be responsible for reviewing and updating the plan as needed. In the event of a disaster, the Fire Chief or their designee should report to the EOC when activated, and serve as Incident Commander for the Fire Department and shall be responsible for activating the Disaster Response Plan. The IC will be responsible for overall Incident Management, formulating an Incident Action Plan, and appointing other Command and General Staff Positions as needed. When the Command & General Staff positions are not assigned by the IC, the IC will have responsibility for those roles.

Safety Officer – The Safety Officer is responsible for formulating an incident safety plan, preparing the safety message & ICS 215A, and for conducting the incident safety briefing. The Safety Officer will mitigate all known safety hazards and report to the IC and Operations. The Safety Officer will ensure that injury reports are completed and investigate all injuries and accidents that occur as a result of the incident.

Fire Department Liaison – The Fire Chief will designate a Fire Department Liaison Officer to report to the 911 Center. It shall be the Liaison Officer's responsibility to assist the 911 dispatchers with triaging calls to be dispatched to fire department companies, assist with coordinating other agency requests to support response efforts, and update the Fire Chief and Operations Section Chief as needed.

Public Information Officer – It will be the duty of the PIO to communicate with the media, stakeholders, and other interested parties, any information concerning the incident. The PIO will establish media areas, give media briefings, and prepare press releases. The PIO will work with IC, Plans, and Operations to see that accurate and relevant information is released concerning the incident in a timely manner.

Operations Section – It shall be the responsibility of the Fire Department Operations Section Chief to oversee the operations of the Bartow County Fire Department in the event of a disaster, to oversee response and recovery efforts, and to execute the IAP. The Operations Section Chief shall be staffed by a Chief Officer designated by the Fire Chief. The Operations Sec. Chief shall report to Bartow County Fire Department Headquarters unless otherwise directed. The Fire Department Operations Sec. Chief shall be responsible for directing overall Operations in a disaster. They shall be responsible for calling in off-duty personnel, advising them of the situation, and giving them their initial assignments. They will also be responsible for requesting additional resources as needed.

Planning Section – The planning Section Chief will be responsible for assisting with the formulation of the IAP, collecting and processing information regarding the incident, keeping records on the incident, determining the need for specialized resources and technical specialists, predicting incident outcomes, and briefing the IC, Ops, and PIO.

Logistics Section – Logistics will be responsible for Keeping records & receipts concerning the incident, identifying and securing service and support requirements for the incident, providing communications, medical & Transport plans, coordinating requests for additional resources, and planning for additional resources for upcoming operational periods if needed.

Finance Section – The Finance Section Chief shall attend planning meetings, provide input on financial matters concerning the incident, keep records & receipts, maintain time sheets for the incident, record all cost data for the incident, and prepare cost estimates and reports as needed.

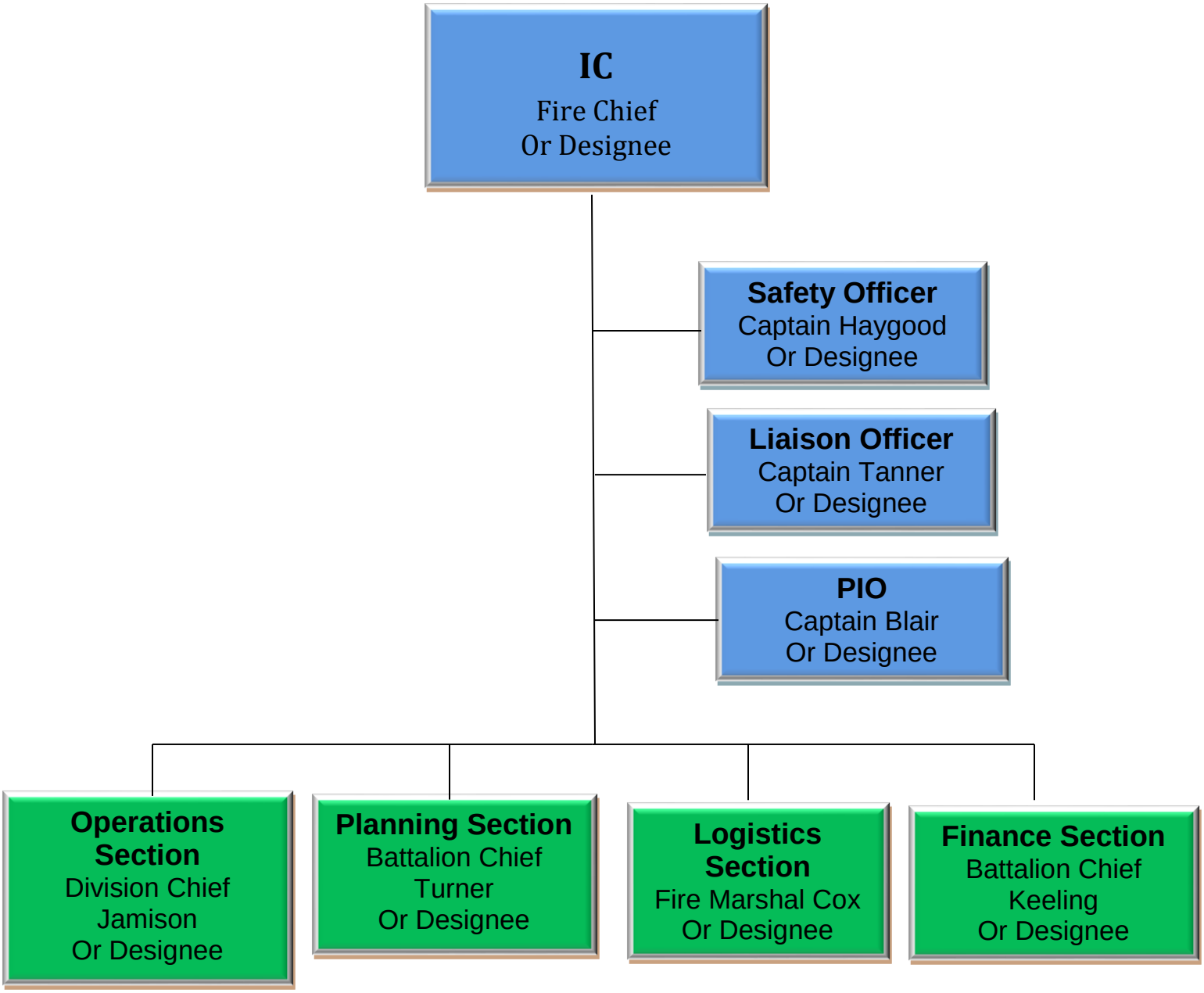
Special Operations Division Chief – It is the responsibility of the Special Operations Division Chief to oversee all Special Operations teams (Haz Mat, Technical Rescue, Wildland Fire Crew, etc.). The Special Operations Chief shall designate which officer is to assume this responsibility in their absence. The Special Operations Chief may assume other roles as assigned by the Fire Chief.

Division Commanders – Chief Officers or Captains will be assigned to designated geographical response districts to oversee field operations and command units in their respective divisions. These divisions may be pre-designated or may be assigned as needed based on the incident. Division Commanders will report to the Department Operations Section Chief.

On-Duty Battalion Chief – The on-duty Battalion Chief (or acting Battalion Chief) will be responsible for notifying the Fire Chief or their designee. In the event that a Captain is acting Battalion Chief during a disaster, another Chief Officer shall be notified as soon as possible to request activation of the Disaster Response Plan. The on scene Battalion Chief shall size up the incident, implement the Incident Command System, insure accountability and safety of personnel, and request additional resources as needed.

Responders – The safety of all personnel shall be paramount. All responding personnel will adhere to the department Standard Operating Procedures, participate in the department's accountability system, and work within the established incident command system. All off duty personnel called in to duty shall report to their assigned stations unless informed otherwise. All off-duty personnel called in to duty shall be assigned to the incident whenever possible and on-duty companies should be relieved and made available to cover "normal" calls with the district when practical. All crews and personnel shall maintain an ICS 214 Unit Log and see that it is turned in to their supervisors at the end of their shifts.

Organizational Structure



This organizational Structure is scalable. Those positions and functions not filled will be handled by the Incident Commander. The IC may assign pre-designated personnel to other positions in the department as needed and fill their positions with other qualified personnel.

Bartow County
Emergency Support Functions
Contacts

1. Transportation

- Bartow County Transit 770-387-5165
- Bartow County School System 770-606-5800

2. Communications

- Bartow County 911 770-387-5195

3. Public Works

- Bartow County Public Works 770-387-5140
- Ga.DOT Cartersville Maint. Div. 770-387-3605

4. Fire

- Bartow County Fire Department 770-387-5151
- Cartersville Fire Department 770-387-5636

5. Emergency Management

- Bartow County EMA 770-387-5089
- GEMA 1-800-879-4362

6. Mas Care Housing & Human Services

- Red Cross 706-291-6648

7. Public Health

- Bartow County Health Department 770-382-1920
- Cartersville Medical Center 770-382-1530
- EMS Captain 404-392-5137

8. Search & Rescue

- Bartow County Fire Department 770-387-5151
- Div. Chief Dwayne Jamison 404-391-1616
- Cartersville Fire Department 770-387-5636
- GSAR TF 6 (Calhoun FD) 706-602-0911

9. Hazardous Materials

- Bartow County Fire Department 770-387-5151
- Div. Chief Dwayne Jamison 404-391-1616
- Cartersville Fire Department 770-387-5636
- Nw Ga. Regional Haz Mat Team 706-602-0911
- GMAG 404-320-1505

10. Agriculture & Natural Resources

- Bartow County Animal Control 770-387-5153
- Dept. of Agriculture Extension Office 770-387-5142

11. Energy

- Georgia Power 800-432-0392 Ext. 911
- Cartersville Electric Dept. 770-387-5631
- Cobb EMC 770-429-2100
- Greystone Power 770-949-7880
- Acworth Power 770-974-5233

12 Public Safety & Security

- Bartow County Sherriff's Dept. 770-382-5050
- Cartersville Police Dept. 770-382-2526
- Emerson Police Dept. 770-386-6696
- Euharlee Police Dept. 770-386-7339
- White Police Dept. 770-382-9383

13. Public Information

- PIO Capt. Adam Blair 770-684-8060
- Fire Chief/EMA Director Millsap 770-387-5151

City of Flovilla

MEOP

Municipal Emergency Operations Plan

In the wake of recent events, many municipalities have recognized the need for developing Emergency Operations Plans that are applied at the municipal level and managed by the Fire Chief. The City of Flovilla M.E.O.P is a livable and scalable framework developed to assist the City of Flovilla with mitigation, preparation, response and recovery from natural and man-made disasters.

In the City of Flovilla, the Mayor appoints the Fire Chief to act on his behalf and to assume the role of Emergency Management Director. The Fire Chief is the **primary authority** and **responsible party** in most incidents, and not all disasters are declared or require the assistance of the state and federal agencies. Undeclared disasters are best handled at the **lowest jurisdiction possible**. This framework is intended to help the City of Flovilla prepare for disaster by bridging the gaps between federal, state, county, and municipal emergency operations plans.

Effective use of the framework requires training, education, and experience with the Incident Command System (ICS) and applying it at the local level emphasizing **mutual aid**. The first step is to create an incident command organizational chart utilizing an Incident Commander and the four section chiefs, operations, planning, logistics, and finance. These positions are appointed by the Fire Chief and shall be staffed in an emergency with only qualified personnel. All personnel involved shall be familiar with the **essential Emergency Support Functions** vital to the community. An Emergency Operation plan is considered a work in progress and must be practiced, updated, and trained on regularly.

City of Flovilla/BLW

M.E.O.P.

1 <u>Purpose</u>

- The purpose of this document is to provide guidelines and information to assist the City of Flovilla with mitigation, preparation, response and recovery from local natural and man-made disasters.

2 <u>Responsibilities (Scope)</u>

- This document is to be utilized in the event that an incident escalates in length or severity beyond the capabilities or resources of the on duty shift.
- This plan is to be activated by the Fire Chief, or acting Officer in Charge.

3 <u>Procedures</u>

9. Assess the scene.
10. Activate the MEOP.
11. Notify Chief of the Department.
12. The Fire Chief is to activate the IC which is located in the City Hall Meeting Room.
13. Contact the appropriate personnel using recall or on call procedures.
14. Create the M.E.O.P. organizational chart.
15. All staff shall read through the check lists for their position.
16. Notify appropriate Emergency Support functions.

Training and Links

4. The Flovilla Fire Department Assistant Chief shall coordinate one table top exercises, request funding, and coordinate one live disaster drill on an annual basis utilizing input from the Emergency Support Functions and mutual aid partners.
5. All FFD personnel are to be familiar with the M.E.O.P. and the Emergency Support Functions by conducting periodic surveys utilizing the GEMNET.
6. All personnel in the M.E.O.P. organizational hierarchy are to utilize the latest NIMS compliant version of Incident Command System (ICS).

Federal Emergency Management Agency (FEMA)

Website: fema.gov

Address: 500 C Street SW, Washington, DC 20472
Phone: 1-800-621-3362

Georgia Emergency Management Agency (GEMA)

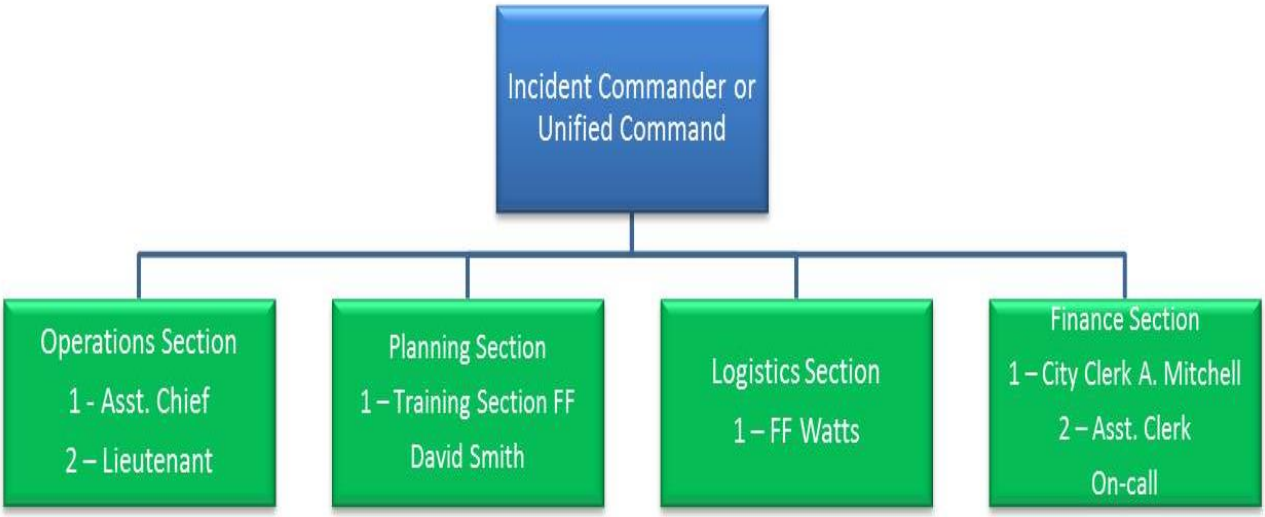
Website: gema.ga.gov
Address: P.O. BOX 18055 Atlanta, GA 30316
Phone: 1-800-TRY-GEMA

Georgia Public Safety Training Center (GPSTC)
Website: gpstc.org
Address: 1000 Indian Springs Drive, Forsyth, GA
Phone: 478-993-4670

United States Fire Administration
Website: usfa.fema.gov
Address: 16825 South Seton Avenue, Emmitsburg, MD
Phone: 1-800-238-3358

City of Flovilla

MEOP ORGANIZATIONAL STRUCTURE



- Positions are to be staffed with only trained personnel utilizing the (ICS).
- Positions are to appointed by the Fire Chief.
- Staff for each position shall be available.
- Each position shall utilize the section checklist.
- This organizational chart is intended to be scalable in size and scope
- This chart shall be updated **Annually**.

Incident Commander Responsibilities and Checklist

The incident commander (IC) is responsible for command at all times. As the identity of the IC changes through transfers of command, this responsibility shifts with title.

Primary Responsibilities:

- Get briefing from previous IC
- Establish the Incident Command Post (ICP).
- Name the Incident
- Keep records and receipts from the beginning.

Secondary Responsibilities:

- Establish the appropriate ICS structure and staff positions as needed.
- Establish incident Objectives (strategy).
- Ensure adequate safety measures and message is in place and communicated.
- Brief all staff, and give initial assignments and delegate appropriate authority.
- Set the time for the first planning meeting.

Tertiary Responsibilities:

- Coordinate activity of all command and general staff.
- Direct staff to develop plans and staffing requirements.
- Approve requests for additional resources and funding.
- Prepare and participate in planning meetings.
- Assist in developing and approving the incident action plan.
- Approve the release of information from the Public information Officer.
- Ensure that incident objectives are being met and evaluate the objectives.

Operations Section Responsibilities and Checklist

In the City of Flovilla the Operations Section will always be staffed with personnel. The operations section is responsible for tactical operations at the incident site to reduce immediate hazards, save lives and property, establish situation control, and to restore normal conditions. As the identity of the Operations Section changes through transfers of command, this responsibility shifts with title.

Primary Responsibilities:

- Receive assignment, briefing, and reporting location from Incident command.
- Recon the scene visually and gather intelligence.
- Use clear text and ICS terminology.
- Develop an Incident Action Plan (IAP).
- Organize, assign, and brief personnel in accordance with the Incident Action Plan.
- Keep records and receipts from the beginning.

Secondary Responsibilities:

- Supervise execution of Incident Action Plan for operations.
- Request resources needed to implement Operation's tactics.
- Ensure safe tactical operations.
- Make or approve changes to the Incident Action Plan.

Tertiary Responsibilities:

- Assemble and disassemble crews assigned to the operations section.
- Maintain a unit activity log.

Planning Section Responsibilities and Checklist

The planning section is responsible for collecting, evaluating, disseminating information about the incident. This information is used to understand the current situation, predict the course of events, and to prepare alternative strategies.

Primary Responsibilities:

- Receive assignment, reporting location, and reporting.
- Check in upon arrival.
- Use clear text and ICS terminology.
- Receive a briefing from immediate supervisor.
- Organize, brief and assign assistants.
- Recon the incident visually or get a situational status report from the IC.
- Be involved in the formulation of the Incident Action Plan.
- Collect and process information about the incident.
- Keep records and receipts from the beginning.

Secondary Responsibilities:

- Determine the need for specialized resources.
- Acquire and assign technical specialists as needed.
- Formulate information on alternative strategies. (Best to worst case scenario).
- Provide periodic predictions on incident potential.
- Provide status reports to Public information officer (PIO).

Logistics Section Responsibilities and Checklist

The logistics section is responsible for providing facilities, services, and materials in support of the incident response. The Emergency Support Functions are vital to the logistics section.

Primary Responsibilities:

- Receive assignment, reporting location, and reporting.
- Check in upon arrival.
- Use clear text and ICS terminology.
- Receive a briefing from immediate supervisor.
- Organize, brief and assign assistants.
- Recon the incident visually or get a situational status report from the IC.
- Be involved in the formulation of the Incident Action Plan.
- Keep records and receipts from the beginning.

Secondary Responsibilities:

- Identify service and support requirements for planned and expected operations.
- Provide input to communications, medical, and transportation plans.
- Coordinate and process requests for additional resources.
- Review Incident Action Plan and needs for the next operational period.
- Advise on current service and support capabilities.

Finance Section Responsibilities and Checklist

The finance/administration section is responsible for tracking and approving all incident expenses. Monitors and coordinates funding from multiple sources. The finance section ensures that all local, state, and federal rules are complied with in regard to spending.

Primary Responsibilities:

- Attend planning meetings to gather information on overall strategy.
- Determine resources needed.
- Develop an operating plan for the finance/ administration function of an incident.
- Brief staff, make assignments, and prepare work objectives for subordinates.
- Inform command when finance section is fully operational.
- Meet with cooperating agencies and companies in regard to finance.
- Provide input at planning meetings on financial matters.
- Ensure that all personnel time records are kept according to city policy.
- Keep records and receipts from the beginning.

Secondary Responsibilities:

- Obtain and record all cost data.
- Prepare incident cost summaries.
- Prepare resource use cost for planning.
- Maintain cumulative incidents cost records.
- Ensure that all cost documents are accurately prepared.

Fire Chief Responsibilities

Primary Responsibilities

- Assist and advise all departments, agencies and/or organizations in development and coordination of ESFs to ensure necessary planning;

- Brief and train personnel, as well as conduct periodic exercises, to evaluate support function responsibilities;

- Coordinate with other emergency management agencies, GEMA, and other emergency response organizations;

- Maintain a list of appropriate department, agency and organization contacts;

- Obtain copies of SOPs, SOGs, and AUCs for all ESFs;

- Update, maintain, and distribute the plan and all major revisions to departments, agencies and organizations contained on the distribution list;

- Advise other local government officials and agencies with ESF responsibilities on the nature, magnitude, and effects of an emergency; and

- Coordinate with public information officials to provide emergency information to the public.

- Maintain SOPs, SOGs and AUCs in conjunction with the Fire Chief.

ESSENTIAL EMERGENCY SUPPORT FUNCTIONS AND CONTACTS

1. **Transportation**(Used for guidance and services in and after an emergency)

   a. Primary-Butts County School System **770-504-2300**
   b. Support-Butts County Public Works **770-775-8213**

2. **Communications**(Used for warning services during and after an emergency)

   a. Primary-Butts County E911 Communications: **770-775-8232**
   b. Support-Butts County Sheriffs Office: **770-775-8216**
   c. Support-Jackson Fire Department : **770-775-8054**

3. **Public Works and Engineering**(Provides protection and temporary repair)
   a. Primary-Flovilla Public Works: **770-775-5661**
   b. Support-Butts County Public Works**: 770-775-8213**
   c. Support-Jackson Public Works: **770-775-3198**

4. **Firefighting**
   a. Primary- Flovilla Fire Department- **770-775-7444**
   b. Support- Butts County Fire Department- **770-775-8212**
   c. Support-Jackson Fire Department- **770-775-8054**

5. **Emergency Management Services**
   a. Primary- Butts County EMA -**770-775-8212**
   b. Support-Georgia Emergency Management Agency- **1-800-879-4362**

6. **Mass Care Housing and Human Services**
   a. Primary-American Red Cross- **404-876-3302**
   b. Support- Butts County Department of Family Services- **770-504-2200**

7. **Public Health and Medical Services**
   a. Primary- Butts County Health Department- **770-504-2238**
   b. Support- Sylvan Grove Hospital- **770-775-7861**
   c. Support- Butts County Fire Department- **770-775-8212**

8. Search and Rescue

a. Primary- Flovilla Fire Department-**770-775-7444**
b. Support- Butts County Sheriff's Department **770-775-8216**

9. Hazardous Materials

a. Primary-Butts County Fire Department-**770-775-8212**
b. Support-Flovilla Fire Department-**770-775-7444**
c. Support-Jackson Fire Departmen-**770-775-8054**
d. Support-Environmental Protection Agency-**404-562-8700**(emergency)
e. Support-Georgia Mutual Aid Group-**404-320-1505**

10. Agricultural and Natural Resources

a. Primary-Butts County Animal Control-**770-775-8013**
b. Support-Butts County Health Department-**770-504-2230**

11. Energy

a. Primary-Butts County Public Works-**770-775-8213**
b. Support-Central GA EMC-**770-775-7857**
c. Support-Georgia Power-**404-506-6526**

12. Public Safety and Security Services

a. Primary-Butts County Sherriff's Office-**770-775-8216**
b. Support- Jackson Police Department-**770-775-7878**
c. Support- Cobb County Sherriff's Office-**770-499-4633**
d. Support- Butts County Coroners Office-**770-775-7657**

13. Public Information

Primary- Flovilla Public Information-**770-775-5661**

###END OF REPORT###